

# **UNION PUBLIC SERVICE COMMISSION**

**Date of starting for filling online DAF-II : 08.12.2022**

**Date of closure for filling online DAF-II: 14.12.2022**

## **INSTRUCTIONS TO CANDIDATES FOR FILLING DETAILED APPLICATION FORM- II for CIVIL SERVICES EXAMINATION, 2022**

The candidates who qualify Civil Services (Main) Examination for the Personality Test are required to fill up Detailed Application Form (DAF)-II online failing which no such request for extending the date of submission or any other mode of submission will not be accepted in any condition. The candidates must apply online through the Commission's website ([www.upsc.gov.in](http://www.upsc.gov.in)) by filling the Detailed Application Form - II (DAF - II) and uploading the scanned copies of the required document within the prescribed time limit so that DAF - II is submitted by the applicant on time.

2. The candidates must carry their Photo ID Proof submitted by them while applying for Civil Services (Preliminary) Examination, 2022 to the Commission for the Personality Test alongwith the e-summon letter in support of their identity.

3. The Candidates are advised to read carefully the Rules of Civil Services Examination, 2022 which include the detailed scheme of the examination, as published in Part I - Section 1 of the Govt. of India Gazette of India (Extraordinary) dated 2<sup>nd</sup> February, 2022. They should note that no correspondence will be entertained by the commission from candidates to change any of the entries made in DAF-II. They should, therefore, take special care to fill up the application form correctly. No field of the application form should be left blank.

**4. The online submission of the DAF-II alongwith uploaded requisite documents/certificates will be acknowledged electronically by sending email by the Commission. If the DAF-II be incomplete or has not been submitted within prescribed time limit or is incorrectly filled in or gives wrong code numbers in any of the columns is liable to be rejected. The candidates must ensure that they upload all the requisite documents before finally submitting the DAF - II online. The candidates should contact the Commission, through email [web-upsc@nic.in](mailto:web-upsc@nic.in) or 011-23385271 in case of any assistance regarding filling up the Detailed Application Form-II.**

5. All the candidates who qualify for Personality Test/Interview on the basis of Result of Civil Services (Main) Examination, 2022 are required to submit their Order of Preferences for Zone(s)/State(s) Cadre (for IAS/IPS) through online Detailed Application Form - II. This DAF-II is made available to the qualified

candidates of written examination of Civil Services (Main) Examination, 2022.

6. All the candidates who qualify for Personality Test/Interview on the basis of Result of Civil Services (Main) Examination, 2022 are required to submit their Order of Preferences for Participating Services through an online Detailed Application Form (DAF) -II. This DAF - II is made available to the qualified candidates of written examination of Civil Services (Main) Examination, 2022.

7. The Roll No. of the candidate for the DAF-II will be the same as the Roll Number given to him/ her for the Preliminary Examination.

8. Candidates must note that they use only international form of Indian numerals in the filling of the application form and writing the Code Numbers e.g.1,2,3,4,5,6 etc. Only the Code Numbers as thus filled in will be taken into account. They should take special care to see that the entries made in the application form are correct and true. In case there are any misleading entries, the candidates will responsible for the consequences thereof.

9. Candidates should note that in no circumstances will they be allowed a change in the language medium of Interview for Personality Test which they have indicated in their Detailed Application Form - I for the Main Examination.

11. In all communication with the Commission regarding his/her application the candidate should mention the name of the Examination, his/her Roll Number, Name and his/her Date of birth.

12. A candidate must see that communication sent to him at the address stated in his application is redirected, if necessary. Any change in address should be communicated to the Commission at the earliest opportunity. Although the Commission makes every effort to take account of such changes, they cannot accept any responsibility in the matter.

13. The Candidates should note that their candidature at all the stages of the Civil Services Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any stage of examination and Interview Test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission.

14. Documents to be scanned and uploaded while submitting the Detailed Application Form - II on the website of the Commission by the candidate are as follows:

- OBC Annexure to be filled by OBC candidates.
- EWS Annexure to be filled by EWS candidates.
- Documents/Certificates in support of Higher Educational Qualification/Achievements in different Fields/Service Experience, etc.

