

From

Nagma Khan  
Civil Judge(Junior Division)  
Budaun

To

The Registrar General  
Hon'ble High Court of Judicature  
at Allahabad, Uttar Pradesh

Through

The District Judge  
Budaun

Subject: Application for seeking permission to apply and sit for CSE Preliminary Examination 2021

Respected Sir,

It is most respectfully submitted that I intend to apply and sit for Civil Services Preliminary Examination-2021 taking place on June 27, 2021.

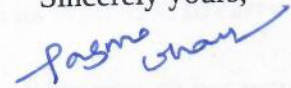
As per the advertisement instructions(examination notice no 04/2021-CSP dated 04-03-2021 available on [www.upsc.gov.in](http://www.upsc.gov.in)), a candidate in government service is required to intimate the head of department in writing that he or she is applying for the examination. I am attaching the relevant extracts of the advertisement for your kind perusal.

I therefore wish to bring to your esteemed knowledge my intention of putting my application and sitting for the same and for that very purpose seek your kind permission to allow me to apply and sit for Civil Services Preliminary Examination 2021 scheduled to take place on June 27, 2021.

Thanking you!

Date: 16.03.21

Sincerely yours,



Nagma Khan  
Civil Judge(Junior Division)  
Budaun, Uttar Pradesh  
ID UP02445

Attachment:

Extract of relevant pages of advertisement(examination notice no 04/2021-CSP dated 04-03-2021 available on [www.upsc.gov.in](http://www.upsc.gov.in)) signifying the date of Preliminary Examination, clause requiring intimation from employer/head of department.

Office of the District Judge

BUDAUN

No 561/21 Budaun Dated 16.03.2021

FORWARDED

DISTRICT JUDGE  
BUDAUN





## UNION PUBLIC SERVICE COMMISSION

EXAMINATION NOTICE NO. 04/2021-CSP DATE: 04/03/2021  
(LAST DATE FOR RECEIPT OF APPLICATIONS: 24/03/2021) of CIVIL SERVICES EXAMINATION,  
2021

(The Commission's Website: [www.upsc.gov.in](http://www.upsc.gov.in))

### IMPORTANT

1. **CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:** All candidates (male/female/transgender) are requested to carefully read the Rules of Civil Services Examination notified by the Government (Department of Personnel and Training) and this Notice of Examination derived from these Rules. The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely **provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Commission. The Commission takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Interview/Personality Test.
2. **HOW TO APPLY:**

Candidates are required to apply Online by using the website <https://upsconline.nic.in>  
Detailed instructions for filling up online applications are available on the above mentioned website. Brief Instructions for filling up the "Online Application Form" given in Appendix-IIA.

  - 2.1 Candidate should have details of one Photo ID Card viz. Aadhaar Card/Voter Card/PAN Card/Passport/Driving Licence/Any other Photo ID Card issued by the State/Central Government. The details of this Photo ID Card will have to be provided by the candidate while filling up the online application form. The candidates will have to upload a scanned copy of the Photo ID whose details have been provided in the online application by him/her. This Photo ID Card will be used for all future referencing and the candidate is advised to carry this Photo ID Card while appearing for Examination/Personality Test.
  - 2.2 The facility of withdrawal of Application is available for those candidates who do not want to appear for Civil Services (Preliminary) Examination. In this regard, Instructions are mentioned in Appendix IIB of this Examination Notice
3. **LAST DATE FOR RECEIPT OF APPLICATIONS :**

The online Applications can be filled up to 24<sup>th</sup> March, 2021 till 6:00 PM. The eligible candidates shall be issued an e-Admit Card three weeks before the commencement of the examination. The e-Admit Card will be made available in the UPSC website [ <https://upsconline.nic.in> ] for downloading by candidates. No Admit Card will be sent by post.
4. **PENALTY FOR WRONG ANSWERS:**

Candidates should note that there will be penalty (negative marking) for wrong answers marked by a candidate in the Objective Type Question Papers.
5. **FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:**

Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.



In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.

**6. MOBILE PHONES BANNED:**

- (a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
- (b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.

7. Candidates are advised not to bring any valuable/costly items to the venue of the examination, as safe-keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.

F. No. 1/13/2020-E.I(B) : Preliminary Examination of the Civil Services Examination for recruitment to the Services and Posts mentioned below will be held by the Union Public Service Commission on 27<sup>th</sup> June, 2021 in accordance with the Rules published by the Department of Personnel & Training in the Gazette of India Extraordinary dated 4<sup>th</sup> March, 2021. All candidates must carefully read the Civil Services Examination-2021 Rules together with all the Appendices along with the Annexures thereof and this Examination Notice derived from the CSE Rules, 2021 in entirety for gaining awareness of the current Rules and Regulations as changes may have been incorporated since the previous Examination Rules.

- (i) Indian Administrative Service
- (ii) Indian Foreign Service
- (iii) Indian Police Service
- (iv) Indian Audit and Accounts Service, Group 'A'
- (v) Indian Civil Accounts Service, Group 'A'
- (vi) Indian Corporate Law Service, Group 'A'
- (vii) Indian Defence Accounts Service, Group 'A'
- (viii) Indian Defence Estates Service, Group 'A'
- (ix) Indian Information Service, Junior Grade Group 'A'
- (x) Indian Postal Service, Group 'A'
- (xi) Indian P&T Accounts and Finance Service, Group 'A'
- (xii) Indian Railway Protection Force Service, Group 'A'
- (xiii) Indian Revenue Service (Customs & Indirect Taxes) Group 'A'
- (xiv) Indian Revenue Service (Income Tax) Group 'A'
- (xv) Indian Trade Service, Group 'A' (Grade III)
- (xvi) Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade)
- (xvii) Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service (DANICS), Group 'B'
- (xviii) Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar

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concerned Services/Posts to be allocated to candidates of Persons with Benchmark Disability by the Government.

**Note I:** Applications without the prescribed Fee (unless remission of Fee is claimed) shall be summarily rejected.

**Note II:** Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

**Note III:** If any candidate who took the Civil Services Examination held in 2020 wishes to apply for admission to this examination, he/she must submit his/her application without waiting for the results or an offer of appointment.

**Note IV:** Candidates admitted to the Main Examination will be required to pay a further fee of Rs. 200/- (Rupees Two hundreds only).

### **5. How to Apply:**

(a) Candidates are required to apply online using the website <http://www.upsconline.nic.in>. Detailed instructions for filling up online applications are available on the above mentioned website. The applicants are advised to submit only single application; however, if due to any unavoidable situation, if an applicant submits another/multiple applications, then the applicant must ensure that application with the higher RID is complete in all respects like applicants' details, examination centre, photograph, signature, photo ID, fee etc. The applicants who are submitting multiple applications should note that only the applications with higher RID (Registration ID) shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.

(b) All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations or in private employment should submit their applications direct to the Commission.

Persons already in Government Service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are however, required to submit an undertaking that they have informed in writing to their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled.

**NOTE 1:** While filling in his/her Application Form, the candidate should carefully decide about his/her choice of centre for the Examination. If any candidate appears at a centre other than the one indicated by the Commission in his/her Admission Certificate, the papers of such a candidate will not be evaluated and his/her candidature will be liable to cancellation.

**NOTE-2:** The Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected - BA) and cerebral palsy will be provided the facility of scribe, if desired by the person. In case of other category of Persons with Benchmark Disabilities as defined under section 2(r) of the RPWD Act, 2016, the facility of scribe will be allowed to such candidates on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per proforma at Appendix - IV. The candidates have discretion of opting for his/her own scribe or request the Commission for the same. The details of scribe i.e. whether own or the Commission's and the

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