

Important

Applicants are advised to be careful enough while submitting their application to the Commission so that chances of their applications being rejected are minimized to the best possible extent and their effort is not lost due to the reasons which can be avoided by them if they remain slightly more careful. Applicants are, therefore, requested to note that before filling the online application they may have a careful look on the common reasons where an applicant's online application is being rejected by the Commission.

The Experience of Commission (UPSC) shows that major rejection happens due to the following reasons:

- (a)** Application being rejected on the grounds of bad quality of submitted photograph.
- (b)** Application being rejected on the grounds of bad quality of submitted signature.
- (c)** Application being rejected on the grounds of swapping of photograph with that of signature.
- (d)** Only PART-I of the application is submitted to the Commission and thus their application is incomplete because of non-submission of PART-II.
- (e)** Fee Payment details against one Application No. has been submitted to another Application No. (Fee once paid against single Application No. is not allowed to be adjusted against another Application No.).
- (f)** Applicant having submitted PART-I, but failing to complete Part 2 of the application. Applicant must complete part 2 of the application by uploading appropriate photograph and signature, paying admissible fee and giving his choice of examination centre.
- (g)** Application being rejected on the grounds of non submission of payment proof to the Commission within specified time in case of fictitious payment cases (which are intimated to the applicant through e-mail as well as published on the website of the Commission in due course). Fictitious payment cases are those cases for which the Commission does not receive any information from the bank authorities to which the applicant has claimed to have deposited his/her fees.

ONLINE RECRUITMENT APPLICATION (ORA)
ENFORCEMENT OFFICER (EO)/ACCOUNTS OFFICER (AO)
EMPLOYEE PROVIDENT FUND ORGANIZATION,
MINISTRY OF LABOUR AND EMPLOYMENT

1. Applicants are advised to carefully go through the detailed Notice No. 53/2016, which can be viewed on the website of the Commission (<http://www.upsc.gov.in> and <http://www.upsconline.nic.in/oraepfo/vacancy.php/>).

2. To apply for the posts of Enforcement Officer (EO), applicant should click on the link (UPSC ONLINE APPLICATIONS) on the website of the Commission (<http://www.upsc.gov.in>) OR the applicant can directly visit <http://www.upsconline.nic.in/> and click the link "Online Recruitment Application(ORA) for the posts of Enforcement Officer (EO)/Accounts Officer (AO) in Employee Provident Fund Organization, Ministry of Labour and Employment" to fill the application.



UPSC

संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION

Thursday ०२, June २०१६

ONLINE APPLICATION FOR VARIOUS EXAMINATIONS OF UPSC
संघ लोक सेवा आयोग की विभिन्न परीक्षाओं के लिए ऑनलाइन आवेदन

ONLINE RECRUITMENT APPLICATION (ORA) FOR VARIOUS RECRUITMENT POSTS
विभिन्न पदों के लिए ऑनलाइन भर्ती आवेदन (ओ.आर.ए.)

 **NEW** Online Recruitment Application(ORA) for the posts of Enforcement Officer (EO)/Accounts Officer (AO) in Employee Provident Fund Organization, Ministry of Labour and Employment

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NEW E-ADMIT CARDS FOR THE RECRUITMENT TESTS TO BE HELD ON 13 JUNE 2016

3. Click on the Part I registration.



Date & Time: 03-06-2016 11:25:42

(Your Machine IP Address - :10.25.64.254)

Recruitment Advertisement No. 53/2016	Frequently Asked Questions(FAQ) Graphical Guide to fill Application	View/Print Online Application
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Advertisement No . 53/2016

Prescribed Last Date for Online Recruitment Application: 23-06-2016

Vacancy No.	Post Name	Instructions	Links to Apply	
16065301704	Enforcement Officer/Accounts Officer	Read Instructions	Click Here Part-I (Registration)	Click Here Part-II Details

Note: Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centres except DELHI, CHENNAI, DISPUR, KOLKATA AND NAGPUR. Allotment of Centres will be on the 'first-apply-first allot' basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.

4. This will lead to the Part 1 Registration Form in which the applicants have to fill in the requisite information, particulars and details asked for.



