

(To be published in the Employment News/Rozgar Samachar dated 30.01.2010)

**Government of India**  
**STAFF SELECTION COMMISSION**  
**(Eastern Region)**

S S C-LOGO

Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
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**This Notice and application form are also available on Commission's  
website "www.sscer.org"**

## NOTICE

**ADVERTISEMENT NO. ER-02/2009**

**FILE NO. 11/1/2009-RECTT**

Applications are invited from Citizens of India under Para-3 of this Notice, for the following Group 'C' Selection Posts. Descriptions of posts are mentioned at Para-1 and other terms and conditions are mentioned at Para-4 to Para-20 of this Notice. Willing applicants under Para-3 of this Notice are advised to go through all parameters under different Paras and Sub-Paras of this Notice and satisfy themselves about their suitability on Age-limit and Essential Qualification for the posts, before applying.

### **1. DESCRIPTION OF POSTS**

#### **1.1 CATEGORY NO. OF POST: ER-01**

Name of Post	:	<b>LIBRARY &amp; INFORMATION ASSISTANT (GENERAL AND LANGUAGE)</b>
Classification	:	<b>General Central Service, Group 'C', Non-gazetted, Non-ministerial</b>
Vacancy	:	<b>TOTAL = 19 [UR-10; OBC-04; SC-03; ST-02 INCLUDING 1 RESERVED FOR HH (ONLY PARTIALLY DEAF)] <u>LIBRARY &amp; INFORMATION ASSISTANT (GENERAL): 10 (UR-06, OBC-02, SC-01 &amp; ST-01)</u> <u>LIBRARY &amp; INFORMATION ASSISTANT (LANGUAGE):</u> <b>[HINDI – 02 (UR-01 &amp; ST-01); KASHMIRI-01 (SC); KANNADA – 01 (OBC); MALAYALAM – 01 (UR), MARATHI – 01 (OBC); TAMIL - 01 (UR); FRENCH -01 (UR) &amp; GERMAN – 01 (SC)]</b></b>
Department	:	National Library, Kolkata.
AGE	:	18 to 28 years. (Age relaxation is admissible as per Instructions).
PSL	:	Rs.9300 – 34800/-, Grade Pay Rs.4200/-, (PB-2)

E.Q.	:	<u>For the post of Library &amp; Information Assistant (General)</u> (i) A Bachelor's degree from a recognised University; and (ii) A degree in Library Science from a recognised University
		<u>For the post of Library &amp; Information Assistant (Language)</u> 1 (i) A Bachelor's degree from a recognised University; (ii) A degree in Library Science from a recognised University; and 2. Proficiency in the language concerned at the Matriculation or equivalent level from a recognised Board.
		Note: Qualifications are relaxable at the discretion of the Staff Selection Commission / competent authority in case of candidates otherwise well qualified.
D.Q.	:	NIL
I.P.	:	Kolkata with AISL.
J.R.	:	Classifying, Cataloguing and accessioning of new books, re-cataloguing of old books, correcting proofs for printed catalogues, dealing with loan of books to both local and mofussil borrowers, supplying information to and dealing with readers, other technical matters etc.
Instruction for PH candidates	:	This post is identified suitable for OH (OL & OA) and HH (PD) candidates.
NOTE	:	Candidates intending to apply for both the posts of (i) Library & Information Assistant (General) & (ii) Library & Information Assistant (Language), should submit separate applications for each post; otherwise their application will be considered only for the post of Library & Information Assistant (General).

## 1.2 CATEGORY NO. OF POST: ER-02

Name of Post	:	<b>LIBRARY &amp; INFORMATION ASSISTANT (REPROGRAPHY)</b>
Classification	:	<b>General Central Service, Group 'C', Non-gazetted, Non-ministerial</b>
Vacancy	:	<b>1 (UR-01)</b>
Department	:	National Library, Kolkata.
AGE	:	18 to 28 years. (Age relaxation is admissible as per Instructions).
PSL	:	Rs.9300 – 34800/-, Grade Pay Rs.4200/-, (PB-2)
E.Q.	:	i. A Bachelor's degree with Physics and Chemistry; and ii. A certificate in Photography from a government recognized organization.
D.Q.	:	NIL
I.P.	:	Kolkata with AISL.
J.R.	:	1. Entry in the indent register; 2. Preparation of targets; 3. Opening of microfilming job register; 4. Collection of raw materials; 5. Arranging material for microfilming; 6. Preparation of camera; 7. Maintenance of register etc.; and 8. Preparation of positive copies of the master negatives for consultation of research scholars.
Instruction for PH candidates	:	This post is identified suitable for OH (OL) candidates.

### 1.3 CATEGORY NO. OF POST: ER-03

Name of Post	:	<b>LIBRARY CLERK (LABORATORY)</b>
Classification	:	<b>General Central Service, Group 'C', Non-gazetted, Non-ministerial</b>
Vacancy	:	<b>1 (UR-01)</b>
Department	:	National Library, Kolkata.
AGE	:	18 to 25 years. (Age relaxation is admissible as per Instructions).
PSL	:	Rs.5200 – 20200/-, Grade Pay Rs.1900/-, (PB-1)
E.Q.	:	i. Matriculation or equivalent from a recognized institution; and ii. A certificate in Library Science from a recognised institution
D.Q.	:	2 years' working experience in handling laboratory equipments in a standard laboratory
I.P.	:	Kolkata with AISL.
J.R.	:	De-acidification of all the books and records required for lamination in the Division with calcium hydroxide and bicarbonate solution. Preparation of saturated solution for various chemical treatments viz. (i) Leather preservative Mixture (ii) Fungicide colution. Preparation of dummie of books received for fumigation. Maintaining a record of books fumigated with paradichlorabonzone. De-acidification of highly fragile books by non-aqusous de-acidification process. Preparation of unstable barium Hydroxide tetrahydrate solution for non-acqueous de-acidification in Methyl Alcohol. Collation and arrangement of the sheets required to be treated and after being treated. Assisting in checking of books in stacks for treatment.
Instruction for PH candidates	:	This post is identified suitable for OH (OL & OA) candidates.

### 1.4 CATEGORY NO. OF POST: ER-04

Name of Post	:	<b>LIBRARY CLERK (MENDING)</b>
Classification	:	<b>General Central Service, Group 'C', Non-gazetted, Non-ministerial</b>
Vacancy	:	<b>2 (UR-01 &amp; OBC-01)</b>
Department	:	National Library, Kolkata.
AGE	:	18 to 25 years. (Age relaxation is admissible as per Instructions).
PSL	:	Rs.5200 – 20200/-, Grade Pay Rs.1900/-, (PB-1)
E.Q.	:	i. Matriculation or equivalent from a recognized institution; ii. A certificate in Library Science from a recognised Institution; and iii. 3 years' practical experience in binding work in a registered commercial firm recognized by government or government organisation.
D.Q.	:	NIL

I.P.	:	Kolkata with AISL.
J.R.	:	To examine and sorting of books according to the method of treatment required. To detouch the cover of a book, if necessary. To clean the spine. To paste the end paper. To prepare cartoon boxes files, signature pads, registers etc. as and when required. To paste the binding edges of a few leaves from top and bottom of a book. Preparation of books for repair with tissue paper and dextrin paste. Repair of brittle books with tissue paper and dextrin paste. Application of leather preservation mixture and fungicide solution. Ironing of wrinkled and folded papers, maps and charts. Hand lamination of brittle documents with plastic film.
Instruction for PH candidates	:	This post is identified suitable for OH (OL) candidates.

### 1.5 CATEGORY NO. OF POST: ER-05

Name of Post	:	<b>LIBRARY CLERK (REPROGRAPHY)</b>
Classification	:	<b>General Central Service, Group 'C', Non-gazetted, Non-ministerial</b>
Vacancy	:	<b>1 (UR-01)</b>
Department	:	National Library, Kolkata.
AGE	:	18 to 25 years. (Age relaxation is admissible as per Instructions).
PSL	:	Rs.5200 – 20200/-, Grade Pay Rs.1900/-, (PB-1)
E.Q.	:	i. Matriculation or equivalent from a recognized institution; ii. A certificate in Library Science from a recognised institution; and iii. A certificate in Photography from a government recognized institution.
D.Q.	:	NIL
I.P.	:	Kolkata with AISL.
J.R.	:	Assisting the Assistant Library and Information Officer (Microphotography) in their works, at times of operation of Microfilm camera, Electro fax and Xerox machines, processing of film, enlargement printing preparation of sols etc.
Instruction for PH candidates	:	This post is identified suitable for OH (OL) candidates.