15. The candidates belonging to the EWS category should note that they must be able to produce the supporting documents regarding immovable properties, if and when required by either the Commission or the DoP&T or the Concerned CCA.

**NOTE:** CANDIDATES QUALIFIED FOR INTERVIEW FOR THE PERSONALITY TEST ON THE RESULTS OF THE WRITTEN PART OF THE MAIN EXAMINATION WILL BE REQUIRED TO PRODUCE THE ORIGINALS OF THE CERTIFICATES MENTIONED ABOVE. FAILURE TO SUBMIT THE REQUIRED CERTIFICATES IN ORIGINAL AT THAT TIME WILL ENTAIL CANCELLATION OF CANDIDATURE.

## **GUIDELINES OF DEPARTMENT OF PERSONNEL AND TRAINING FOR FILLING UP DAF-II**

1. Candidates are advised to visit the website of Department of Personnel & Training at the link <https://cseplus.nic.in/Home/CadreAllocation> for perusing the Cadre Allocation Policy-2017. They are also advised to go through the details of the Cadre Allocation Policy 2017 extremely carefully before submitting their preferences for Zones as well as Cadres thereunder. The preferences once opted and submitted cannot be modified or changed at a later stage. Therefore, the candidates are advised to exercise due diligence while filling up the preferences for Zones as well as Cadres thereunder.
2. A candidate who is appointed to the Indian Police Service on the basis of the results of an earlier examination and continues to be a member of that service shall not be eligible to opt for the Indian Police Service in Civil Services Examination, 2022.
3. ONLINE DAF-II has ten modules i.e Personal Information, OBC/EWS Annexure (for OBC and EWS candidates only), Educational Information, Parental Information, Socio-Economic Information, Service Preference, Zone and State Cadre Preference IAS, Zone and State Cadre Preference IPS, Upload Documents and Final Submission.
4. The Cadres are divided into following five Zones:
  - i. Zone-I (AGMUT, Himachal Pradesh, Uttarakhand, Punjab, Rajasthan and Haryana)
  - ii. Zone-II (Uttar Pradesh, Bihar, Jharkhand and Odisha)
  - iii. Zone-III (Gujarat, Maharashtra, Madhya Pradesh and Chhattisgarh)
  - iv. Zone-IV (West Bengal, Sikkim, Assam-Meghalaya, Manipur, Tripura and Nagaland)
  - v. Zone-V (Telangana, Andhra Pradesh, Karnataka, Tamil Nadu and Kerala)
5. It is to be noted that preference for the Zones/Cadres will remain in the same order and no change in the order of preference for the Zones/ Cadres shall be permitted.
6. A candidate claiming benefit of reservation under Persons with Benchmark Disabilities quota has an additional option to indicate his/her preference for any one state/cadre (other than Home cadre) of his/her first preferred Zone as per the para 5 of Cadre Allocation Policy. However, such candidates are also required to fill up completely all the modules of DAF-II before final submission.
7. In case a candidate (including a candidate claiming reservation under Persons with Benchmark Disabilities quota) does not select his/her Home State as First Cadre Preference, the Home State (Cadre) preference will be disabled

and it will not be available as Second or lower Preference henceworth.

8. Candidates may note that Home State/U.T. filled up in Personal Information of the DAF-II will be taken as Home Cadre.

9. The candidates belonging to the EWS should note that they must be able to produce the supporting documents regarding immovable properties held by the family [family for this purpose will include the person who seek benefits of reservation, his/her parents, and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years], if and when required by either the Commission or the DoP&T or the Concerned CCA.

10. The candidates are required to fill the modules of DAF-II completely before submitting the same ONLINE. Submission of DAF-II by any mode other than ONLINE mode shall not be accepted.

11. Candidates should save each module after completing the same. However, candidates will have the option to make changes in any module before final submission of DAF-II. Once it is finally submitted, no change shall be permitted.

12. Candidates may take the print out of DAF-II before submission and after final submission for their reference.

13. There is no need to send the hard copy of the ONLINE submitted DAF-II.