

# THE UNION PUBLIC SERVICE COMMISSION



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# I INTRODUCTION

**T**HE keynote of the Indian Constitution is democracy and in their desire to protect, sustain and nourish it, the founding fathers embodied in this Constitution a series of well-considered safeguards, four of which are amongst the most important, namely: (1) the Supreme Court, (2) the Comptroller and Auditor-General, (3) the Election Commission, and (4) the Union Public Service Commission. In this booklet we are concerned with the Union Public Service Commission.

In all countries and in all ages, public service has been persistently sought after, not only as a good means of earning a reasonably comfortable living, but also because it carried with it considerable prestige and power and occasionally a few highly-prized prerogatives. Naturally, there were always more aspirants to it than the available vacancies in its various grades. So the processes and procedures of nomination or selection to public services have always been very important and have continued to remain so till today.

Article 320 of the Constitution lays down that "it shall be the duty of the Union and State Public Service Commissions to conduct examinations for appointments to the services of the Union and the services of the States respectively." But the merit system inherent in competitive selections for the public service, as envisaged above, is, comparatively speaking, a modern concept. Our ancient texts lay down in great detail qualities required in a good public servant. It is, however nowhere made clear how public servants with such good

qualities were spotted and selected. From the snippets of information given here and there one can conclude that royal patronage played a decisive part in the past in staffing public services, whether civil or military, and the king, his kinsmen, and also his nobles made the selections at will to fill almost all important posts. Minor posts were similarly manned by friends and relations of the local satraps.

Prior to 1858, the East India Company also placed reliance primarily on patronage in selecting both its higher and lower-paid employees, but even before that date, far-seeing Britishers, such as Lord Macaulay, realised the obvious advantages of competitive selection of persons for the Company's employment in India. This was so because the Company, which had started over two hundred years earlier as a trading concern, had won an extensive, rich and populous empire which could not be governed by amateurs whose sole qualification perhaps was their close relationship with the high-ups in control of the Company's affairs. As could be expected, the Directors of the Company were naturally opposed to this new procedure because they did not want to lose the enormous prestige and power associated with patronage they had all along enjoyed in the past in this regard. Naturally, they watched its liquidation with a lingering sense of sorrow. Fortunately, the Trevelyan-Northcote Report, published in early 1854 in Britain, emphasised the advantages of the "merit system" in selecting public servants in contrast to the demerits of the system of patronage, current both in Britain and India. As a result of the acceptance of this Report by the British Government, a Civil Service Commission came into being in Britain in 1855 for making recruitment to the "Home Civil Service" and its jurisdiction was happily extended to the Indian Civil Service in 1858. Thus, pure merit started playing a predominant role in appointments in the top echelons of Indian administration when it came under the British Crown. There is little doubt that a lot of

prestige gained by the Indian Civil Service for professional competence and incorruptibility was the direct result of replacement of the system of patronage (a euphemism for favouritism) by the merit system in the choice of its members. Graft, bribery and corruption, so rampant in the days of the Company, were almost eliminated from the higher ranks of the civil servants in India. Clerical and other similar posts under the Government of India, however, continued to be filled by the various departments themselves either by direct recruitment or by promotion or by a combination of both these methods. Here too merit played its due role along with seniority in promotions. Direct recruitment was usually made by a written test supplemented by an interview wherever necessary. This responsibility was taken over by a central recruiting organisation, called the "Staff Selection Board", after the First World War. Later, its functions were transferred to the "Public Service Commission" which came into being in 1926 as a result of the Constitutional Reforms of 1919.

As soon as the First World War was over (in fact, even when it was nearing its end), it became clear to all discerning British politicians that Indians would have to be associated at all levels in the governance of India, i. e. with the decision-making apparatus, and in implementing major policy decisions, and this feeling did give rise to a genuine desire to insulate the higher services from possible adverse political influences. This was not a new idea. That, by and large, politicians tend to show a pronounced tilt towards favouritism and that political "influence" in service matters leads to abridgement of public confidence in the integrity and utility of public servants is a universally observed phenomenon. The then Government of India, therefore, decided to initiate action to deny politicians any effective say in the choice of public servants. While it would be wrong to attribute to them any express desire to thereby further the cause of a sturdy and independent

bureaucracy which could ultimately become a trustworthy prop of democracy in India as we understand this term today, credit is due to them for clearly appreciating the fact that the very foundations of the administrative competence of a civil service could be seriously undermined if political or extramural considerations entered into the policy or procedure for choosing its members. In a despatch of the Government of India dated March 5, 1919, on Constitutional reforms, addressed to the Secretary of State for India, we read the following :

"In most of the Dominions where responsible government has been established, the need has been felt of protecting the public service from political influences by the establishment of some permanent office peculiarly charged with the regulation of service matters. We are not prepared at present to develop the case fully for the establishment in India of a Public Service Commission ; but we feel that the prospect that the services may come more and more under ministerial control does afford strong ground for instituting such a body. Accordingly, we think that provision should be made for its institution in the new Bill. The Commission should be appointed by the Secretary of State and its powers and duties regulated by statutory rules to be framed by the same authority."

The central point, namely, the exclusion of political control from, or interference in, service matters, underlying the above despatch was accepted by the British Government in principle and, after prolonged consideration, a Public Service Commission for India came into existence in 1926. As stated earlier, it took over the duties of the "Staff Selection Board" also. It consisted of distinguished men, both British and Indian, and its first Chairman was a hand-picked member of the "Home Civil Service" of U. K. They were all appointed by the Secretary

of State for India for five years and could be reappointed. The Commission was to advise the Governor-General on all matters concerning recruitment to any post in any All-India Service or Central Service, on disciplinary matters and on terms and conditions of service of these services. Its functions were, no doubt, advisory in law but the Commission's advice tended to acquire a mandatory character because of its soundness, its utter objectivity and also its technical excellence. This Commission laid the foundation of the fine tradition of smooth and close relationship of mutual help and consultation between the Government and the Commission which fortunately exists between the two today.

The composition as well as the working of this Commission were reviewed by the Simon Commission (1927-28) with the result that the Government of India Act, 1935 (please see section 266), defined its duties and responsibilities more clearly and streamlined its structure. It was also rechristened as the "Federal Public Service Commission" in consonance with the Federal Constitution the British Parliament sought to establish in India by the above Act. Some substantial changes in the constitution of the Commission, its area of work and the manner of its functioning were naturally made, the most important of which were as follows: सत्यमेव जयते

- (1) The appointing authority for the Chairman and the Members became the Governor-General of India instead of the Secretary of State for India ;
- (2) One half of the Members of the Commission had to be civil servants with not less than ten years of service to their credit on the dates of their appointment. This was obviously done to inject a big dose of expertise in the body of the Commission ;



- (3) On the expiry of his term of appointment, the Chairman could not accept employment under the Crown in India though this disability did not operate in respect of the Members of the Commission. This step was taken to ensure his freedom from all possibility of temptation in selecting public servants ;
- (4) Consultation with the Federal Public Service Commission was made obligatory in certain service matters, e.g., method of recruitment to civil services and posts, disciplinary cases, etc. The provision was intended to boost the morale of the public service in India.

It will be noticed from the above-mentioned details that the broad profile of the Union Public Service Commission, as envisaged by the Constitution of India in 1950 began to take a clear shape in 1935. Changes have naturally occurred with the efflux of time subsequently, but the fundamentals of its structure and character have remained intact since then.