### 1.6 CATEGORY NO. OF POST: ER-06

Name of Post	:	<b>LIBRARY CLERK (GENERAL)</b>
Classification	:	<b>General Central Service, Group 'C', Non-gazetted, Non-ministerial</b>
Vacancy	:	<b>1 (UR-01)</b>
Department	:	National Library, Kolkata.
AGE	:	18 to 25 years. (Age relaxation is admissible as per Instructions).
PSL	:	Rs.5200 – 20200/-, Grade Pay Rs.1900/-, (PB-1)

- E.Q. : i. Matriculation or equivalent from a recognized institution; and  
ii. A certificate in Library Science from a recognised institution
- D.Q. : NIL
- I.P. : Kolkata with AISL.
- J.R. : 1. Reference service to readers and borrowers of books of the Library.  
2. Accessioning of books and magazines.  
3. Assist the Library and Information Assistants and Sectional heads in their work.  
4. Supply books to the Readers.

Instruction for PH candidates : This post is identified suitable for OH (OL & OA) candidates.

**NOTE-(I). : MORE VACANCIES IN EQUIVALENT/COMPARABLE POSTS MAY ALSO BE FILLED THROUGH THIS ADVERTISEMENT. FURTHER, VACANCIES MENTIONED ABOVE ARE SUBJECT TO ALTERATION.**

**NOTE-(II). : ABOVE VACANCIES ARE THOSE VACANCIES AS REPORTED TO THE COMMISSION BY THE DIFFERENT INDENTING OFFICES. THE COMMISSION IS NOT RESPONSIBLE ‘FOR WITHDRAWAL OF THOSE VACANCIES, FOR THE REASON WHATSOEVER, BY THOSE INDENTING OFFICES’.**

## 2. ABBREVIATIONS USED

SSC: Staff Selection Commission; M/o: Ministry of, D/o: Department of, O/o: Office of, I.P.O.: Indian Postal Order, CRFS: Central Recruitment Fee Stamps, Age: Age-limit, PSL: Pay-Scale, EQ: Essential Qualification, DQ: Desirable Qualification, IP: Initial Posting, AISL: All India Service Liability, JR: Job Requirements, UR: Unreserved, GEN: General, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, ExS: Ex-Serviceman, PH: Physically Handicapped, OH: Orthopaedically Handicapped, HH: Hearing Handicapped, VH: Visually Handicapped, OL: One leg affected, OA: One arm affected, PD: Partially Deaf, CGCE: Central Government Civilian Employee; NA: Not Applicable; OEA: Other Employed Applicant, Notice: Notice of Examination published in the Employment News, dated **30.01.2010**.

## 3. NATIONALITY/ CITIZENSHIP:

A candidate must be either :

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India, before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

## 4. EXAMINATION FEE

A. FEE PAYABLE: Rs. 50/- (Rupees fifty only).

### B. MODE OF PAYMENT OF FEE

- i. The candidates should pay the fee by means of "**Central Recruitment Fee Stamps (CRFS)**" only. These stamps are available at the counter of all Post Offices of the country. These Recruitment Fee Stamps may be pasted on the application form in the space earmarked for the purpose. These Recruitment Stamps must be got cancelled from the Counter Clerks of any Post Office of issue with the date stamp of the Issuing Office in such a manner that the impression of the cancellation stamps partially overflows on the Application Form itself, taking care at the same time that the impression is clear and distinct to facilitate the identification of date and Post Office of issue at any subsequent stage. After getting the Recruitment Fee Stamps cancelled from the Post Office, the candidate may submit their application to the concerned Regional Office of the Commission in the usual manner after completing other formalities.

Note : Candidates may please note that non-cancellation of stamps from the concerned Post Office in the manner indicated above, may lead to rejection of his/her application form, so it is in the interest of candidates that they get the CRFS cancelled from the concerned Post Offices.

- ii. Fee paid by wrong mode of payment of fee i.e. by IPO, Cash, Bank Draft or Pay Order, will NOT be accepted.

- iii. Fee once paid will not be refunded under any circumstances.
- iv. Fee paid by wrong mode of payment of fee or non-cancellation of CRFS or paying Less Fee or non submission of requisite certificate with application from competent authority for the applicants seeking exemption of examination fees, shall be treated as application with NO FEES. Thus, their candidatures will be cancelled summarily or at any stage of recruitment process for NO FEES.

**C. EXEMPTION FROM PAYMENT OF FEES:**

- (i). SCHEDULED CASTE, SCHEDULED TRIBE, PHYSICALLY HANDICAPPED, EX-SERVICEMEN AND WOMEN APPLICANTS are exempted from paying EXAMINATION FEES, subject to fulfillment of conditions stated at **Para-12** of this Notice.
- (ii). Remission of fee may be allowed to those repatriates from Kuwait/Iraq who are not in a position to pay it.

**NOTE I** : Fee concession is not admissible to sons and daughters of ExS or to persons belonging to Other Backward Classes.

**II** : Service clerks in the last year of their colour service are also not exempted from payment of fee.

**III** : Ex-Servicemen who have already taken up a Government job shall be considered against General vacancies and, hence, shall not be entitled for fee concession.

**5. WHERE TO SEND APPLICATION AND TIME LIMIT FOR SENDING APPLICATION**

**A. CLOSING DATE OF RECEIPT OF APPLICATION**

- (i). **CLOSING DATE OF RECEIPT OF APPLICATION** is **01.03.2010 (5.00 P.M.)**.
- (ii). In the case of applicants residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep & for applicants residing abroad, the closing date is **08.03.2010 (5.00 P.M.)**. Applicants applying from any of those areas shall invariably superscribe the name of the area on the envelope in bold letters.

**B. ADDRESS OF RECEIVING APPLICATIONS:** The applications should be received on or before the closing date of receipt of applications as mentioned at **Para-5** in this Notice, at -

**“REGIONAL DIRECTOR, STAFF SELECTION COMMISSION (ER), 234/4, A.J.C. BOSE ROAD, NIZAM PALACE, 1<sup>ST</sup> MSO BUILDING, 8<sup>TH</sup> FLOOR, KOLKATA-700020”.**

**NOTE :** Candidates are advised to post the application well before the closing date so that it reaches the **STAFF SELECTION COMMISSION (ER)** by the closing date and time. **APPLICATION RECEIVED AFTER CLOSING DATE AND TIME WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

**6. ESSENTIAL QUALIFICATIONS (EQ) OF POSTS**

- i. The Crucial Date for determining the ‘Essential Qualifications (EQ)’ will be the closing date of receipt of applications as mentioned at **Para-5** of this Notice.
- ii. ‘Essential Qualifications (EQ)’ for different categories of ‘Posts’ are indicated at Para-1 of this Notice.
- iii. For other details in this regard, applicant shall refer ‘ALL Paras’ of this Notice scrupulously.

7. **AGE-LIMIT AND RELAXATION ON UPPER AGE-LIMIT AND RESTRICTION ON RELAXATION ON UPPER AGE-LIMIT**

- i. **CRUCIAL DATE FOR DETERMINING THE AGE-LIMIT:** Crucial date for determining the age-limit will be the closing date of receipt of applications as mentioned at Para-5 of this Notice.
- ii. **AGE-LIMIT:** The different 'AGE-LIMIT' for different 'Posts' is indicated at Para-1 of this Notice.
- iii. **RELAXATION ON UPPER -AGE-LIMIT:** Relaxation on upper Age-limit admissible to eligible categories of applicants will be in the following way-

SC/ST : Relaxable upto 5 years;  
OBC : Upto a maximum of 3 years if a candidate belongs to OBCs in accordance with DOP&T OM No.43013/2/95-Estt.(SCT) dated 25.01.1995 read with amendments made thereafter.

NOTE: Other Backward Class (OBC) for the purpose of AGE RELAXATION AND RESERVATION will mean "Persons of OBC category not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 14.10.2008

PH : Relaxable upto 10 years (upto 13 years for OBC and upto 15 years for SC/ST);  
EXS : Deduction of length of service in the military service from their actual age and such resultant age should not exceed the prescribed age-limit by more than 3 years (6 years in case of OBC and 8 years in case of SC/ST).  
Other Categories : It will be as per Govt. of India's Order issued from time to time.