Application Workflow for Enforcement Officer / Account Officer Post			
PART - I		PART - II	
Registration	Payment	Photo & Signature Upload	Test Centre

REGISTRATION (Part-I)

Personal Details

Name *	<input type="text"/> (Maximum 50 characters) [Note 1: Name as recorded in the Matriculation/Secondary Examination Certificate] [Note 2: Please do not use any prefix such as Shri/ Mr./ Ms./ Dr./ Mrs. Etc.]
Father's Name *	<input type="text"/> (Maximum 30 characters) [Note : Please do not use any prefix such as Shri/ Mr./ Dr. Etc.]
Mother's Name *	<input type="text"/> (Maximum 30 characters) [Note : Please do not use any prefix such as Shri/ Mr./ Dr. Etc.]
Gender *	--Select Gender-- ▾
Date Of Birth *	<input type="text"/>

5. Applicant must fill all the required fields. Fields with red STAR (*) marks are mandatory and essential to be filled in by the applicant.

5.1 Name as recorded in the Matriculation/Secondary Examination Certificate. Please do not use any prefix such as Mr. or Ms. Etc.

5.2 Father's Name: Please do not use any prefix such as Shri or Dr. etc.

5.3 Mother's Name: Please do not use any prefix such as Smt or Dr. etc.

5.4 Gender: Select from Male/Female.

5.5 Date of Birth: Date of Birth as recorded in the Matriculation/Secondary Examination Certificate

5.6 Community: Fill the appropriate category from General/OBC/SC/ST. Applicants who belongs to OBCs but come in the 'Creamy Layer' are not entitled to OBC reservation as per rules. Such type of applicants will be treated as General community.

5.7 Are you PH Challenged: Applicant should indicate Yes/No.

5.8 Physically Challenged Category: There are two categories- (i) Hearing Impairment and (ii) Orthopedically Handicapped or Locomotor Disability or Cerebral Palsy. Applicants with less than 40% disability will be considered as NON-PH and they are not eligible for age relaxation under the rules. For other details, Applicant may refer to the Detailed Notice of the Recruitment.

5.9 Candidate need to select PH Sub-category from given options, PH percentage, Writing Extremity and requirement of Scribe etc. for entitled categories step wise step. If candidate opts for own scribe, then he/she needs to complete Scribe Application Form on next screen:

Physically Challenged Scribe Form	
Name of the scribe : *	<input type="text"/>
Address of the Scribe :	
Line 1: *	<input type="text"/>
Line 2: *	<input type="text"/>
Line 3:	<input type="text"/>
District/City :*	<input type="text"/>
State/UT:*	[Select State] ▾
Pincode:*	<input type="text"/>
Mobile No:*	<input type="text"/>
Educational Qualification of the scribe : *	Select Educational Qualification ▾
Relationship, if any, of the scribe to the candidate : *	<input type="text"/> [Note:- Please write 'No Relation' if not related.]
Upload Scribe scanned Photograph : *	<input type="button" value="Choose File"/> No file chosen (Images should be in JPG format only and the size must not exceed 40 KB.)
Upload Scribe scanned Signature : *	<input type="button" value="Choose File"/> No file chosen (Images should be in JPG format only and the size must not exceed 40 KB.)

(*) - Star marked fields are essentially to be filled by the candidate.

5.10 Do you belong to Minority: Applicant should indicate Yes/No. In case of yes, applicant need to choose appropriate minority option.

5.11 Nationality: Should opt from Indian/Others. Applicant should note that all candidates, except citizen of India, will be required to produce certificate of eligibility issued by the Government of India.

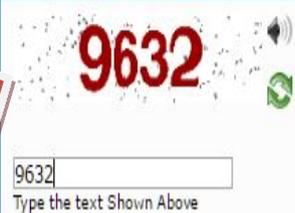
5.12 Marital Status: Should choose from Unmarried /Married /Widow/Widower/Divorcee.