## II THE CONSTITUTIONAL CONTEXT

**T**HE Union Public Service Commission is a "Constitutional" body in the sense that it is specifically mentioned in the Constitution which broadly defines its composition, its duties, responsibilities and functions. It is also a Constitutional body because, by implication, its commitment to democracy and the ideological moorings embedded in the Constitution is total and unalterable.

The Indian Constitution lays down that the Chairman as well as the Members of the Union Public Service Commission shall be appointed by the President and will have a six year tenure subject to the proviso that they must retire at the age of 65 years. They will not be eligible for re-employment thereafter under the Centre or any State except :

- (1) that a Member of the UPSC can become its Chairman, and
- (2) That he can also become the Chairman of a State Public Service Commission.

The normal age-limits and tenures will, however, be operative in both the cases. This stringent but administratively sound provision in the Constitution was made with a view to removing all possibility of temptation likely to compromise the twin principles of objectivity and non-partisanship which have to be constantly kept in view by the Chairman and Members of the Commission in the performance of their duties. Needless to say that the high reputation that the Commission deservedly

commands today in the country is in no small measure due to this absolute ban on extension or re-employment of its Chairman and Members.

The President has powers to fix the number of Members and regulate their terms and conditions of service. An elaborate procedure is laid down in article 317 of the Constitution regarding the suspension and removal of the Chairman or Members of the Union Public Service Commission. Fortunately, there has been no occasion in the past to have recourse to its provisions.

The Commission can, if it so desires, have its own staff but a convention, which is based on sound administrative practice, has been established that allows it to draw its personnel from the Government and they are replaceable after regular intervals. The entire expenses of the Commission are charged on the Consolidated Fund of India and are not subject to the vote of the legislature. Thus the Commission enjoys parity of treatment in this respect also with the Supreme Court and the Comptroller and Auditor-General.

Apart from holding regular competitive examinations for appointments to the services of the Union, the Union Public Service Commission has to assist the States, if requested by two or more of them to do so, in framing and operating schemes of joint recruitment for any service for which candidates possessing special qualifications are required.

The Constitution makes it obligatory for the Government of India to consult the Commission :

- (1) On all matters relating to methods of recruitment to civil services and for civil posts ;
- (2) On the principles to be followed in making appointments to civil services and posts and in making

promotions and transfers from one service to another and also on the suitability of candidates for such appointments, promotions or transfers ;

- (3) On all disciplinary matters affecting a person serving under the Government of India in a civil capacity including memorials or petitions relating to such matters ;

(This is a quasi-judicial function of the Commission and a very important one from the point of view of maintaining at a high level the morale of civil servants.)

- (4) On any claim by, or in respect of, a person who is serving or has served under the Government of India in a civil capacity, relating to cost of proceedings against him in a court for acts done in the course of his official duties; and
- (5) On any claim for the award of a pension in respect of injuries sustained by a person while serving the Government of India in a civil capacity.

There are four other important provisions in the Constitution about the Commission which deserve special notice here. In the first place, the power to extend the function of the Union Public Service Commission vests in Parliament. An act made by it can bring the services of any local or autonomous body within the purview of the Commission. Secondly, the President is authorised to make regulations specifying the matters in which it shall not be necessary to consult the Commission. These regulations are laid before Parliament for approval. (Please see App. B for a complete list of posts excluded from the purview of the Commission.) Thirdly, the President is also empowered to consult the Commission on any matter other than those

specifically referred to in the Constitution\*. And finally, the Commission must submit to the President a fairly comprehensive Annual Report about the work done by it during a year. This Report is placed before both Houses of Parliament for consideration. It is here that the Government has to defend its stand for non-acceptance, if any, of advice tendered by the Commission because all such cases are mentioned in detail in its Annual Report. It is true that legally Government is not bound to accept the advice of the Commission, but, generally speaking, instances of non-acceptance of the Commission's advice by the Government are rare. Long standing convention has made almost all advice given by the Commission as mandatory and there is no doubt that this convention is extremely beneficial to the social, moral and political health of the community. It is understood that all cases of non-acceptance of advice of the Commission have to be approved by the very high-powered "Appointments Committee" of the Cabinet to which the President has delegated this function.

It is obvious from the above that, though the Constitution has invested Parliament with the ultimate control over the services, it has left their day-to-day administration in the hands of the Government and the UPSC. Experience shows that this has proved to be a satisfactory arrangement involving as it does a unique system of checks and balances and useful conventions which are likely to produce impartial top-quality civil servants so essential for the proper functioning of a democracy.

Articles 315 to 323 of the Constitution, reproduced here in Appendix A (they also deal with the State Public Service

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\*A lot of controversy has centered round the precise meaning of the words "any other matter" occurring in article 320(3) of the Constitution. Obviously, such matters are bound to be connected, directly or otherwise, with civil services or civil servants serving under the Government of India. In the existing context they can bear no other legitimate meaning.

Commissions), will give the reader a fair idea of the crucial role the Constitution-makers intended the Union Public Service Commission (and also the State Public Service Commissions) to play in the scheme of administration of the country.

It will be seen from a perusal of the Constitutional provisions that they guarantee the independence of the Union Public Service Commission and its complete freedom from interference by the executive.



### III FUNCTIONS AND METHODS

AS stated earlier, the main function of the Union Public Service Commission is recruitment to the civil services and posts—Cadet entries in the various Defence Academies are also controlled by it to a large extent but that, it has been held, is an extension of the functions of the Commission and not its statutory obligation. This is done by direct recruitment, promotion or transfer. Direct recruitment is made by a written test or an interview or by a combination of these two methods. It has been found that persons placed on the merit list resulting from a written examination followed by a personality test are most suited to fill vacancies in regular and established services, a list of which is given in Appendix D, which also shows the number of the examinations conducted by the Commission in 1971-72 (the latest year for which full data are available) and other relevant particulars. Generally speaking, these examinations are held once a year and selections are made on the basis of information given to the Commission about the approximate requirement of recruits in each of these services by the Ministries of the Government of India which control them. Full details about these examinations are given in a pamphlet called *A Handbook of Examinations Conducted by the UPSC*, which is published periodically by the Commission. For obvious reasons plans of examination for all the services are not identical. The broad details of the plan for the Indian Administrative Service and Indian Foreign Service, given below, may serve as an illustration of what the Central Government and the Commission consider should be an adequate test for the members of these two key services:—

The examination comprises :

(A) A written examination :

- (i) in three compulsory subjects, namely, Essay, General English and General Knowledge ;
- (ii) three "lower" papers in subjects of the examinee's choice taught in universities (the standard of these papers is to be that of an Honours degree examination of an Indian university); and
- (iii) two "higher" papers to be chosen by the examinee in subjects listed separately by the Government consultation with the Commission. (The standard of these papers is to be that of the M. A. degree examination of an Indian university.)

(B) Interview for "personality test" of such candidates who, in the opinion of the Commission, have qualified in the written examination. As there is some misconception about the composition and functioning of the "Personality Test Boards," Appendix C is added to this booklet to give fuller details of who constitute them and how they work.

The Commission's examinations for other established services are somewhat less exacting but their pattern is more or less the same, i.e., a written test is followed by an interview and the total of the marks obtained by a candidate in both determines his position on the merit list.

