

## STATE SERVICES EXAMINATION RULES

### 6. Eligibility Conditions :-

- (1) Nationality - The candidate must be a citizen of India.
- (2) Minimum educational qualification - A candidate must hold a degree of any of the universities incorporated by an Act of the Central or State Legislature in India or other Educational Institutions established by an Act of Parliament or declared to be a deemed university under section 3 of the University Grants Commission Act 1956 or possesses an equivalent qualification.

Note-1 Candidates who have appeared in an examination, the passing of which would render them educationally qualified for the Commission's examination, but have not been informed of the results, as also the candidates who intend to appear in such a next qualifying examination, will also be eligible for admission to the Preliminary Examination. All such candidates who are declared qualified by the Commission for taking the State Services (Main) Examination, will be required to produce compulsorily mark sheet/proof of passing the requisite examination along with their application form for the Main Examination. Application forms, not accompanied by the mark sheet/proof of passing the bachelor's degree/equivalent qualifying examination, shall be rejected.

Note-2 Candidates possessing professional and technical qualifications, which are recognized by the State Government as equivalent to professional or technical degree, would also be eligible for admission to the examination.

### (3) Age-

- (a) A Candidate must have attained the age of 21 (twenty-one) years and must not have attained the age of 30 (thirty) years on the first of January, following the date of publication of the advertisement :

Provided that the upper age limit for the permanent residents of Madhya Pradesh has been fixed at 35 years vide General Administration Department circular no. C-3-5/2001/3/1 dated 17<sup>th</sup> of August 2004. But for the administrative posts of the Home (Police) Department, Excise Department and Jail Department, the maximum age limit will be governed by the provisions of their recruitment rules only :

Provided further that the State Government may vary the lower and upper age limits for any of the services included in these rules, considering the exigencies of the services.

- (b) The upper age limit prescribed above, will be relaxable to the following extent:-
  - (i) upto a maximum of five years : if a candidate domiciled in Madhya Pradesh belongs to a caste or tribe or other backward class which has been notified as scheduled caste or scheduled tribe or other backward class by the Government of Madhya Pradesh.
  - (ii) up to a maximum of 3 years : if a candidate is a bonafide repatriate of Indian origin from :-

- (1) Burma, Who migrated to India on or after 1st June 1963;or
  - (2) Srilanka; who migrated to India after 1st November, 1964; or
  - (3) If the candidate is a bonafide displaced person from erstwhile East Pakistan (now Bangladesh) and had migrated to India during the period between 1st January, 1964 and 25th March 1971
- (iii) up to a maximum of 8 years: if the candidate repatriate or displaced person mentioned in para (2) supra belongs to scheduled castes, scheduled tribes or other backward classes as notified by Government of Madhya Pradesh and domiciled in Madhya Pradesh;
  - (iv) upto a maximum of 5 years : if the candidate is a widow, divorcee or abandoned at the time of her first appointment.
  - (v) upto a maximum of 2 years : if the candidate holds a green card in his/her name under the Family Welfare Programme.
  - (vi) upto a maximum of 5 years : if the candidate is a forward-caste partner of a prize-winning couple under Inter Caste Marriage Scheme sponsored by the Tribal, Harijan and Backward Class Welfare Department as per GAD Memo NO. C-3-10/85/3/1 dated 03-09-1985.
  - (vii) upto a maximum of 5 years : if the candidate is a sportsman honoured with the "Vikram Award" as per GAD Memo. No. C-3/8/85/3/1 dated 3<sup>rd</sup> of September 1985.
  - (viii) upto a maximum of 3 years : in the case of Defence Services Personnel, if one is disabled in military operations during hostility with a foreign country or in a disturbed area and discharged from duty as a consequence thereof.
  - (ix) upto a maximum of 8 years : if the candidate falling under the above category (viii), belongs to the scheduled caste, scheduled tribe or other backward classes.
  - (x) up to a maximum of 3 years : in the case of a candidate who is a bonafide, repatriate of Indian origin (Indian passport holder) from Vietnam as also a candidate holding emergency certificate issued to him by Indian Embassy in Vietnam and who arrived in India from Vietnam not earlier than July. 1975;
  - (xi) upto a maximum of 8 years : if the candidate falling under category (x) above, belongs to a scheduled caste, scheduled tribe or other backward classes.
  - (xii) up to a maximum of 5 years: in case of Ex-servicemen and Commissioned officers including ECOs/SSCOs who have rendered at least five years military service as on 1st January preceding date of commencement of examination and have been released on completion of assignment (including those whose assignment is due to be completed within six month from the said date ) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to Military service or on invalidment;