5.13. Do you want to claim Age-Relaxation: Applicant should indicate Yes/No. The candidate will be given the option to select the category under which he/she is applying for age relaxation. (Candidates are advised to refer to the detailed Notice No.53/2016 for more information on admissible categories for Age-relaxation).

5.14 Do you possess Essential Qualification for the post as on closing date: It may be noted that only those applicants who possess Essential Qualification for the post as on closing date are eligible for the post.

5.15 Address: An applicant must fill the correct information regarding address, mobile number and e-mail address. The Commission may communicate electronically with applicant on given mobile number and e-mail address.

5.16 Fill Random Image:

	[Please Note that All the communication from UPSC will be made on this mobile number only.]
E-mail Address *	<input type="text" value="a1@a.com"/> [Enter Your E-mail Address which is current and active]
Confirm E-mail Address *	<input type="text" value="a1@a.com"/>
Confirm Random Image *	 <input type="text" value="9632"/> Type the text Shown Above
Fields are Mandatory	
<input type="button" value="Save & Continue"/> <input type="button" value="Reset"/>	

6. Click on “Save & Continue” button at bottom of the page to go to the next step or you can fill the form afresh by clicking “Reset”.

7. Clicking on “Save & Continue” will take the applicant to Preview Page where all the details filled by the applicant will be available to preview:

PIN Code	123456
Phone No. with Area Code	Not Filled
Mobile Number	1234567890
E-Mail	a1@a.com

Your Registration details are non editable once submitted. Please Verify that the above details are correct.

[Click here to Edit your registration details](#)

[If your registration details are Correct Click Here to Proceed](#)

Applicant will have the option to edit Registration Details on this page by clicking “Click Here to Edit”. If the Registration Details are correct, applicant will click “Click Here to Proceed”.

8. If applicant chooses to proceed, Registration will be finalized and Application No. will be generated:

Mobile Number	1234567890
E-Mail	a1@a.com

You Are Successfully Registered.

Your Application No is : **10000000551**



Applicants are advised to print this Page as this Application No. will be used for all future references. Further, **Application No. must be noted because it will be required for Part-II Login**. The candidate will also be intimated that he/she has completed PART-I of the Registration of Online Application. The candidates may however note that Application would be treated as incomplete and rejected unless accompanied with Part-II Registration.

9. Once PART-I of the Online Application is completed, an applicant has to complete the PART-II of the Application for the successful Online Application Submission by clicking on the given link which is also available on <http://www.upsconline.nic.in/oraepfo/vacancy.php/>.



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Recruitment Advertisement No. 53/2016	Frequently Asked Questions(FAQ) Graphical Guide to fill Application	View/Print Online Application
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Advertisement No . 53/2016				
Prescribed Last Date for Online Recruitment Application: 23-06-2016				
Vacancy No.	Post Name	Instructions	Links to Apply	
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Note: Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centres except DELHI, CHENNAI, DISPUR, KOLKATA AND NAGPUR. Allotment of Centres will be on the 'first-apply-first allot' basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.

It will lead you to the Part-II Login Page:

Application Number

Date of Birth

Confirm Random Image 

Type the text Shown Above

PART-II REGISTRATION COMPRISES THREE STEPS:

1. FEE PAYMENT (NOT APPLICABLE FOR SC/ST/PH/FEMALE)
2. UPLOADING OF PHOTOGRAPH and SIGNATURE
3. EXAMINATION CENTRE

10. For fee payment candidates have three options:

A). They can pay cash at any branch of State Bank of India through the pay-in-slip generated by the online application process.

B). They can pay online using the internet banking facility of the State Bank of India/State Bank of Bikaner & Jaipur/State Bank of Hyderabad/State Bank of Mysore/State Bank of Patiala/ State Bank of Travancore, if they are customers of these banks and having their internet banking facility.

C). They can pay online using any visa/master debit or credit card issued by any bank/institution.

Application Workflow for Enforcement Officer / Account Officer Post			
PART - I	PART - II		
Registration ✓	Payment	Photo & Signature Upload	Test Centre

Make your Fee payments, using the following options

Pay By Cash

Through any SBI Branch  भारतीय स्टेट बैंक State Bank of India

If fee payment is being done by Cash Option then take the print out of 'Print Bank Pay-In Slip' in landscape Paper Orientation .