Over and above the established services there are a very large number of posts in the Central Government for which *ad hoc* recruitment has to be made. This is generally done on the basis of interviews. On an average, about three thousand posts are filled annually by this method. The number of applicants for such posts average over 68,000 per year of whom



about 10,000 are called for interview after a careful preliminary screening has been conducted of the applicants by the Commission in consultation with the Ministry which is the controlling authority for the posts. The Interview Boards also are presided over either by the Chairman or a Member of the Commission and are composed of very eminent persons as "advisers". The representatives of the Ministry concerned are also present. Normally, decisions are taken by consensus but in case of a difference of opinion—a rare phenomenon—the opinion of the President of the Interview Board is regarded as final.

The next method of recruitment is by promotion. It applies to the All-India Services, all Central Services and miscellaneous services controlled by the Centre. In the interest of the maintenance of the morale of Government employees in general and with a view to building up a hard core of loyal and dedicated persons from amongst them in particular, it is sound administration to provide them with reasonable prospects of advancement and in-service promotions. So a percentage of posts in almost every service controlled by the Commission is filled by promotion from below and this is done by "Departmental Promotion Committees," of which the presiding officer is either the Chairman or a Member of the Union Public Service Commission. Decisions are taken on the basis of the service records of the persons falling within the zone of consideration and, where possible, the personal knowledge of the work and conduct of the persons concerned by the members of the Committee. The proceedings of the Committees are submitted for approval to the Commission wherever necessary and the selections are finalised only when the recommendations of the Departmental Promotion Committees as approved by the Commission have been accepted by the Government.

Incidentally, recruitment by the "Departmental Committee" method is not a statutory obligation of the UPSC. In fact, it is an extension of the functions of the Commission.

Though it involves a very heavy amount of work, the Commission has accepted it for the reason that this procedure has two clear advantages in its favour. First, it is the decision of a group and not that of one person. Secondly, because an eminent and impartial outsider is closely associated with it, the objectivity and freedom from bias of the decisions taken by it are assured and as such they are likely to be accepted without question.

There is a further method—rather rare—of special recruitment for posts where a very high degree of professional skill or administrative competence is needed and where mere advertisements in the Press are not likely to attract suitable persons. This is called the “Personal Contact” method. Information is gathered, usually on the quiet, about prominent personalities in the relevant discipline. A merit list, based on their comparative achievement as assessed by the Commission with the help of acknowledged top experts, is prepared and then offers are made to them in order of merit. Only a few appointments are, however, made by this method of “Personal Contact.”

A few other important points relating to recruitment and cognate matters deserve mention here. They are:

## **1 Interviews Abroad** सत्यमेव जयते

From time to time, the Commission interviews Indian nationals abroad, specially scientists, doctors, and engineers, and prepares a panel of acceptable candidates to be considered alongwith those who have been, or are to be, assessed in India by the Commission for comparable posts. For various reasons, including those of very high remuneration paid to technically qualified persons in Europe and America and of the provision of excellent facilities for research in those countries, this procedure has not been very successful in attracting in large numbers foreign-educated or foreign-employed Indians to

accept offers of employment in India. The scheme has now been kept in abeyance.

## **2 Recruitment for the Defence Services**

Though the Commission is under no statutory obligation to make recruitments to the Defence Services, it has undertaken this work as an extension of its functions. All Cadet entries into the various Defence Academies are now practically controlled by the UPSC which is greatly helped by the Ministry of Defence in selecting the candidates. So it can be truly said that almost all direct recruitment to the civil or military services of India is made by the UPSC now.

## **3 Recruitment for Statutory Bodies**

The UPSC has undertaken to recruit persons for the Delhi Municipal Corporation, the Employees State Insurance Corporation and the Employees Provident Fund Organisation for all posts carrying a salary beyond a fixed amount which involves substantial addition to its normal work. This again is an extension of the functions of the Commission. It also gives these bodies advice on all service matters when such advice is sought.

## **4 Selections for Pool for Scientists and Technologists**

Selections for the "Pool" for temporary placement of Indian scientists and technologists and persons with high qualifications in humanities or social sciences are made in consultation with the Commission. The work is handled by a Special Recruitment Board presided over by the Chairman or a Member of the Commission. Selections are ordinarily made on the basis of a candidate's academic record but where the Board considers it necessary, the candidates are also interviewed. This work too is in the nature of an extension of the functions of the Commission.

## **5 Appointment by Transfer/Deputation**

The Commission tenders advice in all cases of appointment by transfer or deputation. In the latest available Annual Report of the Commission the number of officers in respect of whom such advice was tendered was 1,442.

## **6 Provisional and Temporary Appointments**

Under the regulations, a temporary appointment can be made without prior consultation with the Commission only if the person appointed is not likely to hold the post for a period exceeding one year and it is necessary in the public interest to make the appointment immediately. This power is enjoyed by the Government under regulation 4 (1) of the Union Public Service Commission (Exemption from Consultation) Regulations, 1958 (see Appendix B). Such appointments, which run into several thousand every year, are reported to the Commission as soon as they are made; they are reviewed within six months and a reference is made to the Commission if they are to continue beyond a year. The Commission then tenders advice as to what should be done in each case.

## **7 The Central Advisory Committee**

The Central Advisory Committee set up under the States Reorganisation Act, 1956, still continues to work. It is presided over by the Chairman of the UPSC and deals with the residue of work relating to the cases of integration of civil servants of the former "Indian States" which merged with what was then known as "British India." This is a most complicated and time-consuming job, requiring time, patience and circumspection of a very high order to ensure that justice to one person is not secured at the expense of someone else and that there are no embarrassing repercussive effects elsewhere of any decisions taken by the Committee.

## **8 Recruitment Rules, etc.**

The Commission is approached for advice on all service matters including seniority, recruitment rules, promotions, etc., and it is one of its main duties to advise the Government on all such references whose number is very large. The work relating to the framing of recruitment rules is particularly heavy because it pertains not only to rules for recruitment to new posts but also to old posts numbering many hundreds whose recruitment rules are under constant review. Every proposal for modifying these rules must have the prior concurrence of the Commission.

## **9 Confirmations**

All persons selected by the Commission are generally put on probation when they enter service. They are confirmed only in consultation with the Commission. Quite naturally, references in this regard run into several thousands every year.

## **10 Follow-up Action**

The Commission initiates follow-up action in respect of personnel recruited by it. This is a useful device for finding out how far the recruits sponsored by the Commission have been successful, and also whether the relevant recruitment procedure needs modification. It has been found over the years that about 97% of the candidates selected by the Commission have given satisfactory performance in service. For this gratifying result the Commission can take legitimate credit.

## **11 Re-employment of Officers**

The Commission advises the Government in the matter of re-employment of officers also. Nearly sixty references are yearly received by the Commission for advice under this category. It is perhaps superfluous to say that the Commission applies a very strict standard of unavailability to such proposals before agreeing to them.

## **12 Recognition of Qualifications for Recruitment**

The Commission also advises on the recognition of degrees/diplomas awarded by universities/institutions situated both in India and abroad.

The above is only a brief synopsis of the executive, regulatory and quasi-judicial tasks undertaken by the Union Public Service Commission over the decades and also its co-ordinating, advisory and clearing house role. Appendix E (read with Appendix D) gives a fairly good idea of the workload carried by the Commission during the last five years for which the relevant data are available.