- (xiii) up to a maximum of 10 years : In case the candidate falling under category (xii) supra belongs to the scheduled castes, scheduled tribes and other backward classes;
- (xiv) A candidate who is an ex-serviceman will be allowed to deduct from his age the period of all defence service previously rendered by him provided that the resultant age does not exceed the upper age limit by more than three years.
- (xv) For the permanent, temporary employees of the Madhya Pradesh Government and for all classes of employees (including women employees) working in the autonomous bodies of the state like Corporations, Boards, Councils, Municipal corporations, Municipality etc, the maximum age limit prescribed is 38 years. The above concession will also apply to work-charged staff and contingency paid staff and persons employed/postings in project implementing committees, (Enclose certificate from the competent authority)
- (xvi) upto a maximum of 3 years : if the candidate is a retrenched government servant, after deducting from his age, the period of all temporary service previously rendered by him upto a maximum of seven years, even if it represents more than one spell.  
  
**Explanation-** The term retrenched government servant denotes a person who was in temporary government service of the State of Madhya Pradesh or any of its constituent units for a continuous period of at least six months and who was discharged from service because of reduction in establishment not more than three years prior to the date of registration in the Employment Exchange or the date of application made otherwise for employment in government service.
- (xvii) Physically handicapped candidates shall have relaxation of 5 years in the maximum age limit for class-II posts and of 10 years for class-III services. The benefit of Handicapped category shall be granted only on a minimum of 40% disability.
- (xviii) upto a maximum of 10 years : According to Rule 4 of M.P. Civil Services (Special Provision for Appointment of Women) Rules, 1997, all women candidates (which also include women from outside the State of Madhya Pradesh) shall be granted a relaxation of 10 years in the maximum age limit.

7. Save as provided in Rule 6 (3), the age limits prescribed can in no case be relaxed. The candidates should note that the Commission shall accept only such date of birth as is recorded in the matriculation or secondary school examination certificate or certificate of an examination treated equivalent thereto. High School/Higher Secondary Certificate/Mark sheet, clearly mentioning the date of birth, must be attached compulsorily with the application form of the Main Examination, failing which the application form would be rejected. No other document relating to age such as horoscope, affidavit, birth-related extracts from Municipal Corporation service records and the like, shall be accepted. Once a date of birth has been recorded in the application form, request for any change therein shall not be considered under any circumstances and all such representations will be rejected. **The application could be rejected on finding any dissimilarity between the information provided in the application form of the Preliminary Examination and that of the Main Examination.**

8. (1) No male candidate who has more than one wife living, or who, having a wife living, marries in circumstances in which such marriage is void by reason of its taking place during the lifetime of such wife, **shall not** be eligible for appointment to any of the services, appointment to which is made as per the result of this examination, **until** the State Government is satisfied that there is some special justification/reason for doing so, and thereupon the government may grant exemption to such a male candidate from the operation of this Rule.
- (2) No female candidate whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, **shall not** be eligible for appointment to any of the services, appointment to which is made as per the result of this examination, **until** the State Government is satisfied that there is some special ground for doing so and thereupon the government may exempt such a female candidate from the operation of this Rule.
- (3) A candidate shall be eligible for appointment only when, as per amendment brought about by the Government of Rule 6 of Madhya Pradesh Civil Services (General Conditions of Service) Rules 1961, dated 10-03-2000.
- (a) A male candidate is not married before 21 and a female candidate before 18 years of age.
- (b) The candidate doesn't have a third offspring after 26<sup>th</sup> of January 2001.
9. A candidate must be in a good mental and physical health and free from any physical defect likely to interfere with the discharge of his duties as an officer of a particular service. A candidate who, after such medical examination as the government or the appointing authority, as the case may be, may prescribe, is found not to satisfy these requirements, shall not be appointed. Only such candidates as are likely to be considered for appointment, shall be medically examined.
10. The Commission cannot advise candidates as to their eligibility for any particular service. It is for the candidates themselves to see whether they satisfy the prescribed requirements (conditions) and whether it is worthwhile to apply. However, the attention of the candidates is drawn to the following physical standards laid down for certain services which is given in the table below, before applying the candidates should satisfy themselves that they fulfil the minimum requirements prescribed for such services, lest they should be disappointed later on. Examination of physical standards shall be conducted by the state government before making any appointment.