Pay By Card

Visa/ Master Credit/ Debit Card  Payment Gateway   MasterCard

Pay By Net Banking

<input type="radio"/> State Bank of India 	<input type="radio"/> State Bank Of Mysore 	<input type="radio"/> State Bank of Travancore 
<input type="radio"/> State Bank of Hyderabad 	<input type="radio"/> State Bank of Patiala 	<input type="radio"/> State Bank of Bikaner and Jaipur 

Continue

11. CANDIDATES OPTING TO DEPOSIT FEE IN CASH ARE ADVISED TO TAKE PRINT OF PAY-IN SLIP BY USING THE OPTION “Print Bank Pay-in-Slip”.

<p><small>CASH ONLY</small></p> <p style="text-align: center;">भारतीय स्टेट बैंक State Bank of India</p> <p style="text-align: center;">संघ लोक सेवा आयोग UNION PUBLIC SERVICE COMMISSION</p> <p style="text-align: center;">Recruitment Application Fee Details(ORA) Cash can be tendered at any Branch of State Bank of India</p> <p style="text-align: center;">USE CBS SCREEN NO: 7119 For Enforcement Officer -2016 USE CBS SCREEN NO: 7119 - UPSC</p> <p>Application Number: 10000000100</p> <p>Applicant's Name: RANJEET</p> <p>Application Fee Rs. 25/- Rupees (Twenty-Five Only)</p> <p>Deposit Date: <input type="text" value="20"/> <input type="text" value="0"/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/></p> <p>Transaction Id: (Bank Journal No.) (only numeric) <input style="width: 100%;" type="text"/></p> <p style="text-align: center;">Branch Stamp Authorized Signatory</p>	<p><small>CASH ONLY</small></p> <p style="text-align: center;">भारतीय स्टेट बैंक State Bank of India</p> <p style="text-align: center;">संघ लोक सेवा आयोग UNION PUBLIC SERVICE COMMISSION</p> <p style="text-align: center;">Recruitment Application Fee Details(ORA) Cash can be tendered at any Branch of State Bank of India</p> <p style="text-align: center;">USE CBS SCREEN NO: 7119 For Enforcement Officer -2016 USE CBS SCREEN NO: 7119 - UPSC</p> <p>Application Number: 10000000100</p> <p>Applicant's Name: RANJEET</p> <p>Application Fee Rs. 25/- Rupees (Twenty-Five Only)</p> <p>Deposit Date: <input type="text" value="20"/> <input type="text" value="0"/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/></p> <p>Transaction Id: (Bank Journal No.) (only numeric) <input style="width: 100%;" type="text"/></p> <p style="text-align: center;">Branch Stamp Authorized Signatory</p>
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Using this pay-in slip, they should deposit the fee in cash at any branch of STATE BANK OF INDIA. The Bank will not accept any other pay-in-slip or challan other than the one printed through the “Print Bank Pay-in-Slip” option of this Online Application. After receipt of cash, the Bank would stamp the pay-in-slip and also provide a “TRANSACTION ID” as indicated on the Challan Form as SBI Journal Number. After paying fee through Cash Mode, the candidate would have to go to the website (<http://www.upsconline.nic.in>) again and fill the transaction id and other details in PART-II of online application.

12. After filling fee details (in case of cash payment) or paying fee through other than Cash mode, the application must click on the Continue button provided at the bottom of the page.

In case, you have made the payment through Net Banking facility of SBI or its Associate banks, but the ORA System is showing as fee not paid, you need to click on the link “Click Here to Update” given for Updating Payment made by Net Banking Mode displayed on the fee payment page. If this solves the problem, you will be able to proceed with Photo & Signature upload page. Otherwise, you will have to make payment again.

Pay By Net Banking

<input type="radio"/> State Bank of India 	<input type="radio"/> State Bank Of Mysore 	<input type="radio"/> State Bank of Travancore 
<input type="radio"/> State Bank of Hyderabad 	<input type="radio"/> State Bank of Patiala 	<input type="radio"/> State Bank of Bikaner and Jaipur 

Continue

Additional Provision: In case of INTERNET BANKING.