## IV CONCLUSION

**AS** stated in the beginning, the Union Public Service Commission is one of the strong pillars of Indian democracy inasmuch as it embodies an acceptable method of satisfying the eternal human quest for equality in a sensitive sphere. Its main task, a very difficult one in all conscience, is to hold the scales even between man and man in respect of employment under the State and thus fully uphold the spirit as well as the letter of article 16 of the Indian Constitution which proclaims in unambiguous terms that "there shall be equality of opportunity for all citizens in matters relating to employment or appointment to any office under the State". This is a fundamental right whose implementation is sought to be secured through the provisions made in articles 315-323 of the Constitution (Appendix A) relating to the setting up of the Union Public Service Commission at the Centre, and State Public Service Commissions in the States.

It will be agreed on all hands that the prestige of an organisation, autonomous or otherwise, and the respect accorded to it can only be the product of a constant image projected by its integrity, impartiality and independence and these virtues are needed more in regard to recruitment of personnel for State service than anywhere else in the entire field of its administration.

There is no doubt that the high prestige that the Union Public Service Commission enjoys today in the country, is the end result of constant and tireless endeavour it has made over the years to perform its onerous duties competently and without fear or favour. Its Annual Reports to the President bear ample

testimony year after year to the fact that its work is inspired by the highest principles of justice, equity and fairplay and that it will not retreat from these principles, come what may.

There is another aspect of its image which is very important from the point of view of millions of Government servants and that relates to its being the greatest repository of service matters in the land. It is therefore natural that its advice is sought and respected in all service matters. Thus the significance of its predominant role in the scheme of personnel management of civil services cannot be overstressed.

There is yet another memorable aspect of its activities which is calculated to sustain and even boost the morale of our civil servants and that is the mandatory provision in the Constitution about the Commission being consulted on disciplinary matters. Every Government servant is aware that he cannot be victimised or unfairly treated because the Union Public Service Commission is bound to protect him from the possible ill effects of caprices, fancies, bias or arbitrariness of his superiors or others. Here it is worth mentioning that the advice of the Commission on disciplinary matters is virtually binding on the Government. In rare cases, where differences of opinion may develop, the matter is finally settled in Parliament, the highest forum in the land for this purpose. In other words, the Government of India cannot reject the advice of the UPSC offhand without the matter being brought before the representatives of the people. This Constitutional provision illustrates the pivotal position the Commission occupies in the scheme of things as the guardian of the legitimate rights and interests of all the civil servants.

In law, the position of the Commission is no doubt advisory and consultative but in practice, its relationship with the Central Government rests more on custom and convention which have been in operation for a long time than on law. Its



varied and vast expertise in service matters, its utter freedom from political influence or bias, its proven competence in strictly enforcing the merit system in choosing public servants and its sturdy independence as a Constitutional body cannot but make it a bulwark of our young democracy whose views and opinions have to be given the most careful consideration in the highest echelons of the executive government.



**The Constitutional Provisions  
Public Service Commissions**

315. (1) Subject to the provisions of this article, there shall be a Public Service Commission for the Union and a Public Service Commission for each State.

(2) Two or more States may agree that there shall be one Public Service Commission for that group of States, and if a resolution to that effect is passed by the House or, where there are two Houses, by each House of the Legislature of each of those States, Parliament may by law provide for the appointment of a Joint State Public Service Commission (referred to in this Chapter as Joint Commission) to serve the needs of those States.

(3) Any such law as aforesaid may contain such incidental and consequential provisions as may be necessary or desirable for giving effect to the purposes of the law.

(4) The Public Service Commission for the Union, if requested so to do by the Governor of a State, may, with the approval of the President, agree to serve all or any of the needs of the State.

(5) References in this Constitution to the Union Public Service Commission or a State Public Service Commission shall, unless the context otherwise requires, be construed as references to the Commission serving the needs of the Union or, as the case may be, the State as respects the particular matter in question.

**316. (1) The Chairman and other Members of a Public Service Commission shall be appointed, in the case of the Union Commission or a Joint Commission, by the President, and in the case of a State Commission, by the Governor of the State :**

**Provided that, as nearly as may be, one-half of the Members of every Public Service Commission shall be persons who at the dates of their respective appointments have held office for at least ten years either under the Government of India or under the Government of a State, and in computing the said period of ten years any period before the commencement of this Constitution during which a person has held office under the Crown in India or under the Government of an Indian State shall be included.**

**(1A) If the office of the Chairman of the Commission becomes vacant or if any such Chairman is by reason of absence or for any other reason unable to perform the duties of his office, those duties shall, until some person appointed under clause (1) to the vacant office has entered on the duties thereof or, as the case may be, until the Chairman has resumed his duties, be performed by such one of the other Members of the Commission as the President, in the case of the Union Commission or a Joint Commission, and the Governor of the State in the case of a State Commission, may appoint for the purpose.**

**(2) A Member of a Public Service Commission shall hold office for a term of six years from the date on which he enters upon his office or until he attains, in the case of the Union Commission, the age of sixty-five years, and, in the case of a State Commission or a Joint Commission, the age of sixty years, whichever is earlier :**

**Provided that—**

**(a) A Member of a Public Service Commission may, by writing under his hand addressed, in the case of the**

Union Commission or a Joint Commission, to the President, and, in the case of a State Commission, to the Governor of the State, resign his office ;

- (b) a Member of a Public Service Commission may be removed from his office in the manner provided in clause (1) or clause (3) of article 317.

(3) A person who holds office as a member of a Public Service Commission shall, on the expiration of his term of office, be ineligible for re-appointment to that office.

317. (1) Subject to the provisions of clause (3), the Chairman or any other Member of a Public Service Commission shall only be removed from his office by order of the President on the ground of misbehaviour after the Supreme Court, on reference being made to it by the President, has, on inquiry held in accordance with the procedure prescribed in that behalf under article 145, reported that the Chairman or such other Member, as the case may be, ought on any such ground to be removed.

(2) The President, in the case of the Union Commission or a Joint Commission, and the Governor, in the case of a State Commission, may suspend from office the Chairman or any other Member of the Commission in respect of whom a reference has been made to the Supreme Court under clause (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.

(3) Notwithstanding anything in clause (1), the President may by order remove from office the Chairman or any other Member of a Public Service Commission if the Chairman or such other Member as the case may be—

- (a) is adjudged an insolvent

- (b) engages during his term of office in any paid employment outside the duties of his office ; or
- (c) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body.

(4) If the Chairman or any other Member of a Public Service Commission is or becomes in any way concerned or interested in any contract or agreement made by or on behalf of the Government of India or the Government of a State or participates in any way in the profit thereof or in any benefit or emolument arising therefrom otherwise than as a Member and in common with the other Members of an incorporated company, he shall, for the purposes of clause (1), be deemed to be guilty of misbehaviour.

318. In the case of the Union Commission or a Joint Commission, the President and, in the case of a State Commission, the Governor of the State may by regulations—

- (a) determine the number of Members of the Commission and their conditions of service ; and
- (b) make provision with respect to the number of members of the staff of the Commission and their conditions of service :

Provided that the conditions of service of a Member of a Public Service Commission shall not be varied to his disadvantage after his appointment.

