

F. No. A.21021/1/2022-E.II
भारत सरकार/Government of India
शिक्षा मंत्रालय/Ministry of Education
(उच्चतर शिक्षा विभाग/Department of Higher Education)

Room No. 232 'C' wing, Shastri Bhawan
New Delhi, dated the 16th June 2025

To,

All the Statutory bodies/Autonomous organisations/Attached bodies under Ministry of Education.

Subject: Registering for Public Disclosure Scheme (PDS) linked to the National Career Service (NCS) portal of Ministry of Labour and Employment – reg.

Sir/Madam,

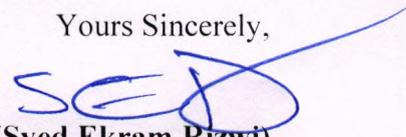
Kind attention is invited to D.O. letter No. 16/5/2016-E.I(B) dated 29th November, 2024 along with its enclosures (copy enclosed) from Secretary, Union Public Service Commission (UPSC) on the subject cited above and to say that under the Public Disclosure Scheme (PDS), functional since the year 2018, the UPSC publishes the data of non-recommended (candidates who qualify the written examination but are not recommended after the interview) willing candidates on its website, with a view to provide them with employment opportunities in Government organisations/PSUs/Private Companies.

2. To streamline the process and widen the scope of PDS, the Commission has launched a dedicated portal (<http://upsonline.nic.in/miscellaneous/pdoiact/>). Statutory bodies/Autonomous organisation under Government of India can directly write to the UPSC, as per Annexure A, to get login id to access the portal and the details of non-recommended candidates enabling them to identify the suitable candidates as per their requirement.

3. In view of the above, all the Statutory bodies/Autonomous organisations/Attached bodies under the administrative control of Ministry Education are requested to assess if they can make use of the portal and accordingly register themselves on the PDS portal as per Standard Operating Procedure (enclosed) as prescribed by the Commission.

Encl: As above.

Yours Sincerely,


(Syed Ekram Rizwi)
Joint Secretary (Admn.)
Tel. No. 23383812

Copy to:

1. Shri Manoj Dehury, Directory (Exam), UPSC, Dholpur House, Shahjahan Road, New Delhi – 110069.
2. All Bureau Heads, Ministry of Education.

शशि रंजन कुमार
Shashi Ranjan Kumar



सचिव
SECRETARY
संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION
धौलपुर हाऊस, शाहजहाँ रोड
Dholpur House, Shahjahan Road
नई दिल्ली-110069
New Delhi-110069

D.O. No. 16/5/2016-E.I (B)

Dated: 29th November, 2024

Dear

You may be aware that since 20.08.2018 the Union Public Service Commission (UPSC) has been publishing the details of the non-recommended (Candidates who qualify the written examinations but are not recommended after the interview) willing candidates of the Commission's Examinations under the Public Disclosure Scheme (PDS) on its website, linked to the National Career Service (NCS) Portal of the Ministry of Labour and Employment.

2. The Commission conducts 10 regular examinations (Annexure A) every year and recommends 6,400 successful candidates for appointments in various services. However, approximately 26,000 candidates, who have already demonstrated their proficiency by clearing the rigorous written examinations, are declared not successful. The scheme was launched in 2018 with a view to provide employment opportunities to these talented young people in Government organisations/ Public Sector Undertakings/ Private Companies. While there has been some success in placing these candidates in a few PSU/ Govt. organisations like Cabinet Secretariat, Department of Water Resources, River Development and Ganga Rejuvenation (Ministry of Jal Shakti), Delhi Jal Board, Unique Identification Authority of India (UIDAI) etc., much remains to be done.

3. To streamline the process and widen the scope of PDS, the UPSC has launched a dedicated portal with the following URL: <https://upsconline.nic.in/miscellaneous/pdoiac/>. Any registered private company or a Public Sector Undertaking can register on the portal through its CIN (MCA verified API). Statutory bodies and Autonomous organisations of the Government of India can directly write to the UPSC and they will be provided with login id to access the portal. These organisations can access the list of non-recommended candidates

Contd....2/-

wherein their percentile (not absolute or percentage marks) will be available. A short biodata of the candidates with their educational qualifications, contact numbers etc. will also be accessible. The portal will also provide subject/discipline wise search facility to the registered organisations in order to identify suitable candidates in line with their requirements. The UPSC will also track the selection process of the candidates once they are shortlisted by the organisations till the issue of appointment letters. The facility for uploading a copy of the appointment letter has also been provided.