- iv. **The relaxation on upper Age-limit is admissible subject to fulfillment of terms and conditions stated at Para-12 of this Notice and also to restriction on relaxation on upper age-limit as stated at Para-7(V).**

v. **RESTRICTION ON RELAXATION ON UPPER AGE LIMIT:**

**THE AGE RELAXATION FOR RESERVED CATEGORY APPLICANTS IS ADMISSIBLE ONLY IN THE CASE OF VACANCIES RESERVED FOR SUCH CATEGORIES. THE RESERVED CATEGORY APPLICANTS, WHO APPLY AGAINST POSTS MEANT FOR UR CATEGORY, ARE NOT ENTITLED TO GET AGE RELAXATION. HOWEVER, THE APPLICANTS BELONGING TO PH CATEGORY ARE ENTITLED TO GET AGE RELAXATION AS ADMISSIBLE TO THEM FOR THE POSTS MEANT FOR UR CATEGORY, IF SUCH POSTS ARE IDENTIFIED SUITABLE FOR THE PH CATEGORY.**

8. **CRUCIAL DATE FOR AGE LIMITS, ESSENTIAL QUALIFICATIONS AND FOR OTHER TERMS & CONDITIONS AND PROOF OF AGE**

- i. The crucial date for calculation of age limits, for finding eligibility on essential qualifications, and for other terms & conditions is as on the closing date of receipt of application as mentioned at Para-5 in this Notice.

ii. **PROOF OF AGE:**

Candidates should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate (only Certificate, not Admit Card) OR an equivalent Certificate on the date of submission of application, will be accepted by the Commission and no subsequent request for change will be considered or granted. If this document is not submitted along with the application, application will be rejected summarily at any stage of the recruitment process and no request for revival will be considered.

- iii. The applicants are advised to ensure their age limits, for finding eligibility on essential qualifications, and for suitability on other terms & conditions as stated in different Paras/Sub-Paras of this Notice on that particular date itself before applying for a post.

9. **GUIDELINES FOR SENDING COMPLETE APPLICATION**

A. **DOCUMENTS TO BE ATTACHED WITH THE APPLICATION TO MAKE IT COMPLETE IN ALL RESPECT:**

- i. EXAMINATION FEES as per Para 4 in this Notice [CRFS affixed and clearly cancelled on the Application Form].
- ii. One recent passport size photograph should be pasted (NOT STAPLED) on the space provided in the Application Form, thereafter sign on it as per direction at para 9(B)(viii). Another copy of the same photo should be retained by the applicant for pasting it on the Admission Certificate.
- iii. Two self-addressed envelopes of 12 cms x 25 cms size with postage stamps worth Rs.5/- affixed on one of these and those must be superscribed in bold letters as APPLICATION FOR THE POST OF \_\_\_\_\_; CATEGORY NO OF POST:ER- \_\_\_\_\_; ADVERTISEMENT NO :ER- \_\_\_\_\_
- iv. Two slips indicating name and postal address.
- v. Documents in support of claim of SC/ST/OBC/PH/EXS/CGCE category in the prescribed FORMAT [APPENDIX-I to IX] issued by the Competent Authority [ANNEXURE], as mentioned at Para-14 in this Notice.
- vi. Attested copies of Matriculation certificates or equivalent as a proof of age (Date of Birth), copies of certificates/Year wise Marksheets/Provisional Certificates towards proof of Educational Qualifications (beginning from Matriculation Examination as indicated at Column 6 of Application Form) etc. Particulars printed on the back of the mark sheets/certificates should also be Xeroxed/copied invariably and attested by a Gazetted Officer of Central/State Government. APPLICANTS MAY SUBMIT SELF ATTESTED DOCUMENTS ALSO. However, applicants are hereby warned that any wrong attestation so as to mislead the Commission or to gain access to the Examination, would lead to criminal/debar action against the applicants, besides cancellation of their candidatures. Further, all original certificates will be checked at the time of Personality/Skill Test/Screening Test, as the case may be, and their candidature is subject to result of such scrutiny.
- vii. Attested copies of experience certificates, if any.
- viii. Attested copies of any other Documents supporting information given in the Application Form.
- ix. If, the Applicant does not submit, along with the Application Form, all Documents supporting information given in the Application Form, the candidature of the applicant shall be rejected summarily or at any stage of the recruitment process.
- x. Applicants must submit Certificates in support of educational qualifications and of Age-proof from a recognized University/ Institution /Board otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.
- xi. The OBC/EXS/CGCE/OEA applicants shall invariably submit with their applications, according to their respective Category, the OBC DECLARATION (exclusively for OBC

applicants) [APPENDIX-II]/ EXS DECLARATION (exclusively for EXS applicants) [APPENDIX-III]/ CGCE DECLARATION (exclusively for CGCE applicants) [APPENDIX-III]/ OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-IV], otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.

xii. Duly filled in Application Form itself.

**B. VERIFY THE FOLLOWING BEFORE MAILING/SUBMITTING THE APPLICATION TO AVOID REJECTION**

- i. Willing applicants are advised to go through each and every Paras/Sub-Paras of this Notice before filling in Application Form and also before sending it to Staff Selection Commission(ER).
- ii. Applications Form must be typed out in double space or written in hand neatly, but Application Format should be the same as published in this Notice. Applicants may copy the Application Form as published in this Notice.
- iii. Applicants should fill all columns of Applications IN THEIR OWN HANDWRITING.
- iv. **None of the Columns of Application Form should be left blank. PUT CROSS(X) MARK IN THE RELEVANT BOX TO FURNISH NIL INFORMATION OR IF NOT APPLICABLE, otherwise it will be treated as incomplete application.**
- v. Applicants shall make their SIGNATURE, in FULL NOT IN SHORT on the Application Form and on all Documents.
- vi. All signatures must be made in running script (NOT IN BLOCK LETTERS), failing which their candidatures are liable to be cancelled summarily or at any stage of recruitment process.
- vii. All the signatures should be of same type/ same language and there should be no variation in the signatures
- viii. Applicants should put their signature on the photograph in such a way that some portion of the signature is on the Application Form and the remaining portion is on the photograph, otherwise it will be treated as UNSIGNED-PHOTOGRAPH.
- ix. In the Columns of Application, applicants shall write the required information either in English (CAPITAL LETTERS) or in Hindi (CAPITAL LETTERS). Those applicants who fill up the application form in Hindi should also write their Name in Column-4(b), their Father's/Mother's/ Husband's (as applicable) Name in Column-13 and address in Column-14 in English CAPITAL LETTERS.
- x. Applicants should write their Name, Father's/Mother's/ Husband's (as applicable) Name and Date of Birth (DoB) in the Application Form as recorded in the Matriculation or Equivalent Certificate.
- xi. If an applicant has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Hr. Secondary/Senior Secondary, he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after matriculation, etc. The changed name should also have been indicated in the Gazette Notification.
- xii. Certificates in support of educational qualifications and of Age-proof must have been obtained from a recognized University/ Institution /Board, otherwise their candidatures are liable to be cancelled/rejected summarily or at any stage of the recruitment process.
- xiv. Attested photocopies of certificates in support of age/ date of birth, required minimum educational qualification, SC/ST/OBC/EXS/PH/CGCE Categories claimed in the Application Form.
- xv. A good quality recent Passport size Photograph (5 cm x 7 cm) should be firmly pasted (not pinned or stapled) in the prescribed place in the Application Form, thereafter sign on it as per direction at Para 9(B)(viii).
- xvi. COMMUNITY/CATEGORY STATUS has been indicated correctly in the Application Form.
- xvii. He/She has paid the requisite fee.
- xviii. He/She has checked his/her eligibility carefully
- xix. Signature: Four Signatures in running script (not in block letters):-
  - a. On the Photograph;

- b. On the Application;
  - c. On the General Declaration by all candidates
  - d. If applicable, on the OBC DECLARATION (exclusively for OBC applicants) [APPENDIX-I]/ EXS DECLARATION (exclusively for EXS applicants) [APPENDIX-II]/ CGCE DECLARATION (exclusively for CGCE applicants) [APPENDIX-III]/ OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-IV];
- xx. The envelope containing Application Form must be superscribed in bold letters as - APPLICATION FOR THE POST OF: \_\_\_\_\_ ; CATEGORY NO OF POST:ER- \_\_\_\_\_ ; ADVERTISEMENT NO :ER- \_\_\_\_\_
- 
- xxi. One envelope should contain one application of one applicant only.
- xxii. Applicants should submit only one application against a particular category of advertisement. However, separate applications can be submitted against different categories of advertisement.
- xxiii. The OBC/EXS/CGCE/OEA applicants shall invariably submit with their applications, according to their respective Category, the OBC DECLARATION (exclusively for OBC applicants) [APPENDIX-I]/ EXS DECLARATION (exclusively for EXS applicants) [APPENDIX-II]/ CGCE DECLARATION (exclusively for CGCE applicants) [APPENDIX-III]/ OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-IV] , otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.