319. On ceasing to hold office—

- (a) the Chairman of the Union Public Service Commission shall be ineligible for further employment either under the Government of India or under the Government of a State ;
- (b) the Chairman of a State Public Service Commission shall be eligible for appointment as the Chairman or

any other Member of the Union Public Service Commission or as the Chairman of any other State Public Service Commission, but not for any other employment either under the Government of India or under the Government of a State ;

(c) a Member other than the Chairman of the Union Public Service Commission shall be eligible for appointment as the Chairman of the Union Public Service Commission or as the Chairman of a State Public Service Commission, but not for any other employment either under the Government of India or under the Government of a State ;

(d) a Member other than the Chairman of a State Public Service Commission shall be eligible for appointment as the Chairman or any other Member of the Union Public Service Commission or as the Chairman of that or any other State Public Service Commission, but not for any other employment either under the Government of India or under the Government of a State.

320. (1) It shall be the duty of the Union and the State Public Service Commissions to conduct examinations for appointments to the services of the Union and the services of the State respectively.

(2) It shall also be the duty of the Union Public Service Commission, if requested by any two or more States so to do to assist those States in framing and operating schemes of joint recruitment for any services for which candidates possessing special qualifications are required.

(3) The Union Public Service Commission or the State Public Service Commission, as the case may be, shall be consulted—

- (a) on all matters relating to methods of recruitment to civil services and for civil posts ;
- (b) on the principles to be followed in making appointments to civil services and posts and in making promotions and transfers from one service to another and on the suitability of candidates for such appointments, promotions or transfers ;
- (c) on all disciplinary matters affecting a person serving under the Government of India or the Government of a State in a civil capacity, including memorials or petitions relating to such matters ;
- (d) on any claim by or in respect of a person who is serving or has served under the Government of India or the Government of a State or under the Crown in India or under the Government of an Indian State, in a civil capacity, that any costs incurred by him in defending legal proceedings instituted against him in respect of acts done or purporting to be done in the execution of his duty should be paid out of the Consolidated Fund of India, or, as the case may be, out of the Consolidated Fund of the State ;
- (e) on any claim for the award of a pension in respect of injuries sustained by a person while serving under the Government of India or the Government of a State or under the Crown in India or under the Government of an Indian State, in a civil capacity, and any question as to the amount of any such award, and it shall be the duty of a Public Service Commission to advise on any matter so referred to them and on any other matter which the President, or, as the case may be, the Governor of the State, may refer to them :

**Provided that the President as respects the All-India Services and also as respects other services and posts in connection with the affairs of the Union, and the Governor, as respects other services and posts in connection with the affairs of a State, may make regulations specifying the matters in which either generally, or in any particular class of case or in any particular circumstances, it shall not be necessary for a Public Service Commission to be consulted.**

**(4) Nothing in clause (3) shall require the Public Service Commission to be consulted as respects the manner in which any provision referred to in clause (4) of article 16 may be made or as respects the manner in which effect may be given to the provisions of article 335.**

**(5) All regulations made under the proviso to clause (3) by the President or the Governor of a State shall be laid for not less than fourteen days before each House of Parliament or the House or each House of the Legislature of the State, as the case may be, as soon as possible after they are made, and shall be subject to such modifications, whether by way of repeal or amendment, as both Houses of Parliament or the House or both Houses of the Legislature of the State may make during the session in which they are so laid.**

**321. An Act made by Parliament or, as the case may be, the Legislature of a State, may provide for the exercise of additional functions by the Union Public Service Commission or the State Public Service Commission as respects the services of the Union or the State and also as respects the services of any local authority or other body corporate constituted by law or of any public institution.**

**322. The expenses of the Union or a State Public Service Commission, including any salaries, allowances and pensions**



payable to or in respect of the Members or staff of the Commission, shall be charged on the Consolidated Fund of India or, as the case may be, the Consolidated Fund of the State,

323. (1) It shall be the duty of the Union Commission to present annually to the President a report as to the work done by the Commission and on receipt of such report the President shall cause a copy thereof together with a memorandum explaining, as respects the cases, if any, where the advice of the Commission was not accepted, the reasons for such non-acceptance to be laid before each House of Parliament.

(2) It shall be the duty of a State Commission to present annually to the Governor of the State a report as to the work done by the Commission, and it shall be the duty of a Joint Commission to present annually to the Governor of each of the States the needs of which are served by the Joint Commission a report as to the work done by the Commission in relation to that State, and in either case the Governor shall, on receipt of such report, cause a copy thereof together with a memorandum explaining, as respects the cases, if any, where the advice of the Commission was not accepted, the reasons for such non-acceptance to be laid before the Legislature of the State.

**The Union Public Service Commission  
(Exemption from Consultation) Regulations, 1958**

**(As amended up to 12th February, 1973)**

In exercise of the powers conferred by the proviso to clause (3) of article 320 of the Constitution and in supersession of all previous regulations on the subject, the President hereby makes the following regulations, namely :—

1. These regulations may be called the Union Public Service Commission (Exemption from Consultation) Regulations, 1958.

2. It shall not be necessary to consult the Commission in regard to any of the matters mentioned in sub-clauses (a) and (b) of clause (3) of article 320 of the Constitution in the case of the services and posts specified in the Schedule to these regulations.

3. Save as otherwise expressly provided in the rules governing recruitment to the civil service or civil post concerned, it shall not be necessary to consult the Commission in regard to the selection for appointment—

- (a) to a post included in an All-India Service, of any officer who is already a member of an All-India Service ;
- (b) to a post included in a Central Service, Class I, of any officer in the Armed Forces of the Union or any

officer who is already a member of an All-India Service or a Central Service, Class I ;

- (c) to a Central Service, Class II, or to a post included in a Central Service, Class II, of any officer who is already a member of a Central Service, Class II, or Central Service, Class III, or of any officer in the Armed Forces of the Union ; and
- (d) to a tenure post included in a Central Service, Class I, or a Central Service, Class II, of an officer of a State Service.

**Note :** In this regulation—

- (i) the term “Central Service, Class I”, “Central Service, Class II” and “Central Service, Class III” shall include the corresponding Railway Services and Defence Services (Civilian) ;
- (ii) the term “officer” includes a person holding a permanent or quasi-permanent appointment, but does not include a person in temporary employment ;
- (iii) the term “State Service” means service in a State appointments to which are made by the Governor ;
- (iv) the term “tenure post” means a post, whether permanent or temporary, which has been classified as a tenure post in consultation with the Commission.

4. (1) It shall not be necessary to consult the Commission in regard to the selection for a temporary or officiating appointment to a post, if—

- (a) the person appointed is not likely to hold the post for a period of more than one year ; and

- (b) it is necessary in the public interest to make the appointment immediately and a reference to the Commission will cause undue delay.

Provided that—

- (i) such appointment shall be reported to the Commission as soon as it is made ;
- (ii) if the appointment continues beyond a period of six months, a fresh estimate as to the period for which the person appointed is likely to hold the post shall be made and reported to the Commission ; and
- (iii) if such estimate indicates that the person appointed is likely to hold the post for a period of more than one year from the date of appointment, the Commission shall immediately be consulted in regard to the filling of the post.

(2) It shall not be necessary to consult the Commission in regard to the selection for a temporary or officiating appointment to a post where the post is expressly created in connection with the present emergency and the person to be appointed to such post is not likely to hold the same longer than the period of the said emergency or three years and nine months, whichever is less :

Provided that it is certified—

- (i) by the Secretary to the Government of India in the Ministry concerned ; or
- (ii) by the Head of the Department concerned under the Government, where he or an authority subordinate to him is the appointing authority, that the post has to be filled up immediately.:

Provided further that such appointment shall be reported to the Commission as soon as may be after it is made.

