

F.NO.1/194(39)/2015-R.IV/SPC-I
UNION PUBLIC SERVICE COMMISSION
DHOLPUR HOUSE, SHAHJAHAN ROAD
NEW DELHI – 110069

N O T I C E

UNION PUBLIC SERVICE COMMISSION ADVERTISED FOURTEEN POSTS OF SENIOR ADMINISTRATIVE OFFICER GRADE-II IN DEFENCE RESEARCH AND DEVELOPMENT ORGANIZATION (DRDO), MINISTRY OF DEFENCE VIDE ADVERTISEMENT NO. SPL/52/2016 (ITEM NO. 03, VACANCY NO. 16025203727, PUBLISHED ON 27.02.2016). THE COMMISSION CONDUCTED A COMBINED COMPUTER BASED RECRUITMENT TEST ON 22.05.2016. ON THE BASIS OF COMBINED COMPUTER BASED RECRUITMENT TEST, THE COMMISSION HAVE SHORTLISTED CANDIDATES BEARING THE FOLLOWING ROLL NOS. "PROVISIONALLY". ONLY SUCH CANDIDATES WHO SATISFY/FULFIL ALL THE ELIGIBILITY CONDITIONS AS PER ADVERTISEMENT SHALL BE CALLED FOR INTERVIEW.

14 POSTS OF SENIOR ADMINISTRATIVE OFFICER GRADE-II IN DEFENCE RESEARCH AND DEVELOPMENT ORGANIZATION (DRDO), MINISTRY OF DEFENCE.

0001031	0002660	0002729	0002892	0002984	0003007
0003026	0003088	0003247	0003271	0003319	0003364
0003367	0003440	0003546	0003607	0003933	0004111
0004433	0004441	0004739	0004800	0005173	0005681
0005851	0005874	0005953	0006051	0006053	0006188
0006293	0006562	0006648	0006771	0006894	0007012
0007028	0007125	0007132	0007155	0007282	0007480
0007497	0007514	0007715	0007896	0008349	0008385
0008622	0008768	0009004	0009094	0009127	0009231
0009477					

[TOTAL: 55]

UNION PUBLIC SERVICE COMMISSION
DATED THE 1ST JULY 2016.
CONCLUDED

NOTE: THE MARKS OF CANDIDATES, WHO HAVE NOT BEEN SHORTLISTED IN THE RECRUITMENT TEST AND CATEGORY WISE CUT OFF MARKS ETC. WILL BE PUT ON THE COMMISSION'S WEBSITE WITHIN 15 DAYS FROM THE DATE OF PUBLICATION OF THE FINAL RESULT.

CONTD..

No. F.1/194(39)/2015-R.IV/SPC-I

UNION PUBLIC SERVICE COMMISSION

(SANGH LOK SEVA AYOGE)

DHOLPUR HOUSE, SHAHJAHAN ROAD

New Delhi – 110069, Dated

To,

Dear candidates SHORTLISTED as per NOTICE dated 01.07.2016.

Subject: Recruitment to 14 posts of Senior Administrative Officer Grade-II in Defence Research and Development Organization (DRDO), Ministry of Defence advertised vide Advt. No. SPL/52/2016, Item No. 3, Vacancy No. 16025203727 published on 27.02.2016 and UPSC Notice No. F.1/194(39)/2015-R.IV/SPC-I dated 01.07.2016.

Dear candidate,

I am to refer to your On-line application for the above mentioned post(s) and to inform you that based on the Combined Computer Based Recruitment Test held on 22.05.2016, you have been shortlisted provisionally, subject to verification of documents with reference to your eligibility etc. for the above mentioned post (s). Accordingly, you are required to furnish self-attested photocopies of the certificates/documents as per **Annexure-I**, mentioning your name and Roll Number on each document/certificate, by Hand/Speed Post to the Under Secretary (SPC-I), Room No. 3, Main Building, Dholpur House, Shahjahan Road, New Delhi – 110069 immediately **within 15 days (in any case not later than 19.07.2016)** in support of your claim for the post (s), to verify your eligibility for the said post. You are also requested to write the name of the post on the Envelope. Date and Time of Interview for the above posts will be intimated later on through e-mail.

Important: Originals of the above certificates are required to be produced at the time of interview.

Sd/-
(Inderjeet)
Under Secretary (SPC-I)
Phone: 011/23387296

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ANNEXURE-I

LIST OF DOCUMENTS

(A COPY OF THESE DOCUMENTS/CERTIFICATES MUST BE SENT TO THE COMMISSION WITHIN FIFTEEN DAYS POSITIVELY. THE ORIGINAL DOCUMENTS/CERTIFICATES ARE REQUIRED TO BE BROUGHT ON THE DAY OF INTERVIEW FOR VERIFICATION ETC.)

- (i) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (like in case of Tamil Nadu & Kerala).
- (ii) Degree certificate from a recognized University along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree certificate, Provisional Certificate along with mark sheets pertaining to all the academic years will be accepted.
- (iii) Experience Certificate: Three years experience of administration, establishment and accounts work.
- (iv) Certificate(s) in the **"prescribed proforma"** from the Head(s) of Organization(s) /Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay, nature of duties performed/experience obtained in the post(s) with duration(s). Only the experience in the field relevant to the post would be considered. Experience certificate not in prescribed proforma would be considered on merits by the Commission.
- (v) Caste certificate in the prescribed proforma in case of candidates seeking reservation as SC/ ST/ OBC from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC and the village/ town the candidate is ordinarily a resident of.
- (vi) A declaration in the **"prescribed proforma"** by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed last date for receipt of Online Recruitment Application on ORA website for the post is to be treated as crucial date.
- (vii) Physically Handicapped (PH) certificate in **"prescribed proforma"** issued by the competent authority by Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- (viii) **Candidate claiming change in name** after matriculation on marriage or remarriage or divorce etc. must submit the following documents:
 - a) In case of marriage of women - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner.
 - b) In case of re-marriage of women - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport

showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

- c) In case of divorce of women - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
- d) In other circumstances for change of name for both male and female - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.
- e) In case of error in spelling of name- An Affidavit duly sworn before the Oath Commissioner.

(ix) **Certificate in respect of Age relaxation in case of :**

- a) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in **"prescribed proforma"** from competent authority.
 - b) Central/UT Government Employees/Servants in **"prescribed proforma"** from competent authority.
 - c) Meritorious Sports persons in **"prescribed proforma"** from competent authority.
 - d) Widows/Divorced Women/Women Judicially separated from Husbands.
 - e) Persons who had ordinarily been domiciled in the State of J & K during the period from 1st January, 1980 to 31st December, 1989.
- (x) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ad hoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- (xi) In case you have claimed to be a Government servant a certificate from your employer clearly stating that **as on the closing date for this/these posts(s)** you were a Government servant.
- (xii) Any other condition* (*e.g., in case of ex-servicemen)

Note: Candidates may refer to the relevant advertisement for the above post in the Employment News or to one of the recruitment advertisements under the tab 'Recruitment' on the Commission's website www.upsc.gov.in for the prescribed formats of certificates, etc.

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