TABLE					
MINIMUM STANDARD FOR HEIGHT AND CHEST GIRTH					
S. No.	Name of the Post	Sex	Height in cms	Chest girth	
				Without Expansion cms.	Fully expanded cms.
(1)	(2)	(3)	(4)	(5)	(6)
1.	State Police Service (Deputy Superintendent, Police)	Male	168	84	89
		Female	155	Chest measurement not required	Chest measurement not required
2.	District Commandant, Home Guards	Male	165	84	89
		Female	155	Chest measurement not required	Chest measurement not required
3.	District Excise Officer		163	84	89
4.	Superintendent, District Jail	Male	168	84	89
		Female	155	Chest measurement not required	Chest measurement not required
5.	Excise Sub-Inspector	Male	165	81	86
		Female	152.4	Chest measurement not required	Chest measurement not required
6.	Assistant Jailor	Male	165	84	
		Female	158	Chest measurement not required	Chest measurement not required
7.	Transport Sub-Inspector		165	81 (Un-expanded)	

- 1 Success in the examination confers no right to appointment unless the government is satisfied after such inquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the service.

- 1 The decision of the Commission as to the eligibility of a candidate for admission to the examination or other matters shall be final. No representation or correspondence shall be entertained on this point. The admission to the preliminary examination shall be provisional. If on verification at any stage of selection, it is found that a candidate does not fulfil all the eligibility conditions, or gives false/erroneous information, his candidature shall be cancelled. If any of his claims is found to be incorrect, he may render himself liable to disciplinary action by the commission in terms of Rule 16 given below.

The mere fact that an admission card/letter to the examination has been issued to a candidate, shall not imply that his candidature has been finally/irrevocable accepted by the commission, or that the entries made by the candidate in his application form for the preliminary examination have been accepted by the commission as true and correct.

Preliminary examination is just a screening test, hence the commission doesn't ask for any certificates to accompany the application form for the preliminary examination and eligibility for the examination is not inquired into at that stage. All the applicants shall be admitted to the preliminary examination without exception, but a close scrutiny of the application forms of the Main Examination will be done at the time of preparing the results of the Main Examination, that is, at the time of determining the eligibility of the candidates for interview. Application forms not enclosing the required certificates shall be rejected. Therefore, the candidates should thoroughly ensure their eligibility before applying, as to whether they fulfil the requirements/conditions laid down in the advertisement, lest they should be disappointed afterwards.

- 1 No candidate shall be admitted either to preliminary examination or Main Examination unless he/she holds an admission card issued by the Commission. If any error is observed in the admission card, it shall be the liability of the candidate to immediately contact the commission's office for correction thereof.

- 1 Application form, filled partially/erroneously/found with over writing/not signed at desired
4. spaces/having missing self signed desired number of photographs or found without appropriate Bank Draft of requisite amount, shall be rejected.

1 (1) The candidates claiming any relaxation in age or any other concession must attach, with  
5. their application forms for the Main Examination, a photocopy of the appropriate certificate issued by the competent authority. A **permanent** caste certificate relating to Scheduled Castes, Scheduled Tribes or Other Backward Classes, issued by a sub-divisional officer (Revenue), who is authorized by the government of Madhya Pradesh to issue caste certificate must be attached compulsorily with the application form. **In case of married women, the caste certificate held by their father alone will be accepted.** If a candidate fails to produce permanent certificate of caste and other certificates in original, at the time of interview, his candidature shall be rejected for which the candidate himself shall be responsible. Any undertaking or representation by the candidates in this connection, while not accepting them, shall just be filed. In the absence of the required certificates, their cases for a claim to any relaxation/concession shall not be considered.

(2) A candidate claiming age concession as retrenched government servant of Madhya Pradesh, should produce in original a certificate from the Head of the Department or office from where he was retrenched, stating the designation of each post held by him, the date of appointment and leaving in respect of each post and also certifying that he was discharged because of reduction in establishment. He should also produce an attested copy of the certificate of his registration at the Employment Exchange, if any.

(3) A candidate claiming age concession as an ex-serviceman should produce in original a certificate from his last Ministry/Office indicating the dates of commencement and discharge in respect of his Defence service, and that he was retrenched or declared surplus as a result of the recommendation of the Economic Unit or due to routine reduction in establishment, as the case may be. He should also produce an attested copy of his registration at the Employment Exchange, if any.

- 1 A candidate who has been found by the commission to be guilty of the following:-
- 6.

- (1) obtaining support for his candidature whether in the written examination or interview by any means, or
- (2) impersonating, or
- (3) procuring impersonation by any person, or
- (4) submitting fabricated documents or documents which have been tampered with, or
- (5) making statements which are incorrect or false or suppressing therein material information at any stage of selection, or
- (6) resorting to any other irregular or improper means for obtaining admission to the examination, or
- (7) using or attempting to use unfair means in the examination hall, or
- (8) harassing, threatening or causing physical injury to the staff engaged in the conduct of examination, or

- (9) violating any of the instructions given to the candidates in their admission card or other directives including oral instructions given by the centre supervisor or other staff engaged in the conduct of examination, or
  - (10) misbehaving in any other manner in the examination hall or in the interview, may, in addition to rendering himself/herself liable to criminal prosecution, be liable-
    - (a) to be disqualified by the commission from the examination for which he is a candidate, and/or
    - (b) to be debarred either permanently or for a specified period-
      - (i) by the commission from an examination held or a selection made by it;
      - (ii) by the state government from employment under it; and
    - (c) if he is already in service under the government, to a disciplinary action under appropriate rules, provided that no penalty under this rule shall be imposed except after-
      - (i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf, and
      - (ii) taking the representation, if any, submitted by the candidate within the period allowed to him, into consideration.
- 1 The application forms received after the prescribed date will not be considered, and the fees  
7. received with such forms will not be refunded. The commission shall not be responsible in the event of forms getting late, mutilated or lost during postal/courier services.