*Explanation :* In this sub-regulation, "present emergency" means the emergency with respect to which a proclamation under clause (1) of article 352 of the Constitution was issued on the 26th October, 1962.

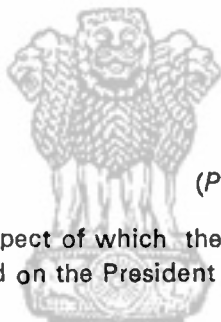
5. (1) It shall not be necessary to consult the Commission in regard to the making of any order in any disciplinary case other than—

- (a) an original order by the President imposing any of the following penalties :—
  - (i) censure ;
  - (ii) withholding of increments or promotion ;
  - (iii) recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders ;
  - (iv) reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the Government servant will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay ;
  - (iv A) reduction to a lower time-scale of pay, grade, post or service with or without further directions' regarding conditions or restoration to the grade or post or service from which the Government servant was reduced and his seniority and pay on such restoration to that grade, post or service ;
  - (v) compulsory retirement ;

- (vi) removal from service ;
  - (vii) dismissal from service ;
  - (b) an order by the President on an appeal against an order imposing any of the said penalties made by a subordinate authority ;
  - (c) an order by the President over-ruling or modifying, after consideration of any petition or memorial or otherwise, an order imposing any of the said penalties made by the President or by a subordinate authority ;
  - (d) an order by the President imposing any of the said penalties in exercise of his powers of review and in modification of an order under which none of the said penalties has been imposed.
- (2) It shall not be necessary to consult the Commission in regard to any disciplinary matter affecting a person belonging to a Defence Service (Civilian).
- (3) It shall not be necessary for the President to consult the Commission—
- (a) in any case where the President proposes to make an order of dismissal, removal or reduction in rank after being satisfied that such action is necessary in the interest of the security of the State; and
  - (b) in any case where the President proposes to make an order under rule 3 of the Central Civil Services (Safeguarding of National Security) Rules, 1953, or rule 3 of the Railway Services (Safeguarding of National Security) Rules, 1954, as amended by the Railway Services (Safeguarding of National Security) Amendment Rules, 1960.

6, It shall not be necessary to consult the Commission in regard to any of the matters mentioned in sub-clause (e) of clause(3) of article 320 of the Constitution in the case of—

- (a) a person belonging to an All-India Service, or a Central Service, Class I, or a Central Service, Class II, in so far as claims arising out of injuries sustained at any time during which the proclamation, issued on 26th October, 1962, by the President under clause(1) of article 352 of the Constitution, remains in operation, are concerned ;
- (b) a person belonging to a Central Service, Class III, or a Central Service, Class IV.



## Schedule

*(Please see para 2 above)*

(1) Posts in respect of which the authority to appoint is specifically conferred on the President by the Constitution.

(2) Posts of Chairman or members of any board, tribunal, commission, committee or other similar authority created by or under the provisions of a statute.

(3) Posts of Chairman or members of any board, tribunal, commission, committee or other similar body appointed by or under the authority of a resolution of either House of Parliament or by a resolution of Government for the purpose of conducting any investigation or enquiry into or for advising Government on specified matters.

(4) Posts of heads of diplomatic, consular and other similar Indian missions in countries abroad (e.g. Ambassadors,

High Commissioners, Ministers, Commissioners, Consuls-General, Representatives, Agents).

(5) Posts on the personal staff attached to holders of posts mentioned in items (1) to (4) above.

(6) Posts in the Secretariats of the Lok Sabha and the Rajya Sabha.

(7) All technical and administrative posts in or under the Atomic Energy Commission.

(8) Judicial Commissioners, Additional Judicial Commissioners, District Judges, Sessions Judges, Additional District Judges and Additional Sessions Judges in the Union Territories.

(9) All civil and criminal judicial posts in Union Territories under the control of a High Court or a Court of a Judicial Commissioner, other than those included in item (8).

(10) All Class III and Class IV services and posts, save as otherwise expressly provided in the relevant rules or orders governing recruitment thereto.

(11) Save as otherwise expressly provided in the relevant recruitment rules or orders governing recruitment thereto, any service or posts concerned with the administration of the Union Territories of Arunachal Pradesh and Mizoram.

(12) Posts in the Secretariat and personal staff of the President and Vice-President.

(12A) Posts in the Government Hospitality Organisation under the Ministry of External Affairs.

(13) Official Liquidators attached to the High Courts of Bombay, Calcutta and Madras and Assistant Official Liquidator attached to the High Court at Bombay, under the Companies Act, 1956 (1 of 1956).



(14) National Research Professors under the Ministry of Scientific Research and Cultural Affairs.

(15) Posts of Consultants in the Planning Commission.

(16) Posts of Private Secretary to the Solicitor General for India and the Additional Solicitor General for India.

(17) Scientific and technical posts in the Secretariat of the National Committee on Science and Technology.

(17A) Class II ministerial posts in the Intelligence Bureau.

(18) Any service or posts or class of posts in respect of which the Commission has agreed that it shall not be necessary for it to be consulted.



## **Personality Test**

As is well-known, selections for the All-India and Central Services are made by the UPSC as laid down in article 320 of the Constitution of India. The usual pattern of the competition devised by the Commission to fill regular vacancies in these services consists of two parts : there is a written examination which is followed by a "personality test". The total marks obtained by a candidate in both determine his ultimate position in the merit list.

The general remarks of the Commission on the subject of personality test, which are likely to be of interest, are as follows :—

The candidate will be interviewed by a Board which will have before it a record of his career. He will be asked questions of general interest. The object of the interview is to assess the personal suitability of the candidate for the service or services for which he has applied by a Board of competent and unbiased observers. The test is intended to judge the mental calibre of a candidate. In broad terms, this is really an assessment of not only his intellectual qualities but also social traits and his interest in current affairs. Some of the qualities to be judged are mental alertness, critical faculties, powers of assimilation, clear and logical exposition, balance of judgement, variety and depth of interest, ability for social cohesion and leadership and intellectual and moral integrity.

The technique of the interview is not that of strict cross-examination but of a natural, though directed and purposeful,

conversation which is intended to reveal the mental qualities of the candidate.

The personality test is not intended to be a test either of the specialised or general knowledge of the candidates which have already been tested through written papers. Candidates are expected to have taken an intelligent interest not only in their special subject of academic study but also in the events which are happening around them, both within and without their own State or country, as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well-educated youth.

In other words, the personality test is intended to find out not only what a candidate knows but also the possibilities of growth of his knowledge in the future and of his capacity to absorb new ideas and new concepts in the fast changing environment of a developing economy in a country in which a static society has slowly begun to move. Clearly this is a very different type of test from that a commercial firm or an industrial concern would apply in choosing candidates for employment under it.

