

ADMIN-65013/39/2025-P-II [E- 279395]
Government of India
Ministry of Environment, Forest and Climate Change
Personnel-II Section

1st Floor, Prithvi Wing,
Indira Paryavaran Bhawan,
Jor Bagh Road, New Delhi-10003
Dated: 9th October, 2025

OFFICE MEMORANDUM

Subject: Registration for PDS linked to the National Career Service (NCS) portal of the Ministry of Labour and Employment-reg.

The undersigned is directed to refer to the captioned subject and attach herewith a copy of the Union Public Service Commission's letter No. 16/05/2016/E.I(B) dated 15.05.2025 and request all the Divisions/Organisations/Bodies/Institutes/Tribunals etc. under MoEFCC for necessary action.

2. Interested Divisions/Organisations/Bodies/Institutes/Tribunals etc. under MoEFCC may forward their registration request to UPSC as per the SoP in the requisite format directly to UPSC and avail the benefits of PDS portal linked to National Career Service (NCS) portal of the Ministry of Labour and Employment.

3. This issues with the approval of the Competent Authority.

Encl.: As above.


09.10.2025

(Chiranjib Mridha)

Under Secretary to the Government of India

Tele: 011-20819373

Email: chiranjibmridha-cwc@gov.in

To,

- i. The Divisional Heads/HOD/HoO of all Divisions/Organisations/Bodies/Institutes/Tribunals etc. under MoEFCC.
- ii. PPS to JS (Admn.)
- iii. CS-II/P.I/P.III/IFS
- iv. IT Cell for circulation.
- v. Guard File

F.No.16/05/2016/E.I(B)
Union Public Service Commission
Dholpur House, Shahjahan Road,
New Delhi- 110069.

Dated: 15.05.2025

To,

[As per list enclosed]

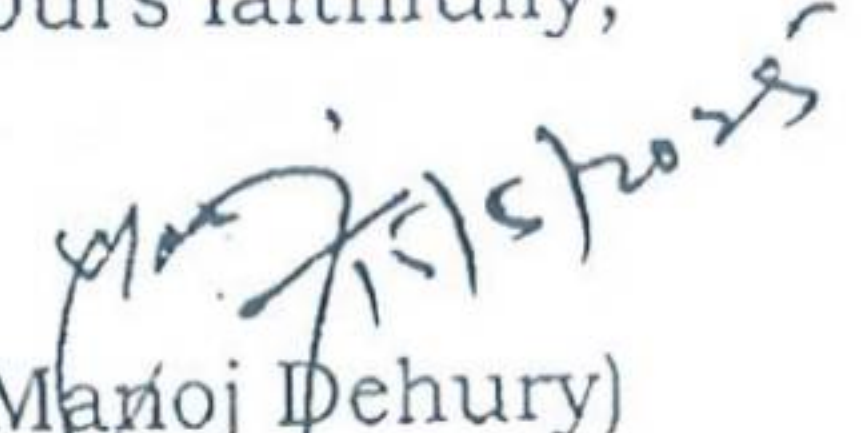
Subject: Registering for PDS linked to the National Career Service (NCS) portal of the Ministry of Labour and Employment – reg.

Sir/ Madam,

I am directed to refer to the Commission's D.O.Letter No. F.No.16/05/2016/E.I(B) dated 29.11.2024 (copy enclosed for ready reference) on the above captioned subject.

2. In this connection, no request for registering in PDS portal linked to the National Career Service (NCS) portal of the Ministry of Labour and Employment, has been received from your Ministries/ Department and is still awaited. It is therefore, requested that the same may please be expedited.

Yours faithfully,


(Manoj Dehury)
Director (Exam)
UPSC, New Delhi.

DS Admny (JS)
1035/2430
29/5/25

रवि रंजन कुमार
Rishi 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.

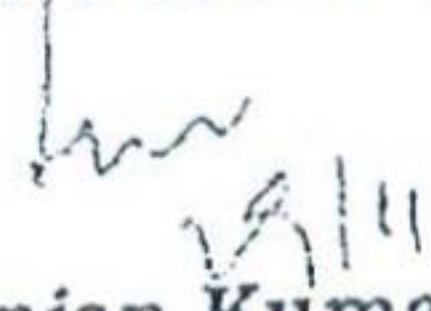
4. The detailed procedure to register on the portal along with screenshot is annexed at 'B'.

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

List-III- List of participants who attended meeting but requests not received (ID not generated) :