**Only one application form will be accepted in one envelope.** Every such application form received in commission's office, either at the counter or by post, would be acknowledged and a registration number would be issued to the candidate as token of the receipt of application form. The fact that the application registration number has been issued to the candidate does not ipso facto mean that application is complete in all respects and has been accepted by the commission. No correspondence or representation will be entertained in respect of late receipt of application form. The decision of the commission as to eligibility or otherwise of a candidate for admission to the examination shall be final.

- 1 The commission reserves the right to allocate the centre or not, for examination to the candidate,  
8. keeping in view the preference recorded in the application form. It is not necessary and binding for the commission, to allocate the desired examination centre to candidate. Examination centres are allocated by the commission, keeping in sight the capacity of examination centres and administrative convenience. No application for change of centre or any other entry in the application form shall be entertained.
- 1 If a candidate wants to receive any communication from the commission on an address different  
9. from the one given in his application form, such a change in address should be communicated to the commission at the earliest, alongwith two self-addressed sufficiently stamped envelopes of 11.5 cm x 27.5 cm size, in which he must note down his registration number and the name of the examination. Although the Commission make every effort to take account of such change they cannot accept any responsibility in the matter.
- 2 The commission shall not supply mark sheets in respect of preliminary examination as it is only  
0. a screening test. As such, no correspondence will be entertained in this connection. However,

the mark sheets of the Main Examination will be sent to the candidates after the publication of the final selection results.

There is no provision for revaluation of the examinations conducted by the commission. As such, no correspondence will be entertained in this connection.

2. Scheduled Caste/Scheduled Tribe/O.B.C.'s and the sightless handicapped candidates should
1. choose an examination centre nearest to their place of residence, because travelling expenses will be payable to them from their place of residence upto the nearest examination centre only. Candidates domiciled in Madhya Pradesh, not already in service, and belonging to Scheduled Castes, Scheduled Tribes notified by the Government of Madhya Pradesh or to O.B.C.'s recognized by the state and the blind candidates, on taking the examination will be paid travelling expenses in cash under the current rules of the Madhya Pradesh Government by the Centre Superintendent at the centre itself before their return journey. For this, the candidates will have to provide the required declaration duly filled in to the Centre Superintendent, and also produce all the necessary certificates relating to the eligibility for the travelling allowance. Therefore they will be given travelling expenses only when they attach alongwith the Declaration form, a self-attested copy of the permanent caste certificate issued by a competent authority of Madhya Pradesh. Candidates of reserved categories domiciled in Madhya Pradesh/blind candidates, presenting themselves at the interview, will be paid travelling expenses by the office of the Madhya Pradesh Public Service Commission.

The various concessions given in the advertisement, for the candidates of Scheduled Castes, Scheduled Tribes and Other Backward Classes shall be applicable only to those who are domiciled in Madhya Pradesh and belong to Scheduled Castes and Scheduled Tribes notified as such by the Government of Madhya Pradesh and to Other Backward Classes recognized by the Madhya Pradesh Government. Scheduled Caste, Scheduled Tribe and O.B.C. candidates of other states will be considered as belonging to unreserved category. Reservation, relaxation in age limit and other benefits will not be allowed to the candidates belonging to the 'creamy layer' of the Other Backward Classes recognized by the Government of Madhya Pradesh.

2. The candidates finally selected for a particular service will have to undergo such training and
2. pass such departmental examination as may be prescribed by the Government. They will be required to serve at any place in Madhya Pradesh and should be able to take immediately an appointment when offered. Candidates selected by the Commission for appointment as Deputy Superintendent of Police will have to execute a bond to serve the state for a period not less than three years as Deputy Superintendent of Police or in other similar capacity as the state Government may desire.
2. Repeal and Saving : All rules corresponding to these rules and in force immediately before the
3. commencement of these rules are hereby repealed in respect of matters covered by these rules:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

**By order and in the name of the Governor of Madhya Pradesh,**

**(Y. Satyam)**

**Addl. Secretary**

**Govt. of Madhya Pradesh**

**General Administration Department**