In case you have paid the fee through Internet banking but you were not able to complete the Application Submission process because you have either closed the browser, refreshed the browser, pressed the back button of the browser or your internet connectivity has failed, then You can check and update the payment status here and complete the Application Submission Process :

[Click Here to Update](#)

Further, Applicants are advised, in their own interest, to keep a copy of documentary proof of fee payment such as ORA generated Fee Receipt, Bank Statement/ Credit Card Statement depending upon the mode of the payment. Candidate will have to produce the same, if demanded by Commission at later stage in case of non-confirmation of their fee by the Bank Authorities.

13. Now, applicants have to upload images of their photograph and signature in .jpg format, each of which should not exceed 40 KB in size and must not be less than 2 KB in Size. For photograph, the pixel size is 140 pixels height x 110 pixels width and for signature it should be 110 pixels height x 140 pixels width):



संघ लोक सेवा आयोग

UNION PUBLIC SERVICE COMMISSION

ONLINE RECRUITMENT APPLICATION

Application No: 10000000551
Applicant Name: TEST TEST TEST
Exit

Application Workflow for Enforcement Officer / Account Officer Post			
PART - I		PART - II	
Registration ✓	Payment ✓	Photo & Signature Upload	Test Centre

Photograph & Signature Upload

Upload your scanned Photograph

Upload your scanned Specimen Signature

No file chosen

No file chosen

Note 1: Dimensions of Photo should be 140 pixels (Height) X 110 pixels (Width).

Note 2: Dimensions of Signature should be 110 pixels (Height) X 140 pixels (Width).

Note 3: Images should be in JPG format only and the size must not exceed 40 KB.

IMPORTANT:

A) Please note your photograph and signatures should be properly cropped / clear and should not be hazy or illegible.

B) The photograph file should contain your photograph only without any other mark such as signatures etc.

C) The signature file should contain your recent signatures only without any other mark such as date etc.

D) In case of poor quality images, not properly cropped or swapping of photograph / signature file, the application is liable to be rejected.

14. After uploading a fresh page shows the preview of the uploaded images by the candidate. Here the candidate is advised to see his/her uploaded photograph that the photograph is clearly visible/identifiable. In no case these images should be swapped and uploaded photograph and specimen signature must be clearly identifiable/visible, otherwise the candidature of the candidate is liable to be cancelled by the Commission

and no representation from the candidate will be entertained by the Commission regarding any change for the wrong data uploaded /filled up by the candidate. If the candidate is satisfied with the uploaded images he/she may CONFIRM the uploading of photograph and signature by clicking on Confirm Upload button. If by any reason uploaded images are not up to the mark then the candidate can RELOAD these images by clicking on the Reload Photograph and/or Reload Signature button. The software will not save photograph and signature of the candidate unless he/she confirms the upload by clicking on “Confirm Upload” button:



सत्यमेव जयते

संघ लोक सेवा आयोग UNION PUBLIC SERVICE COMMISSION

ONLINE RECRUITMENT APPLICATION

Application No: 10000000551 Applicant Name: TEST TEST TEST Exit

Application Workflow for Enforcement Officer / Account Officer Post			
PART - I		PART - II	
Registration ✓	Payment ✓	Photo & Signature Upload	Test Centre

Photograph & Signature Upload

If you are satisfied with the Photograph & Signature images shown below please click on **Confirm Upload**.

	If you are not satisfied Reload Photograph
	If you are not satisfied Reload Signature

Confirm Upload

Please note that applications containing poor quality images of photograph / signatures are liable to be rejected.
For examples of acceptable quality of Photograph / signatures, [click here](#).
For examples of not acceptable quality of Photograph / signatures, [click here](#).

Click “Continue to Center Selection” on next page after confirming upload to move to Centre selection module.



संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION
ONLINE RECRUITMENT APPLICATION

Application No: 10000000551 Applicant Name: TEST TEST TEST Exit

Application Workflow for Enforcement Officer / Account Officer Post			
PART - I		PART - II	
Registration ✓	Payment ✓	Photo & Signature Upload ✓	Test Centre

Photograph & Signature

You have successfully uploaded Photograph & Signature.



Test

Photograph

↓



Test

Specimen signature

Continue to Test Centre Selection

15. In next step, Applicant must fill in the Centre of Examination:



संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION
ONLINE RECRUITMENT APPLICATION

Application No: 10000000551 Applicant Name: TEST TEST TEST Exit

Application Workflow for Enforcement Officer / Account Officer Post			
PART - I		PART - II	
Registration ✓	Payment ✓	Photo & Signature Upload ✓	Test Centre

Recruitment Test Centre

Note:

- i) Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centres except Delhi, Chennai, Dispur, Kolkata and Nagpur. Allotment of Centres will be on the 'first-apply-first allot' basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.
- ii) If any of the Centre registers less than 10 candidates, the same shall not be operated for Recruitment Test. Candidates opting for that Centre shall be allotted some other Centre.
- iii) The Commission reserves the right to allot any other Centre than the Centre opted for at its discretion.
- iv) The candidates should note that no request for change of Centre will be entertained under any circumstances.
- v) The candidates are cautioned that if any candidate appears at a Centre other than the one allotted by the Commission in his/ her Admission Certificate, his/ her answer sheets will not be evaluated and his/ her candidature will be liable to cancellation.
- vi) Delhi Includes Gurgaon, Ghaziabad, Greater Noida, Noida.
- vii) Please note that the availability of Centre may change at the time of Final Submission of Application as the Centres are being opted throughout the country by the applicants. In case, your selected Centre is full while your application is being finally submitted, you will be prompted to choose another Centre.

Select Centre * [Select] ▼

Red Color marked Examination Centres are not available. The Centre you have selected can not be changed.

FINAL SUBMIT

Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centers except Delhi, Chennai, Dispur, Kolkata and Nagpur. Allotment of Centers will be on the 'first-apply-first allot' basis, and once the capacity of a particular Center is attained, the same will be frozen (marked in Red colour in drop down menu). Applicants are, thus, advised that they may apply early so that they could get a Center of their choice.

16. Further, it should be noted that the availability of Centre may change at the time of Final Submission of Application as the Centers are being opted throughout the country by the applicants. In case, your selected Center is full while your application is being finally submitted, you will be prompted to choose another Center.

17. Once the centre is finalized, click "FINAL SUBMIT" to complete your online application process. It should be noted that no changes will be allowed/entertained after Final Submission of the Online Recruitment Application. Following screen will appear confirming final submission of the online application:



संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION
ONLINE RECRUITMENT APPLICATION

Application No: 1000000551Applicant Name: TEST TEST TESTExit

Application Workflow for Enforcement Officer / Account Officer Post			
PART - I		PART - II	
Registration ✓	Payment ✓	Photo & Signature Upload ✓	Test Centre ✓

Online Recruitment Application No. 1000000551

The payment for the recruitment fee (if applicable) made by you is subject to verification by the State Bank of India.

Your above mentioned Online Recruitment Application has been accepted provisionally and mere submission of application does not imply that you meet the eligibility criteria.

Kindly print your Online Recruitment Application immediately for record.

Print your Application



18. Candidates applying online need NOT send hard copy of the Online Application filled by them online or any other document/certificate/testimonial to the Union Public Service Commission. However they are advised to take printout of the Online Application and retain it for further communication with the Commission.

19. The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.

20. Mere issue of admission certificate to the candidate will not imply that his candidature has been finally cleared by the Commission. The Commission takes up verification of eligibility conditions with reference to original documents at subsequent stages of recruitment process.

LAST DATE FOR RECEIPT OF APPLICATIONS:

Online Application process must be completed (including filling up of Part-I and Part-II of the Form) before 11:59 P.M of Closing Date after which the web-link will be disabled.

Candidate may also refer to Frequently Asked Questions (FAQs) available on Commission's Website (<http://www.upsconline.nic.in/oraepfo/vacancy.php>).