**C. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:**

**CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/REJECTED SUMMARILY OR AT ANY STAGE OF THE RECRUITMENT PROCESS IF THEIR APPLICATIONS ATTRACT ANY ONE OF THE FOLLOWING REASONS (THE LIST IS ONLY ILLUSTRATIVE & NOT EXHAUSTIVE):**

- i. Application Form not in prescribed Format or not filled as per direction given at Para-9 in the Notice.
- ii. Incomplete or illegible applications.
- iii. Unsigned/undated applications
- iv. Without standard passport size (5 cm x 7 cm) self attested CLEAR and LEGIBLE PHOTOGRAPH (present) pasted on the Application Form, as per instruction given at Para-9(B)(viii) in the Notice.
- v. Affixing/attaching Xerox copy of Photograph.
- vi. All Signatures on Application Form/Photograph/General Declaration/ OBC DECLARATION (exclusively for OBC applicants) [APPENDIX-I]/ EXS DECLARATION (exclusively for EXS applicants) [APPENDIX-II]/ CGCE DECLARATION (exclusively for CGCE applicants) [APPENDIX-III]/ OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-IV], where applicable as per direction given at Para-9 in the Notice.
- vii. Signatures done in Block/Capital letters in English or any variation in the signatures.
- viii. Applications not filled in English or in Hindi or not filled by candidate in his/her own handwriting.
- ix. Particulars of Exam Fees Paid not filled in relevant column of Application/Without CRFS of requisite value and validity; where applicable.
- x. Non-cancellation of CRFS properly by/through the concerned Post Office.
- xi. Without proper certificates, in respect of SC/ST/OBC/ ExS/PH/CGCE Categories candidates. Certificate should be obtained from the competent authority in the prescribed format.
- xii. Without General Declaration by all candidates/ Declaration by the Central Government Civilian Employees, if applicable/ Declaration by the OBC candidate, if applicable
- xiii. Under aged/over aged candidates.
- xiv. Not having the requisite Educational Qualification on the closing date and time of submitting the application.
- xv. Non-submission of attested copies of Certificates/Documents as the PROOF OF AGE

- (DATE OF BIRTH)/CLAIM OF EDUCATIONAL QUALIFICATIONS AND EXPERIENCE as per the information given in the Application Form along with the Application Form.
- xvi. Certificates/Documents as the PROOF OF AGE (DATE OF BIRTH)/CLAIM OF EDUCATIONAL QUALIFICATIONS AND EXPERIENCE are not from the recognized University/Institution/Board.
  - xvii. For non submission of CLEAR and LEGIBLE Certificates/Documents with the Application Form.
  - xviii. Non mentioning of Medium for Proficiency test/Skill Test/Screening Test in the Application Form as per direction given at Para-8 and Para-9 in the Notice.
  - xix. Incorrect information or misrepresentation or suppression of material facts.
  - xx. Application Form received after closing date of receipt of Application Form as mentioned at Para-5 in the Notice.
  - xxi. Not mentioning Name of the Post, Category No. of the Post and Advertisement No. in the Application Form; and not written on the Envelope sending Application Form, on enclosed Envelopes also, as per instruction given at Para-9 in the Notice.
  - xxii. More than one application for the post by the same candidate.
  - xxiii. Applications of more than one candidate sent in one envelope.
  - xxiv. Any other irregularity.

**D. INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION:**

- i. In the Columns of the Application Form, write the required information in English (CAPITAL LETTERS) or in Hindi.
- ii. One envelope should contain application of one candidate only. Infringement of this instruction would invite penal action by the Commission which also includes rejection of applications
- iii. The envelope contains Application Form must be superscribed in bold letters as - APPLICATION FOR THE POST OF:\_\_\_\_\_ ;CATEGORY NO OF POST:ER-\_\_\_\_\_ ; ADVERTISEMENT NO :ER-\_\_\_\_\_
- iv. An application will be summarily rejected at any stage of the recruitment process for not conforming to the official format/having incomplete information/wrong information/misrepresentation of facts/left unsigned/ submitted without fee where due/ without good quality photograph pasted at the appropriate place/not accompanied by attested copies of certificates showing category (SC/ST/EXS/OBC/PH/CGCE), age, educational qualification, age relaxation or for submitting more than one application.
- v. If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Higher Secondary, he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after Matric etc. The changed name should also have been indicated in the Gazette Notification.
- vi. The Commission will not be responsible for postal delays.
- vii. Candidates should sign on the photograph (preferably in black ink/black ball pen), bottom of Application Form, etc. in the same manner and in the same language and there should be no variation of any kind. If any variation is found in the signature appended by them at different places, candidature in such cases is liable to be cancelled by the Commission.
- viii. A Candidate should paste (and not staple or pin) his/her recent good quality passport size photograph on the Application Form and keep one spare copy of the same photograph for the purpose of pasting, if required, on the Admission Certificate as and when received by the candidate from the Commission. Any variation in the photographs may lead to rejection of his/her candidature.
- ix. A Candidate should take every care to ensure that he / she does not overwrite / make cuttings / apply correction fluid / paste any additional paper etc. while filling the Application Form. If need for making corrections become unavoidable, such corrections should be suitably authenticated by putting full signature by the candidate.

- x. A CANDIDATE SHOULD MINUTELY GO THROUGH ALL THE PROVISIONS IN THE NOTICE OF THE EXAMINATION TO ENSURE THAT HE/SHE IS ELIGIBLE FOR THE POST FOR WHICH HE/SHE IS APPLYING IN TERMS OF REQUIREMENTS OF AGE, EDUCATIONAL QUALIFICATION AS ON CRUCIAL DATE, ETC. THEIR ADMISSION AT ALL STAGES OF EXAMINATION ( WRITTEN EXAMINATION, INTERVIEW. ETC.) WILL BE PURELY PROVISIONAL AS THE COMMISSION DOES NOT UNDERTAKE ANY PRE-EXAMINATION SCRUTINY OF DOCUMENTS. THUS, IF AT ANY STAGE, IT IS FOUND THAT CANDIDATES DOES NOT FULFILL ANY OF THE ELIGIBILITY CONDITIONS, HIS/HER CANDIDATURE WILL BE CANCELLED BY THE COMMISSION.
- xi. The candidate may be permanently debarred from the examinations conducted by this Commission in case candidate fraudulently claims SC/ST/OBC/EXS/PH/CGCE STATUS.
- xii. If candidates do not put their signatures at the relevant columns / places in the application forms, such incomplete forms are liable to be summarily rejected without any further correspondence in the matter. The candidates must put their signatures in running script and not in bold letters, failing which candidature of such candidates will be rejected forthwith without any further correspondence with the erring candidates.
- xiii. Candidates have the option to submit either self attested / self certified photocopies of various documents or to submit photocopies of various documents duly attested by a Gazetted Officer as per extant procedure alongwith the application form. However, the original documents / certificates will be verified at the time of Interview and their candidature will be subject to result of such scrutiny. While exercising the facility of self-attestation of various documents, the candidates are warned that any wrong attestations so as to mislead the Commission or to gain access to Commission's Examinations, would lead to criminal / debar action against the candidates, besides cancellation of their candidatures.
- xiv. CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ANY OTHER COMMUNICATION DEVICES INSIDE THE EXAMINATION PREMISES/HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DISCIPLINARY ACTION INCLUDING BAN FROM SSC'S FUTURE EXAMINATIONS AGAINST THE CANDIDATES.
- xv. THE CANDIDATES SHOULD BRING HIS/HER OWN HB PENCIL, ERASER. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THESE SPECIFIED ABOVE SUCH AS BOOKS, NOTES AND LOOSE SHEETS, MOBILES ETC INTO THE EXAMINATION HALL.
- xvi. Willing applicants are advised to go through each and every Paras/Sub-Paras of this Notice before filling in Application Form and also before sending it to Staff Selection Commission(ER).

**10. SELECTION PROCEDURES:**

**A. PRELIMINARY SELECTION:**

- i. Usually, the selection to the posts will be made on the basis of an Interview/ Personality Test/ Skill Test. Mere fulfilling of minimum prescribed qualifications etc. will not entitle a applicant to be called for the Interview/ Personality Test/ Skill Test. Commission may make a preliminary selection of applicants on the basis of their educational qualifications, academic records, percentage of marks, etc., and the applicants thus selected will be required to undergo an Interview/ Personality Test/ Skill Test.
- ii. The Commission, may at its discretion, decide to hold a Proficiency Test in appropriate subject for any of the categories of posts or to make a screening of applicants on the basis of percentage of marks on the EQ, where it is felt necessary, before the applicants are called for Interview/Personality Test/ Skill Test/Proficiency Test. The Proficiency Test would be in the relevant subject, which will be intimated to the applicants in due course of time.
- iii. The Commission may at its discretion, waive holding of Proficiency Test in those categories of posts where a Proficiency Test has been prescribed.