It is obvious that in searching out men and women who are going to staff the topmost services of the country there is no substitute for good judgement and utter objectivity in the people who have to carry out the rather difficult task of searching. Naturally, the UPSC takes the utmost care in selecting such persons who constitute their Interview Boards. As far as practicable, they represent different academic and professional disciplines plus a variety of experience, interest and outlook. Needless to say that these men have all made good in the career they chose for themselves. Uniformly they are men of high calibre and character and are well-known for their freedom from subjectivity and bias. These Interview Boards consist of six or

seven persons including the President who is either the Chairman or a Member of the UPSC. The President superintends and regulates the pace of the interview with reference to the general guidelines laid down by the Commission. The usual practice is for such Boards to meet a little earlier and discuss all problems they think they are likely to meet with in evaluating the personality of the candidates appearing before them. Such a get-together also helps them to establish close personal rapport with each other which tends to create a feeling of harmony and understanding amongst them which is so very necessary for the smooth functioning of the Board as a well-knit expert team.

The general technique of the interview is simplicity itself and there is nothing complex or mysterious about it. A brief write-up in respect of each candidate to be interviewed is prepared by the Commission's Secretariat and supplied to the members of the Interview Board before-hand. The write-up is in essence a bio-data, which, inter-alia, gives particulars of where the candidate has read, what he has read, what examinations he has passed and in which division. His extra-curricular activities, such as participation in games, sports, debates, essay-writing, competitions, etc., are also indicated therein. The members of the Interview Board ask questions by turn though it is not necessary that every member of the Board must put question to every candidate. But they are all attentive to what replies the candidate gives to any member's questions, how he speaks and behaves and how deep he has gone into the subject under discussion. He is closely watched regarding his reaction to a given set of circumstances as envisaged in a question or series of questions. The atmosphere is very friendly and the members encourage the candidate to talk because there is no more reliable predicative indicator of character, capacity and general temperament than when a person at ease is made to talk

about himself, his achievements and failures, his interests including hobbies, his likes and dislikes and also about happenings in which he may not be directly involved. The focus is, of course, concentrated throughout on the personality of the candidate which is ultimately evaluated on the basis of his academic and extra-curricular record and of his overall performance before the Interview Board which is measured by his general attitude towards various social, political and economic events, scientific and technological problems of the moment, his manner of expressing himself, his powers of persuading others to fall in line with himself, his tenacity of purpose and balanced outlook, his capacity to work as a member of a team, his ability to react quickly and correctly to a given situation, his adequacy as a possible future leader and other moral qualities.

The interviews usually last for half an hour but occasionally a candidate may be interviewed for a longer period. After a candidate has left the interview room the President and members confer among themselves and jointly allot marks to him in term of percentages. This is done because almost all candidates give their preference for more than one service and the maximum personality test marks for all these services may not be the same. It also sometimes happens that different percentages of marks are given to the same candidate for different categories of services at the discretion of the Interview Board. For example, an athlete with an above-the-average build but with no outstanding academic achievement may be given a higher rating for the Indian Police Service than for a Central Service such as, say, the Indian Audit & Account Service.

The candidate's powers of composing a synopsis accurately and concisely are further assessed by his being asked, just after the interview is over, to write, within a period of 15 minutes or so, a summary of the discussions he has had with the President and the members of the Board. This sum-

mary is carefully scrutinised by the President and circulated to the members of the Board for any comments they may care to make. It is an additional tool in the hands of the Board to help the members in correctly assessing the worth of each candidate interviewed by them.

A question arises here as to how it is possible to judge a candidate by just talking with him for about half an hour. The answer is that, in the first place, his performance before the Interview Board is not the sole determinant of his position in the merit list. The scheme of the examination is composed of two parts and it is the total of the marks secured by a candidate in both the parts which determines his success or failure in the examination. The maximum marks assigned to the personality test are only a fraction of this total. Secondly, the Interview Board, consisting as it does of impartial men of outstanding calibre and character and long experience of men and affairs, is able to make an accurate, or near-accurate, assessment of the character and capabilities of a candidate within a short period, aided as it is by his bio-data and his own summary of the discussion with the Board. Thirdly, the pattern of questions the members put to a candidate is so devised as to enable him to bring out his best and on this a fair and reasonably unbiased judgement is certainly possible. This conclusion is based on long experience and justified on the whole by the account the candidates have given of themselves after they have entered Government service. The margin of error, if any, in such a careful and thorough evaluation of a candidate's personality is likely to be so small as to be negligible.

## APPENDIX D

### *Examinations conducted by the Union Public Service Commission in the year 1971-72 and other data relevant thereto*

Sl. No.	Name of the examination	No. of examinations/selections	No. of posts	No. of applicants	No. of candidates who actually appeared	No. of candidates interviewed and/or whose service records were evaluated	No. of candidates recommended for appointment	Remarks
1	2	3	4	5	6	7	8	9

1. Indian Administrative Service etc. Examination, 1971

\*Includes candidates recommended against vacancies reserved for Released Emergency Commissioned/Short Service Commissioned Officers which remained unfilled on the results of the Indian Administrative Service etc. (Released Emergency Commissioned/Short Service Commissioned Officers) Examination, 1971, vide item II below.

II. Indian Administrative Service etc. (Released Emergency Commissioned/Short Service Officers) Examination, 1971	1	146	547	150	30	17	
III. Indian Forest Service Examination, 1971	1	10	3,199	1,510	45	10	
IV. Indian Economic Service/Indian Statistical Service Examination, 1972	1	12**	899	387	68	14*	*Includes two candidates recommended against vacancies for which Released Emergency Commissioned/Short Service Commissioned Officers were not available. **Indian Economic Service—8 posts. Indian Statistical Service—4 posts.
V. Indian Economic Service/Indian Statistical Service (Released Emergency Commissioned/Short Service Officers) Examination, 1971	1	85	136	18	4	2	Indian Economic Service—6 posts. Indian Statistical Service—2 posts.

*Continued*



## Appendix D (Contd.)

	1	3*	74	6	2	1	*Indian Economic Service—2 posts. Indian Statistical Service—1 post.
VI. Indian Economic Service/Indian Statistical Service (Released Emergency Commissioned/Short Service Commissioned Officers) Examination, 1972	1	294	4,111	1,883	655	312	Results declared after 31.3.1972.
VII. Engineering Services' Examination, 1971	1	127	598	315	127	89	
VIII. Engineering Services (Electronics) Examination, 1971	1	10	1,665	1,167	166	10	
IX. Special Class Railway Apprentices' Examination, 1971	1	137	443	276	—	108	
X. Geologists' Examination, 1971	1	245	4,262	2,701	634	192	
XI. National Defence Academy Examination : May 1971 December 1971	1 1	250%	4,949	3,616	766	298	
XII. Indian Navy Examination : July 1971 December 1971	1 1	50@ 50@	1,547 793	625 382	57 54	12 8	@10 for N.D.A. and 40 for Naval Academy. Posts for Naval Academy remaining unfilled through examination were/are to be filled through the selection vide item XIII.

@Number of posts not so for  
intimated by the Government  
Selections made on the  
results of the previous Na-  
tional Defence Academy  
Examinations.