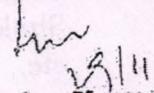
4. The detailed procedure to register on the portal along with screenshot is annexed at 'B'.

5. The portal shares the information of the non-recommended candidates of examinations conducted by the UPSC only for restricted purpose of evaluation of suitability of the candidates for employment purpose and shall not be used for any other purpose or disclosure whatsoever.

6. May I, therefore, request you to widely disseminate the information about this portal to private companies through Industry Associations working with your Department. You may also discuss this with Statutory bodies/ Autonomous organisations/ Attached bodies under your Department and assess which of them can make use of the portal. Such a list can then be shared with us in order to enable them to register on the portal.

Yours sincerely,

Encl: As above


(Shashi Ranjan Kumar)

To,

As per the list Attached.

जारी किया

ISSUED

2.12.2024

Standard Operating Procedure (SOP) for Registration and Access to UPSC's Public Disclosure Scheme (PDS) by Statutory and Autonomous Organisations

Objective

This SOP outlines the process for Statutory and Autonomous Organisations of the Government of India to register and gain access to the Union Public Service Commission's (UPSC) Public Disclosure Scheme (PDS). The PDS aims to provide employment opportunities to non-recommended candidates from UPSC examinations.

Process Overview

1. **Dissemination of Information:** Relevant Departments and Ministries are to circulate information about the UPSC PDS to all Statutory and Autonomous Organisations under their jurisdiction.
2. **Expression of Interest:** Interested Statutory and Autonomous Organisations must submit a formal request on their official letterhead, signed and stamped by the head of the organisation or his authorised representative senior-most officer (e.g., MD or equivalent rank officer in the organisation). The request letter must include the details specified in the prescribed format (**Annexure-A**).
3. **Verification and Processing:** Submitted details will be examined by the Examination Branch of the Commission. Upon successful verification, login credentials will be generated by the IS Wing of the Commission and communicated to the organization via the official email address provided. The process is elaborated below:
 - (i) **Verification:** The Examination Branch will verify the submitted details.
 - (ii) **Credential Generation:** The IS Wing will generate the login ID and password upon approval.
 - (iii) **Credential Distribution:** Credentials will be shared with the organization's official email ID as provided in the request letter.
 - (iv) **Portal Access:** Registered organizations can log in to the PDS portal at <https://upsconline.nic.in/miscellaneous/pdoiac/> to access the database of non-recommended candidates.
4. **Access and Usage:** Registered organizations can access the PDS portal using their credentials to identify suitable candidates for employment based on percentile, qualifications, and other criteria.
5. **Compliance and Monitoring:** The information shared is for employment purposes only and must not be used for any other purposes. UPSC will track the selection process and the issuance of appointment letters.

Submission and Communication

- The completed request letter must be sent to the Examination Branch of UPSC at the address provided below:

**Union Public Service Commission
(Examination Branch – E.1B Section)
Dholpur House, Shahjahan Road,
New Delhi – 110069
(Email: exampolicy.upsc@gov.in)
Telephone No.: 011-23386267**

- For any clarifications or queries related to the process, the organizations may contact the Examination Branch of the Commission via the official communication channels, as mentioned above.

**Format for Submission of Details
(To be printed on the official letterhead of the organization)**

Subject: Request for Registration on UPSC Public Disclosure Scheme (PDS) Portal

To

The Examination Branch
Union Public Service Commission
Dholpur House, Shahjahan Road
New Delhi - 110069

Dear Sir/Madam,

We express our interest in registering for access to the UPSC Public Disclosure Scheme (PDS) portal to explore employment opportunities for non-recommended candidates. The required details are provided below:

1. **Organization Name:** _____
2. **Organization Address:** _____
3. **Ministry/Department Concerned:** _____
4. **Name of Authorized Officer:** _____
5. **Official Email ID:** _____
6. **Mobile Number:** _____

I/We affirm that the details provided above are accurate and undertake to use the portal solely for the purpose of evaluating the suitability of candidates for employment.

Signature: _____

(To be signed by Head of the Organization or
Authorised _____ representative)

Name: _____

Designation: _____

Seal of the Organization