NOTE : ``The Interview/Personality Test is structured in such a manner that the applicants` interests, knowledge, various traits, aptitude, suitability etc. are probed, among other things, through academic qualifications, extra-curricular activities, general awareness/knowledge, depth of knowledge of the subject studied on the level of `Essential Qualification` for the post, communicative skill and personality etc.``

**B. SCREENING TEST**

- i. The Commission may, at its discretion decide to hold a screening test for any of the categories where it is felt necessary before Interview/Personality Test/ Proficiency Test/Skill Test.
- ii. The Commission may, at its discretion, where it is felt necessary, without holding Screening Test may screen the applicants by the method of short listing on the basis of percentage of marks on the prescribed Essential Qualification for the post.
- iii. Only such of the applicants who qualify in the screening test or otherwise at the standard fixed by the Commission at their discretion would be eligible for being called for the Interview/Personality Test/ Proficiency Test/Skill Test.

**C. RECOMMENDATION FOR APPOINTMENT:**

- i. The Commission will have the full discretion to fix separate minimum qualifying marks in Examination/Skill Test/Screening Test/Personality Test/Interview for each category of candidates [viz. SC/ST/OBC/PH/ExS/General (UR)].
- ii. After the Examination (Skill Test/Screening Test/Personality Test/Interview wherever applicable), the Commission will draw up the Merit List on the basis of the marks obtained by the candidates in the Examination and, in that order, as many candidates as are found by the Commission to have qualified in the Examination shall be recommended for appointment up to the number of unreserved vacancies available.
- iii. Provided that SC, ST and OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC, ST and OBC candidates which will, thus, comprise of SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.
- iv. A person with disability can be appointed against an unreserved vacancy provided the post is

- identified suitable for person with disability of relevant category.
- v. An Ex-Serviceman or Physically Handicapped (OH/HH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. Insofar as cases of Ex-Serviceman are concerned, deduction from the age of Ex-Serviceman is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.
  - vi. Success in the examination confers no right of appointment unless the Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

NOTE : The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination and interview, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

#### **D. RESOLUTION OF TIE CASES:**

If there are candidates having the same aggregate marks in the Examination the candidate older in age gets preference. Lastly, if the tie still persists, the tie is finally resolved by referring to the alphabetical order of names, i.e., a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference.

NOTE : The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Examination/Skill Test/Screening Test/Personality Test/Interview wherever applicable, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission. The Commission reserve the right to call for the Original documents pertaining to Age, Educational Qualification, Category Status viz SC/ST/OBC/Ex-S/PH etc., any time till final nomination of the candidate. Failure on the part of the candidate to furnish the original documents within the stipulated time period fix by the Commission could entail cancellation of their candidature.

#### **11. ESSENTIAL QUALIFICATIONS FOR DIFFERENT CATEGORIES OF POSTS AND SUBMISSION OF CERTIFICATES(S) IN SUPPORT OF ESSENTIAL QUALIFICATIONS**

- i. Applicants must possess the ESSENTIAL QUALIFICATIONS for a post on or before the closing date of receipt of application as mentioned at Para-5 in this Notice.
- ii. Post(s) requiring proficiency in the relevant language as an essential qualification means that the applicant must have studied in that language up to Matric level and in case the relevant language is not taught as a subject in Matric, the said language must be the mother-tongue of the applicant or he/she should have the 'working knowledge' which shall be determined by the Staff Selection Commission.
- iii. For posts where an experience in a particular field/discipline for a specified period has been indicated as an essential qualification, the applicants should submit a certificate in support of their claim of experience in that field/discipline.
- iv. Applicants must submit Certificates in support of educational qualifications and of Age-proof

from a recognized University/ Institution /Board, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.

- v. Only attested copies of certificates are required to be sent. Even the photocopies need to be attested. All photocopies should be clear and distinct.
- vi. The ORIGINAL CERTIFICATES should not be sent with the application.
- vii. If the applicants do not fulfill the above Sub-Para-11(i) to Sub-Para-11(v), their candidature are liable to be rejected summarily or at any stage of the recruitment process.
- viii. Applicants called for INTERVIEW/SKILL TEST/ SCREEN TEST shall invariably submit ORIGINAL CERTIFICATES/DOCUMENTS at the very time, failing which their candidature are liable to be cancelled at that very stage or at any stage of recruitment process.

## **12. CONDITIONS ON SEEKING FOR FEE CONCESSION, AGE-RELAXATION, RESERVATION WHATSOEVER**

### **A. FOR SC/ST APPLICANTS:**

- i. The Upper age limit as prescribed in Para-1 will be relaxable up to a maximum of 5 years if a candidate belongs to a Scheduled Caste or a Scheduled Tribe category.
- ii. SC/ST applicants seeking for fee concession, age-relaxation, reservation whatsoever shall invariably submit, along with their application, the requisite Certificate as per FORMAT (Appendix-III) from COMPETENT AUTHORITY (Please look at ANNEXURE), as published in this Notice, OTHERWISE, THEIR CLAIM FOR SC/ST STATUS WILL NOT BE ENTERTAINED AND THEIR CANDIDATURE/ APPLICATIONS WILL BE CONSIDERED UNDER GENERAL CATEGORY (UR) CANDIDATES.
- iii. **TRAVELLING ALLOWANCE (TA):**

SC/ST applicants called for interview only will be paid TRAVELLING ALLOWANCE (TA) as per Government of India's Orders. No TA will be paid for Proficiency Test/Screening Test/Skill Test, if they are held on a day other than that of Interview.

### **B. FOR OBC APPLICANTS:**

- i. The Upper age limit as prescribed in Para-1 will be relaxable upto a maximum of 3 years if a candidate belongs to OBCs in accordance with DOP& T OM No.43013/2/95-Estt.(SCT) dated 25.01.1995 read with amendments made thereafter.  
NOTE : Other Backward Class (OBC) for the purpose of AGE RELAXATION AND RESERVATION will mean "Persons of OBC category not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 14.10.2008.
- ii. The OBC applicants shall invariably submit with their applications the OBC DECLARATION (exclusively for OBC applicants) [APPENDIX-I] otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.
- iii. The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per APPENDIX-VIII issued by the COMPETENT AUTHORITY (Please look at ANNEXURE) on or before the Closing Date stipulated in the Notice. OBC Certificate obtained otherwise than the prescribed certificate meant for Central Government jobs will not be considered for seeking relaxation/ reservation whatsoever.
- iv. The closing date for receipt of application will be treated as the date of reckoning for OBC status of the applicant and also, for assuming that the applicant does not fall in the creamy layer.
- v. Candidates claiming the benefit of reservation under OBC category not covered under the Creamy Layer must ensure that they furnish the OBC Certificate duly signed by the competent

authority before or by the Closing Date in the FORMAT prescribed by the Commission in the Notice as Appendix–VIII. Any deviation of the OBC Certificate Format from the present prescribed format will not be accepted by the Commission and will lead such application to be treated under General (UR) category. Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained. The Commission will however have the discretionary power to reduce/waive off any of the provisions in exceptional and deserving cases.

**C. FOR PHYSICALLY HANDICAPPED (PH) [OH/HH/VH] APPLICANTS:**

- i. The Upper age limit as prescribed in Para-1 will be relaxable upto a maximum of 10 years if the candidate is a physically handicapped person. For candidates belonging to SC/ST/OBC who are physically handicapped, the maximum age relaxation of 10 years permissible for physically handicapped shall be in addition to the age relaxation provided in terms of Para- 12.A(i) and Para-12.B(i) above.
- ii. PH persons having 40% or above disability are eligible for fee concession, age-relaxation, reservation whatsoever.
- iii. PH persons seeking for fee concession, age-relaxation, reservation whatsoever shall invariably submit requisite Certificate as per FORMAT (APPENDIX-IX) and from the COMPETENT AUTHORITY (Please look at ANNEXURE), as published in this Notice, otherwise, their claim for PH status will not be entertained and their candidature/ applications will be considered under General (UR) category candidates.

iv. **IMPORTANT REQUIREMENT OF PH CERTIFICATE:**

- a. A disability certificate shall be issued by a Medical Board duly constituted by the Central and the State Government. The State Government may constitute a Medical Board consisting of at least 3 members, out of which, at least, one member shall be a Specialist from the relevant field.
- b. The certificate would be valid for a period of 5 years for those whose disability is Temporary. The Medical Board shall indicate the period of validity of the certificate where there are chances of variation in the degree of disability. For those who acquired permanent disability, the validity can be shown as Permanent. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.
- c. According to the persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government. The State government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/ hearing and speech disability, mental retardation and leprosy cured, as the case may be.