XIII. Selection for Indian  
Navy Under the Re-  
vised Special Entry  
Scheme for the  
Course commencing  
in : January 1972  
July 1972

1	@	322	1	51
1	@	255	2	30

XIV. Indian Military Aca-  
demy Examination :  
April, 1971  
November, 1971

1	88	2,563	1,408	312	84
1	88	3,335	2,060	364	74

XV. Section Officers'  
Grade (Central Secre-  
tariat Service) Limit-  
ed Departmental  
Competitive Exami-  
nation, 1971

1	62	500	383	212	65
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XVI. Section Officers'  
Grade (Central Secre-  
tariat Service) Limit-  
ed Departmental  
Competitive Examina-  
tion, 1972

1	80	407	267	171	80
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XVII. Indian Foreign Ser-  
vice (B) Limited De-  
partmental Competi-  
tive Examination, 1971

1	18	290	226	108	18
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XVIII. Indian Foreign Ser-  
vice (B) Limited De-  
partmental Competi-  
tive Examination, 1972

1	7	167	65	47	7
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*Continued*

# **Appendix D (Contd.)**

<b>XIX. Assistants' Grade Examination, 1971</b>	<b>1</b>	<b>286</b>	<b>11,927</b>	<b>7,689</b>	<b>—</b>	<b>362*</b>	*Includes candidates recommended against vacancies reserved for Released Emergency Commissioned/Short Service Commissioned Officers & Ex-servicemen which remained unfilled on the results of the Assistants' Grade Examination, 1971.
<b>XX. Assistants' Grade (Released Emergency Commissioned/Short Service Commissioned Officers and Ex-servicemen) Examination, 1971</b>	<b>1</b>	<b>100</b>	<b>377</b>	<b>119</b>	<b>39</b>	<b>24</b>	Released Emergency Commissioned/Short Service Commissioned Officers & Ex-servicemen Examination, 1971.
<b>XXI. Stenographers' Examination, 1971</b>	<b>1</b>	<b>117</b>	<b>3,900</b>	<b>2,366</b>	<b>—</b>	<b>112</b>	
<b>XXII. Stenographers' Examination, 1972</b>	<b>1</b>	<b>119</b>	<b>2,734</b>	<b>1,595</b>	<b>—</b>	<b>140</b>	@Includes 21 candidates recommended against vacancies for which Released Emergency Commissioned/Short Service Commissioned Officers and Ex-Servicemen were not available.
<b>XXIII. Stenographers' (Released Emergency Commissioned/Short Service Commissioned Officers and Ex-Servicemen) Examination, 1972</b>	<b>1</b>	<b>21</b>	<b>40</b>	<b>—</b>	<b>—</b>	<b>—</b>	None of the applicant was found eligible for admission.
<b>XXIV. Qualifying Examination for Hindi Stenographers, 1972</b>	<b>1</b>	<b>£</b>	<b>39</b>	<b>19</b>	<b>—</b>	<b>13</b>	£Being a qualifying examination vacancies not indicated.

## APPENDIX E

### *Comparative statement of workload on the Commission in the five years (1967-68 to 1971-72)*

Description	1967-68	1968-69	1969-70	1970-71	1971-72
1. Number of centres for examinations in India	260	249	315	298	302
2. Written examination with interview and/or evaluation of service records					
(i) Number of examinations held	16	14	21	20	22 <sup>1</sup>
(ii) Number of posts <sup>2</sup>	1,569	1,524	1,830 <sup>3</sup>	2,001 <sup>4</sup>	2,052 <sup>5</sup>
(iii) Number of candidates	35,987	40,569	46,951 <sup>6</sup>	43,902 <sup>7</sup>	44,574 <sup>8</sup>
(iv) Number of candidates interviewed	2,134	1,819	2,542	2,792 <sup>10</sup>	2,391 <sup>11</sup>
3. Written Examination only					
(i) Number of examinations held	5	3 <sup>12</sup>	4	3	5
(ii) Number of posts	1,523	1,790 <sup>13</sup>	1,877 <sup>13</sup>	2,858 <sup>14</sup>	540 <sup>15</sup>
(iii) Number of candidates	16,941	14,729 <sup>13</sup>	21,979	25,400	19,043
4. Probationers' examination/re-examination					
(i) Number of examinations held	4	4	—	—	—
(ii) Number of candidates	292	296	—	—	—

# Appendix E—Contd.

Description	1967-68	1968-69	1969-70	1970-71	1971-72
5. Proficiency tests in type-writing / stenography					
(i) Number of tests held	39	37	37 <sup>16</sup>	6	—
(ii) Number of candidates	3,055	3,354	3,489	310	—
6. Recruitment by interview					
(i) Number of posts pending from previous year	1,829	1,905	1,243	1,620	2,131 <sup>17</sup>
(ii) Number of posts for which requisitions were received during the year	2,781 <sup>18</sup>	2,439	2,911 <sup>19</sup>	3,005 <sup>20</sup>	2,800
(iii) Number of posts for which recruitment action was completed	2,705	3,101	2,534	2,494	2,873
(iv) Number of posts for which recruitment action was pending at close of the year	1,905	1,243	1,820	2,131	2,012
(v) Number of applications received during the year	60,927	68,644	57,678	65,197	68,446
(vi) Number of candidates interviewed during the year	11,250	11,110	11,154	9,145	7,689
7. Miscellaneous: Number of officers involved (promotion, disciplinary matters, seniority etc.)	21,343	26,838	23,406	30,301	31,670

**Footnotes :**

1. Excludes the Stenographers' (Released Emergency Commissioned/Short Service Commissioned Officers) Examination, 1972, which was not held as no candidate was found to be eligible for admission.
2. Includes posts in Defence Services for which interviews were held by the Boards set up by the Ministry of Defence.
3. Does not include the vacancies for Section Officers' Grade Limited Departmental Competitive Examination, 1969, which were reported by the Govt. subsequently.
4. Includes 49 vacancies for Section Officers' Grade Limited Departmental Competitive Examination, 1969, which were reported by the Govt. during 1970-71.
5. Excludes vacancies for the Stenographers' (Released Commissioned/Short Service Commissioned Officers) Examination, 1972, which have not been reported by the Government so far.
6. Includes candidates for the two selections for the Indian Navy. May be
7. Include 1,220 candidates for two selections for the Indian Navy conducted to make good the possible shortfall, but does not include 11,927 candidates for the Assistants' Grade Examination, 1971, which was postponed to June 1971.
8. Includes 40 candidates for the Stenographers' (Released Emergency Commissioned/Short Service Commissioned Officers) Examination, 1972, and 577 candidates for the two selections for the Indian Navy conducted to make good the possible shortfall.
9. Excludes candidates for Defence Services Examination who were interviewed by Boards set up by the Ministry of Defence.
10. Includes 678 candidates for examinations held during 1969-70 who were interviewed/whose service records were evaluated during 1970-71.
11. Includes 79 candidates for Indian Economic Service/Indian Statistical Service Examination, 1971, who were interviewed during 1970-71.
12. Does not include information in respect of Assistants' Grade Examination (February 1969) which was postponed. The requisite information has been incorporated in the corresponding column against the year 1969-70.

13. Does not include the vacancies for Assistants' Grade Examination, 1969, which were reported by the Government subsequently.
14. Includes 353 vacancies for Assistants' Grade Examination, 1969, which were reported by Government during 1970-71.
15. Excludes vacancies for Stenographers' Examination, 1972, which have not been reported by the Government so far.
16. Includes Stenography tests for Defence Accounts Department.
17. Includes 26 posts for which the requisitioning authorities made a subsequent reduction in the demand.
18. Includes additional demand for 60 posts against requisitions received during the previous year.
19. Includes additional demand for 27 posts against requisitions received during the previous year.
20. Includes additional demands for personnel for appointment to 27 posts due to changes in the number of posts in the requisitions received during the earlier years. This, however, excludes approximately 250 posts for which a special bulk recruitment is undertaken.