Sl.No.					
1	SomitShrivastava	Jt. Commissioner	Kendriya Vidyalaya Sangathan (Hq.) ,New Delhi	9412050105	somit25@gmail.com
2	D. K. Chandel	Deputy Secretary	I.C.A.R	9810261860	dkchandel.icar@nic.in
3	NeerjaVerma	Director	Central Electricity Authority of India, Min. of Power	9868261276	neerja.verma@gov.in
4	M. S. Banerjee	Deputy Secretary	M/o Agriculture & Farmers Welfare	9868916659	ms.banerjee67@nic.in
5	Deepak Kumar	Director	Ministry of Home Affairs	9990738837	deepak.cgda@nic.in
6	Iqbal Mohd. Khan	Deputy Secretary	M/o Food Processing Industries	9971873353	i.m.khan@nic.in
7	Dr. Shveta Arora	Joint Secretary	C.B.S.E.	8567990092	shveta1317.cbse@nic.in
8	Sushil Kumar Jha	Director	D/o Fisheries, M/o MSME	8588026867	sk.jha65@gov.in
9	Vijayant Kumar Arora	Deputy Secretary	M/o Civil Aviation	9868923746	vijayant_arora@nic.in
10	A.S. Lungreishang	Under Secretary	D/o Justice	9560489973	shanglai.a@nic.in
11	ShankerLal	Deputy Secretary	Water Resources, M/o Jal Shakti	8823921310	dsadmn-mowr@nic.in
12	Dharkat	Deputy Secretary	D/o Health Research, M/o Health & Family Welfare	9953556227	dharkat@nic.in
13	R.K. Verma	Director	Ministry of Corporate Affairs	9868822009	
14	H. K. Suanthang	Joint Secretary	D/o Chemicals and Petrochemicals, MoC&F	9968270231	hk.suanthang@nic.in
15	Rose Mary Laldawngliani	Under Secretary	Deptt. of Fertilizers	9899088184	
16	Dr. Sriramappa	Director	M/o Panchayati Raj	9448901867	
17	Anadi Sharma	Under Secretary	M/o Ports, Shipping & Waterways	9810213306	anadisharma@nic.in
18	Kumar Shailendra	Under Secretary	D/o financial Services	9968206020	uscoord-dfs@nic.in
19	Abhishek	Consultant	D/o Animal Husbandry	9582649544	abhishek86.kumar@nic.in
20	Shantha Sharma	Under Secretary	Deptt. of Sports	8925749778	
21	Rajesh Chelle	Asst. Commissioner	NavodayaVidyalayaSamiti, Min. of Education	9885211491	acit.nvs@gov.in
22	Dr. BadalViswakarma	Director	D/o Animal Husbandry	9863066210	badal.viswakarma@dahd.nic.in
23	B. S. Nayak	Deputy Secretary	Ministry of Mines	9871732500	bs.nayak@nic.in
24	Patanjali Prakash	Director	Deptt. of Telecommunication	8585954469	patanjali.prakash@nic.in
25	C.K. Sinha	CGM (Adm)	NHAI, M/o Road, Transport and Highways	9979892544	cksinha@nhai.org
26	Sandeep Kumar	Under Secretary	D/o Pharmaceuticals	9871896098	sandeep.k68@nic.in
27	S.L. Bairwa	Deputy Secretary	M/o Environment, Forest and Climate Change	8527357737	sl.bairwa@nic.in
28	DebalaBhattacharjee	Under Secretary	D/o EPwD, M/o Social Justice and Empowerment	8447790219	debala.joarder@nic.in
29	ShielaTurkey	Under Secretary	Ministry of Ayush	9868948911	tirkev.shiela@gov.in
30	Sourabh Gupta	Assistant Director	Office of Chief Adviser (Cost), D/o Expenditure	8562893367	gupta.sourabh@gov.in
31	Jai Shankar Prasad	Under Secretary	D/o Higher Education	9873135850	prasad.js@gov.in
32	Raj Kumar	Deputy Secretary	D/o Ex-Servicemen Welfare, M/o Defence	9968297996	director-res2@desw.gov.in
33	Prashant Srivastava	Under Secretary	Ministry of Cooperation	9560117383	alrr-dadf@gov.in
34	Pradeep Kr. Singh	Joint Secretary	Deptt. of Expenditure, Ministry of Finance	9971843354	singh.pk@nic.in
35	RanjuMadan	Scientist G	India Metrological Department, M/o Earth Sciences	9999192899	ranju.madan@imd.gov.in
36	Laxman Singh Negi	Sr. Deputy Secretary	CSIR, AnusandhanBhawan	9412054608	lsnegi@csir.res.in
37	Anil Kumar	Deputy Secretary	Deptt. of Official Language	8505994057	anilkumar-ctti@gov.in
38	K.C. Thang	Director	D/o Social Justice and Social Justice and Empowerment	9899773601	nk.thang@nic.in
39	Amit K. Gupta	Under Secretary	Ministry of External Affairs	9511373798	gupta.a@mea.gov.in
40	SamapanPadhi	Deputy chief Executive	Indian Statistical Institute , MoSPI	9717694777	dce@isid.ac.in
41	Asif Aqubal	Assistant Director	CGEWHO, M/o H & UA	9811789344	cgewho@nic.in
42	KimjamlhingChongloi	Director	Deptt of Biotechnology	8750787121	kim_chongloi@gov.in
43	Vinod Kumar sharma	Under Secretary	Deptt. of Science and Technology	8851772570	vk.sharma82@nic.in
44	SushantRanjan	Deputy Secretary	DoP&T	9811612396	ranjans@cag.gov.in
45	R D Diwakar	Under Secretary	DoRD, MoRD	9868851785	diwakar.rd@nic.in
46	ShambhuDatt Sati	Under Secretary	DPIIT	9968283341	sham.datt@nic.in
47	BishnuPadakirtania	Deputy Secretary	DSIR, M/o S & T	9868158428	bp.kirtania@nic.in
48	Abhishek Kr. Singh	Asstt. Director	DRDO, DoP	9911051587	abhishekkrsingh.hgr@gov.in

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