**D. FOR SERVICEMEN OF THE THREE ARMED FORCES APPLICANTS**

- i. EXSERVICEMAN (EXS) fulfilling the conditions laid down by the Govt. from time to time shall be allowed to deduct length of service in the military service from their actual age and such resultant age should not exceed the prescribed age-limit in Para-1 by more than 3 years (6 years in case of OBC and 8 years in case of SC/ST).
- ii. EXPLANATION : An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and
  - a. who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or

- b. who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- c. who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or
- d. who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely:-
  - i. Pension holders for continuous embodied service,
  - ii. Persons with disability attributable to military service; and
  - iii. Gallantry award winners.
- iii. The period of 'Call up Service' of an EXS in the Armed forces shall also be treated as service rendered in the Armed Forces. For any serviceman of the three Armed Forces of the Union to be treated as EXS for the purpose of securing the benefits of reservation; he must have already acquired, at the relevant time of submitting his application for post/service, the status of EXS and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that HE WOULD BE RELEASED/DISCHARGED FROM THE ARMED FORCES WITHIN THE STIPULATED PERIOD OF ONE YEAR FROM THE closing date of receipt of applications as stipulated at Para-5 in this Notice ON COMPLETION OF HIS SPECIFIC PERIOD OF ENGAGEMENT. The Ex-Serviceman applicants should submit necessary CERTIFICATE/ DECLARATION as per the FORMAT prescribed in D/o Personnel & Training's O.M. No. 36034/2/91-(SCT) dated 03.04.91(APPENDIX- VI AND II).
- iv. The EXS applicants shall invariably submit with their applications the EXS DECLARATION (exclusively for EXS applicants) [APPENDIX-III] otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.
- v. This concession of applying one year before the completion of specified terms of engagement is not available in respect of educational qualification i.e., the non-graduate Ex-Servicemen are required to complete fifteen years of service (and not 14 years) as on the closing date of receipt of applications as stipulated at Para-5 in this Notice for becoming a deemed graduate. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on this date for recruitment as stated in Para-12.D(iii) are not eligible.
- vi. The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "ex-serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.
- vii. As per Department of Personnel & Training's O.M. No. 36034/6/90-Estt-SCT dated 24.4.92, such EXS applicants who have already secured employment under the Central Govt. in civil side after availing of the benefit given to them as EXS for their re-employment, are eligible for age-relaxation prescribed for EXS for securing another employment in a higher grade, but will not be eligible for the benefit for reservation for the EXS for securing another employment in a higher grade. They will also not eligible for fee concession would be admissible to EXS. Such EXS would have to pay the requisite fee of Rs.50/- for this recruitment.
- viii. EXS applicants submitting Application without DECLARATIONS (exclusively for EXS applicants) [APPENDIX-II & VI] and without Certificate from Competent Authority or Certificate not from COMPETENT AUTHORITY [Please see ANNEXURE] shall not be eligible for fee-concession, age-relaxation, reservation whatsoever.
- ix. If the applicants would not be released/discharged from the armed forces within the stipulated period of one year from the closing date of receipt of applications as stipulated at Para-5 in this notice on completion of their assignment will not be eligible for fee-concession, age-relaxation, reservation whatsoever.
- x. Sons & daughters & dependants of Ex-Servicemen are not eligible for fee-concession, age-relaxation, reservation whatsoever.

- xi. Service Clerks in the last year of their COLOUR SERVICE are not exempted from payment of fee.

**E. FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEE (CGCE) APPLICANTS:**

- i. **HERE 'CENTRAL GOVERNMENT CIVILIAN EMPLOYEE' MEANS ANY PERSON TO WHOM THE "CENTRAL CIVIL SERVICE (CONDUCT) RULES, 1964, APPLY.**
- ii. Upper age-limit is relaxable up to the age of 40 years (43 years for OBC and 45 years for SC/ST applicants) as on the closing date of receipt of application as mentioned at Para-5 in this Notice for the Central Government Civilian Employees (CGCE) who have rendered not less than three years continuous service (on regular basis and not on ad-hoc basis) in Ministries or Departments of Govt. of India in terms of DOP&T letter No. 39028/7/96-Estt.(B) dated 27.1.1999.
- iii. The CGCE applicants shall invariably submit with their applications the CGCE DECLARATION (exclusively for CGCE applicants) [APPENDIX-III] otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.
- iv. CGCE applicants seeking age-relaxation shall invariably submit with application, the requisite Certificate as per FORMAT (Appendix-V) and from the COMPETENT AUTHORITY (Please see ANNEXURE) [as mentioned in this Notice], on or before the closing date of receipt of application as mentioned in this Notice.
- v. If the Certificate is not as per FORMAT (Appendix-V) and not from the COMPETENT AUTHORITY (ANNEXURE), as published in this Notice, the candidates are not eligible for age-relaxation. Any deviation of the CGCE Certificate Format from the present prescribed format will not be accepted by the Commission and will lead such application to be treated under General (UR) category.
- vi. CGCE applicants shall also refer Para-13 of this Notice.

**F. FOR OTHERS CATEGORIES OF APPLICANTS:**

- i. Upper age-limit is relaxable to retrenched employees of Chukha Hydel Project Authority in Bhutan who were directly recruited, to the extent of regular service rendered by them with the Authority (period of service rendered by the retrenched employees will be decided on the basis of certificate issued by the Chukha Hydel Project Authority).
- ii. All persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period 1.1.1980 to 31.12.1989 shall be eligible for relaxation in the upper age limit by 5 years, in support of which the proof of residence may be submitted along with the application with a certificate from:
  - a. The District Magistrate within whose jurisdiction he had ordinarily resided; or
  - b. Any other authority designated in this behalf by the Govt. of J&K to the effect that he had ordinarily been domiciled in the State of Jammu & Kashmir during the period 1.1.1980 to 31.12.1989.
- iii. Upto the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and 38 years for OBC) in the case of widows, divorced women and women judicially separated from their husbands and who are not remarried
- iv. Upto a maximum of 3 years (8 years for SC/ST and 6 years for OBCs candidates) in the case of Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.

**G. Age-relaxation is also admissible to other categories of applicants not falling under Sub-Para-12(A) to Sub-Para-12(F) above will be as per Government of India's Orders issued from time to time.**

NOTE(I) : Candidates who wish to be considered against vacancies reserved/or seek age-relaxation, must submit requisite certificate from the competent authority along with their application for the examination, otherwise, their claim for SC/ST/OBC/PH/ExS/CGCE status will not be entertained and their candidature/ applications will be considered under General (UR) category candidates.

NOTE(II) : Candidates are warned that they may be permanently debarred from the examination conducted by the Commission in case candidates fraudulently claim SC/ST/OBC/ExS/PH/C.G.C.E. status/ Certificates in support of educational qualifications and of Age-proof from a recognized University/ Institution /Board.

### **13. SPECIAL INSTRUCTION FOR EMPLOYED APPLICANTS:**

- i. All candidates in Central Government Service holding any post whether in a permanent or in temporary capacity or work-charged employees, other than casual duty or daily rated employee, or those serving under public enterprises, will be required to submit a Declaration as per APPENDIX-III that they have informed in writing their Head of Office / Department that they have applied for the examination. Such candidates must also ensure that they would be in a position to furnish NOC from their employer, at the time of Interview or at any other time till final selection.

They may send their applications directly to the Commission after intimating to their Head of Office/Department and need not send another copy through proper channel. However, in case they decide to send Application through proper channel, they must ensure that the application complete in all respects should reach Staff Selection Commission by the closing date. Applications shall be rejected if received late and/ or not complete in all respect as provided in rules.

- ii. **OTHER EMPLOYED APPLICANTS (OEA)** [OTHER THAN CENTRAL GOVT. CIVILIAN EMPLOYEES] shall invariably submit with their applications the OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-IV] otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.
- iii. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for appearing in the examination, their applications shall be *rejected and candidature shall be cancelled*.
- iv. Employed applicants shall invariably submit NO OBJECTION CERTIFICATE from their EMPLOYER before INTERVIEW/SKILL TEST/ SCREENING TEST, failing which their candidature are liable to be cancelled at that very stage or at any stage of recruitment process.

### **14. PROFORMA FOR CERTIFICATE AND UNDERTAKING AND LIST OF COMPETENT AUTHORITIES:**

- a. The FORMAT of Certificates/Documents is at Appendix-I to Appendix-IX and the COMPETENT AUTHORITY is at ANNEXURE as mentioned in this Notice. The nature & format of certificate is as under:

<b>Appendix-I &amp; VIII</b>	<b>for OBC category candidates ;</b>
<b>Appendix-II &amp; VI</b>	<b>for ExS category candidates;</b>
<b>Appendix-III &amp; V</b>	<b>for CGCE category candidates;</b>
<b>Appendix-IV</b>	<b>for OEA category candidates;</b>
<b>Appendix-VII</b>	<b>for SC/ST category candidates;</b>
<b>Appendix-IX</b>	<b>for PH category candidates.</b>

- b. **Candidates who wish to be considered against vacancies reserved/or seek age-relaxation, must submit requisite Certificate from the Competent Authority, along with their application for the examination, otherwise, their claim for SC/ST/OBC/PH/ExS/CGCE status will not be entertained and their candidature/ applications will be considered under General (UR) category candidates. And no subsequent request will be accepted, in any**

**circumstances, regarding rectification of their categories.**

NOTE : The OBC/EXS/CGCE/OEA applicants shall invariably submit with their applications, according to their respective Category, the OBC DECLARATION (exclusively for OBC applicants) [APPENDIX-II]/ EXS DECLARATION (exclusively for EXS applicants) [APPENDIX-II]/ CGCE DECLARATION (exclusively for CGCE applicants) [APPENDIX-III]/ OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-IV], otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.

**15. NO PERSON:**

- a. who has entered into or contracted a marriage with a person having a spouse living; or
- b. who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service,

Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**16. GOOD MENTAL AND BODILY HEALTH OF CANDIDATE**

A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/her duties as an Officer of the service. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

NOTE : In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilisation Medical Board of the Defence Services will be considered adequate for the purpose of appointment.

**17. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of :-

- i. Obtaining support for his / her candidature by any means, or
- ii. Impersonating, or
- iii. Procuring impersonation by any person, or
- iv. Submitting fabricated documents or documents which have been tampered with, or
- v. Making statements which are incorrect or false or suppressing material information, or
- vi. Resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
- vii. Writing irrelevant matters including obscene languages or pornographic matter in the script, or
- viii. Misbehaving in any other manner in the examination hall, or
- ix. Using unfair means in the examination hall, or
- x. Possessing Mobile Phones/Cellular Phones/Pagers/ communication devices or any other unauthorized electronic gadget inside the Examination premises/venue, whether in use or not (Candidates by mere possession of any of these items) will be deemed to have been using unfair means and would be subject to disciplinary action as deemed fit, including ban from future examination conducted by SSC, or

- xi. Taking away the Question Booklet/Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination, or
- xii. Harassing or causing bodily harm to the staff employed by the Commission for the conduct of these examination, or
- xiii. Violation of any of the instructions issued to candidates along with their Admission Certificates (AC) permitting them to take examination, or
- xiv. Attempting to commit, or as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:-
  - a. to be disqualified by the Commission from the examination for which he/she is a candidate as also from any other examination/selection of the Commission in which he/she might have appeared but the final result/selection has not yet been declared/made, and/or
  - b. to be debarred either permanently or for a specified period which may extend upto 10 years:-
    - i. by the Commission from any examination or selection held by them;
    - ii. by the Central Government from any employment under them; and
  - c. to take disciplinary action under appropriate rules if he/she is already in service under Government, or
  - d. to take any other appropriate legal action.

**18. CANVASSING:**

Canvassing in any form will disqualify the applicant.

**19. COMMISSION'S DECISION FINAL:**

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and interviews, allotment of examination centers, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

**20. JURISDICTION OF COURTS/TRIBUNALS:**

ANY DISPUTE IN REGARD TO THIS RECRUITMENT WILL BE SUBJECT TO COURTS/TRIBUNALS HAVING JURISDICTION OVER THE PLACE OF THIS EASTERN REGIONAL OFFICE OF THE STAFF SELECTION COMMISSION (EASTERN REGION).




b. Experience, if any (Please give details thereof : .....

.....  
 .....

7. Language known: a. Mother Tongue b. To Speak c. To Write

--	--	--

8. a. Medium opted for Proficiency/ Screening/ Skill Test(if any) [For Typing/ &Typing/Translation etc.] (Write 1 for English; 2 for Hindi) b. Subject(s) opted for Proficiency Test(if any):

--	--

9. a. Sex (Write 1 for Male; 2 for Female) b. Whether the applicants comes from Rural or Urban area (Write 1 for Rural; 2 for Urban)

--	--

10. Citizenship (Write : 1. If a citizen of India; 2. if Others.)

--

11. a. Whether debarred in any earlier examination by SSC/UPSC? (Write 1 For YES; 2 For NO)

--

b. If Yes, give  
 i. Name of Exam: ..... ii. Roll No. ....  
 iii. Date of Debarment..... iv. Period up to which debarred .....

12. a. Father's Name: (as recorded in Matriculation or Equivalent Certificate)


b. Mother's Name: (as recorded in Matriculation or Equivalent Certificate)


c. Husband's Name (as applicable): (as recorded in Matriculation or Equivalent Certificate)


13. a. Correspondence Address:


b. Permanent Address:


--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

14. Documents attached with the Application:

.....  
 .....  
 .....

**DECLARATION**

**(TO BE SIGNED BY ALL THE APPLICANTS COMPULSORILY)**

1. I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.
2. I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.
3. I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications, physical standards etc., prescribed for admission to the examination. I have enclosed attested photocopies of certificates in support of my claim for Educational Qualifications, age, category (SC/ST/OBC/PH/EXS/CGCE) and age relaxation/physical standards relaxation.
4. I also declare that I do not stand debarred by SSC/UPSC as on date and have never been convicted by any court of law.
- \*5. I also declare that I do not belong to creamy layer section of persons of OBC as mentioned in Column 3 of G.O.I. Deptt. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M. No.36033/3/2004-Estt.(Res) dated 14.10.2008.  
 \*(strike out if candidate does not belong to OBC)
6. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled.

Place: .....

Date: ..... (\*Left Thumb Impression of Applicant      Full Signature of Applicant)

- NOTE    I    :    \*Application not signed by the applicant or without Left Thumb Impression of Applicant will be rejected.
- II    :    \*All signatures done on the Application Form and also on other documents must be in running script (not in Block letters), in the same language and in the same manner other wise application will be rejected.
- III    :    The OBC/EXS/CGCE/OEA applicants shall invariably submit with their applications, according to their respective Category, the OBC DECLARATION (exclusively for OBC applicants) [APPENDIX-I]/ EXS DECLARATION (exclusively for EXS applicants) [APPENDIX-II]/ CGCE DECLARATION (exclusively for CGCE applicants) [APPENDIX-III]/ OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-IV], otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.

\*\*\*

**LIST OF COMPETENT AUTHORITY AS WELL AS PROFORMA FOR CERTIFICATE AND UNDERTAKING**

SI No.	Appendix No.	Caste/ Community/ Category/	Competent Authority	
1.	APPENDIX-I	OBC	OBC	applicants themselves.
2.	APPENDIX-II	EXS	EXS	applicants themselves.
3.	APPENDIX-III	CGCE	CGCE	applicants themselves.
4.	APPENDIX-IV	OEA	OEA	applicants themselves.
5.	APPENDIX-V	CGCE	Head of Office or Head of Department	
6.	APPENDIX-VI	EXS	Commanding Officer	
7.	APPENDIX-VII	SC/ST	i.	District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commission/ Dy. Collector/1 <sup>st</sup> Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
			ii.	Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
			iii.	Revenue Officers not below the rank of Tehsildar.
			iv.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.
		Note:-		ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.
8.	APPENDIX-VIII	OBC	i.	District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
			ii.	Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
			iii.	Revenue Officer not below the rank of Tehsildar.
			iv.	Sub-Divisional Officer of the area where the candidate and/or his family resides.
		Note:-		The closing date for receipt of application will be treated as the date of reckoning for OBC status of the applicant and also, for assuming that the applicant does not fall in the creamy layer.
9.	APPENDIX-IX	PH	Members/Chairperson of Medical Board & Counter signed by the Medical Superintendent/CMO/Head of Hospital	

**OBC DECLARATION**  
**(EXCLUSIVELY FOR OBC APPLICANTS)**  
**(PLEASE SEE PARA-12(B) AND 14 OF THIS NOTICE)**

I.....son / daughter of Shri..... resident of village/town/city.....district.....state..... hereby declare that I belong to the.....community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 8.9.1993. It is also declared that I do not belong to the persons/sections (creamy layer) mentioned in Column 3 of OM No-36012/22/93-Estt(SCT) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No.36033/3/2004-Estt(Res) dated 14.10.2008.

Place & Date: \*\*(Full Signature of Candidate)

NOTE-I : The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer. The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Appendix-IV issued by the competent authority on or before the Closing Date as stipulated in the Notice.

\*\*NOTE -II : All signatures done on the Application Form and also on other documents must be in running script (not in Block letters), in the same language and in the same manner other wise application will be rejected.

NOTE-III : The OBC applicants shall invariably submit with their applications, the OBC DECLARATION (exclusively for OBC applicants) [APPENDIX-I] otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.

**EXS DECLARATION**  
**(EXCLUSIVELY FOR EXS APPLICANTS)**  
**(PLEASE SEE PARA-12(D) AND 14 OF THIS NOTICE)**

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a. Date of appointment in Armed Forces : .....
  - b. Date of discharge : .....
  - c. Length of service in Armed Forces : .....
  - d. My last Unit / Corps (with full address and Tel. No.) : .....
- 
- e. If re-employed, Name & Address of Employer with Tel. No.: .....

Place:

\*Signature of the Candidate

Date:

\*Note : All signatures done on the Application Form and also on other documents must be in running script (not in Block letters), in the same language and in the same manner other wise application will be rejected.

**APPENDIX-III**

**CGCE DECLARATION  
(EXCLUSIVELY FOR CGCE APPLICANTS)  
(PLEASE SEE PARA-12(E) AND 14 OF THIS NOTICE)  
[HERE 'CENTRAL GOVERNMENT CIVILIAN EMPLOYEE' MEANS ANY PERSON TO  
WHOM THE "CENTRAL CIVIL SERVICE (CONDUCT) RULES, 1964, APPLY]**

I declare that I have already informed my Head of Office/Department/Ministry in writing that I have applied for this examination.

I further submit the following information:

- a. Date of Appointment : .....
- b. Holding present Post & Pay Scale : .....
- c. Name & Address of Employer with Tel. No. : .....

Place & Date:

\*(Full Signature of the applicant)

\*Note- : All signatures done on the Application Form and also on other documents must be in running script (not in Block letters), in the same language and in the same manner other wise application will be rejected.

Note-II The CGCE applicants shall invariably submit with their applications, the CGCE DECLARATION (exclusively for OBC applicants) [APPENDIX-III] otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.

**APPENDIX-IV**

**OEA DECLARATION  
(EXCLUSIVELY FOR OEA APPLICANTS)  
(OTHER THAN CENTRAL GOVT. CIVILIAN EMPLOYEES [C.G.C.E])  
(PLEASE SEE PARA- 14 OF THIS NOTICE)**

I declare that I have already informed my Head of Office/Department in writing that I have applied for this examination.

I further submit the following information:

- a. Date of Appointment : .....
- b. Holding present Post & Pay Scale : .....
- c. Name & Address of Employer with Tel. No. : .....

\*Full Signature of the applicant

Place & Date:

\*Note : All signatures done on the Application Form and also on other documents must be in running script (not in Block letters), in the same language and in the same manner other wise application will be rejected.

**APPENDIX- V**

FORMAT OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) SEEKING AGE-RELAXATION

**[HERE ‘CENTRAL GOVERNMENT CIVILIAN EMPLOYEE’ MEANS ANY PERSON TO WHOM THE “CENTRAL CIVIL SERVICE (CONDUCT) RULES, 1964, APPLY]**

(To be filled by the Head of the Office or Department in which the candidate is working).  
(Please see Para-12 (E) of the Notice)

It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding the post of ----- in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the grade as on \_\_\_\_\_.

Signature \_\_\_\_\_  
Name \_\_\_\_\_

Office seal

Place:  
Date :

(\*Please delete the words, which are not applicable.)

**APPENDIX – VI**

**FORMAT OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL**  
**(Please see at Para-12(D) and Para-14 of this Notice)**

I hereby certify that, according to the information available with me (No.)..... (Rank) (Name)..... is due to complete the specified term of his engagement with the Armed Forces on the (Date).....

Signature of Commanding Officer

Office Seal:

Place:  
Date:

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Castes or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

**(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)**

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town/\* in \_\_\_\_\_ District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-  
The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_ The  
Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order,1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_  
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.  
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.  
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.  
The Constitution (Pondicherry) Scheduled Castes Order 1964@  
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @  
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@  
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @  
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @  
The Constitution (Sikkim) Scheduled Castes Order 1978@  
The Constitution (Sikkim) Scheduled Tribes Order 1978@  
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@  
The Constitution (SC) orders (Amendment) Act, 1990@  
The Constitution (ST) orders (Amendment) Ordinance 1991@  
The Constitution (ST) orders (Second Amendment) Act, 991@  
The Constitution (ST) orders (Amendment) Ordinance 1996

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

%3. Shri/Shrimati/Kumari and /or \* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
\*\* Designation \_\_\_\_\_

(with Seal of Office)

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\* List of authorities empowered to issue Caste/Tribe Certificate Certificates:

- i. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commission/ Dy. Collector/1<sup>st</sup> Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Extra-Assistant Commissioner/ Taluka Magistrate/Executive Magistrate.
- ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officers of the area where the applicant and or his family normally resides.

**Note:- ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.**

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**(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that \_\_\_\_\_ son/ daughter  
of \_\_\_\_\_ of \_\_\_\_\_ village  
\_\_\_\_\_ District/Division \_\_\_\_\_ in  
the \_\_\_\_\_ State \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Community which is recognized as a backward class under:

- i. Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii. Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii. Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv. Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v. Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi. Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii. Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii. Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix. Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x. Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi. Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri \_\_\_\_\_ and/or his family ordinarily reside(s) in  
the \_\_\_\_\_ District/ Division of the  
\_\_\_\_\_ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 14.10.2008.

Dated:

District Magistrate or Deputy Commissioner  
etc.

Seal:

- Note-I a. The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.  
 b. The authorities competent to issue Caste Certificate are indicated below:-  
 i. District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendary Magistrate).  
 ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.  
 iii. Revenue Officer not below the rank of Tehsildar  
 iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.
- Note-II The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.
- Note-III The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Appendix-VIII** issued by the competent authority on or before the Closing Date as stipulated in this Notice.

**APPENDIX – IX**

**(FORMAT OF THE CERTIFICATE TO BE SUBMITTED BY THE PH PERSONS)**

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No.-----

Date:-----

**DISABILITY CERTIFICATE**

This is to certify that Shri/Smt./  
 Kum. \_\_\_\_\_ Son/wife/daughter of  
 Shri \_\_\_\_\_ Age \_\_\_\_\_  
 Sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_  
 is suffering from permanent disability of following Category:-

Recent Photograph of the applicant showing the disability duly attested by the Chairperson of the Medical Board

**A. Locomotor or cerebral palsy:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>i. BL-Both legs affected but not arms.</li> <li>ii. BA-Both arms affected             <ul style="list-style-type: none"> <li>a. impaired reach</li> <li>b. Weakness of grip</li> </ul> </li> <li>iii. BLA- Both legs and both arms affected</li> <li>iv. OL- One leg affected (right of left)             <ul style="list-style-type: none"> <li>a. Impaired reach</li> <li>b. Weakness of grip</li> <li>c. Ataxic</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>v. OA- One arm affected             <ul style="list-style-type: none"> <li>a. Impaired reach</li> <li>b. Weakness of grip</li> <li>c. Ataxic</li> </ul> </li> <li>vi. BH- Stiff back and hips (Cannot sit or stoop)</li> <li>vii. MW-Muscular weakness and limited physical endurance</li> </ul> |
|--|---|

**B. Blind or Low Vision:**

- i. B-Blind
- ii. PB-Partially Blind

**C. Hearing impairment:**

- i. D-Deaf
- ii. PD- Partially Deaf.

**(Delete the category which is not applicable)**

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years

\_\_\_\_\_ months.\*

3. Percentage of disability in his / her case is \_\_\_\_\_ per cent.

4. Sh. / Smt. / Kum. \_\_\_\_\_ meets the following physical requirements for discharge of his / her duties:-

i.	F-can perform work by manipulating with fingers.	Yes/No	vi.	S- can perform work by sitting	Yes/No
ii.	PP-can perform work by pulling and pushing.	Yes/No	vii.	ST- can perform work by standing.	Yes/No
iii.	L- can perform work by lifting.	Yes/No	viii.	W- can perform work by walking.	Yes/No
iv.	KC- can perform work by kneeling and crouching	Yes/No	ix.	SE- can perform work by seeing.	Yes/No
v.	B- can perform work by bending	Yes/No	x.	H- can perform work by hearing/ speaking.	Yes/No
			xi.	RW- can perform work by reading and writing	Yes/No

(Dr. \_\_\_\_\_)  
Member  
Medical Board

(Dr. \_\_\_\_\_)  
Member  
Medical Board

(Dr. \_\_\_\_\_)  
Chairperson  
Medical Board

Counter signed by the  
Medical Superintendent/CMO/Head of Hospital (with seal)

\* Strike out which is not applicable