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**STAFF SELECTION COMMISSION****NOTICE****Combined Higher Secondary Level (10+2) Examination, 2014****Closing Date:19.08.2014****Date of Examination: 02.11.2014****09.11.2014**

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”

IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	Staff Selection Commission will hold on Sundays, the 2nd November,2014 and 9th November,2014 (02.11.2014 & 09.11.2014), an All India Open Competitive Examination for recruitment to the Group-“C” posts of Data Entry Operator in Pay Band-1, Grade Pay Rs. 2400 and Lower Division Clerk in Pay Band-1, Grade Pay Rs.1900 in various Central Government Ministries / Departments / Offices. Minimum education qualification for the exam is 12th Standard Pass from recognized board/university. The exam will comprise of a written objective type Examination followed by Data Entry Skill Test/Typing Test.
2.	The Commission will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of written examination and, therefore, the candidature is accepted only provisionally . The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify for the Skill Test . At the time of scrutiny if any claim in the application is not found substantiated, the candidature will be cancelled. The Commission’s decision shall be final .
3.	BEFORE APPLYING, CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE AND ALSO AVAILABLE ON THE WEBSITE OF THE COMMISSION(http://ssc.nic.in) CAREFULLY.
4.	Candidates seeking reservation benefits available for SC/ST/OBC /PH/EXS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of Skill Test. Copies of the certificate, etc. will be sought at the time of Skill Test.
5.	Candidates with visual disability of 40% or more only would be considered as VISUALLY HANDICAPPED (VH) for availing reservation for VH, wherever, such reservation is applicable.
6.	Central Government civilian employees claiming age relaxation should be in possession of a certificate in the prescribed format from their office in respect of the length of continuous service which should be not less than three years in the immediate period preceding the closing date for receipt of application . They should continue to have the status of Central Government civilian employees from the Date of application till the time of appointment, in the event of their selection.
7.	FEE: RUPEES ONE HUNDRED ONLY(R 100.00) payable through CRF stamps for Off line application or SBI Challan or Online payment through SBI payment portal in the

	case of Online application. Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped and Ex-Servicemen eligible for reservation, as per Government orders.
8.	CLOSING DATE: 19.08.2014 (upto 5:00 P.M.). For candidates 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 and for candidates residing abroad . 26.08.2014(upto 5:00 P.M.). APPLICATIONS RECEIVED LATE WILL BE REJECTED and no correspondence will be entertained in this regard. COMMISSION WILL NOT BE RESPONSIBLE FOR POSTAL DELAY.
9.	Only a single application will be entertained. IN CASE OF MULTIPLE ONLINE APPLICATIONS, THE LAST COMPLETED APPLICATION WILL BE ACCEPTED. IN THE CASE OF MULTIPLE OFF-LINE APPLICATIONS, THE CONCERNED REGIONAL OFFICE WILL ACCEPT ANY ONE OF THE APPLICATIONS AT ITS DISCRETION.
10.	MOBILES INCLUDING EARPHONES AND CONNECTED CORDS AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES. POSSESSION OF SUCH EQUIPMENT WHETHER IN USE OR IN SWITCHED OFF MODE, DURING THE EXAMINATION WILL BE CONSIDERED AS USE OF UNFAIR MEANS. CANDIDATURE OF SUCH CANDIDATES WILL BE CANCELLED. THEY WILL BE LIABLE FOR FURTHER ACTION INCLUDING INITIATION OF CRIMINAL PROCEEDINGS AND DEBARMENT FROM COMMISSION'S EXAMINATION UPTO 3 (THREE) YEARS.
11.	THE COMMISSION ENCOURAGES CANDIDATES TO APPLY ON-LINE. SUBMISSION OF ON-LINE APPLICATION AVOID DATA DISCREPANCIES. NON/WRONG DELIVERY OF ADMIT CARDS etc. AS ADMIT CARD CAN BE DOWNLOADED FROM THE WEBSITE OF THE COMMISSION. CANDIDATES DESIROUS OF SUBMITTING ON LINE APPLICATIONS MAY DO SO. SUCH CANDIDATES SHOULD RETAIN THEIR REGISTRATION NUMBER ASSIGNED TO THEM ON LINE FOR CORRESPONDENCE WITH THE COMMISSION. THEY SHOULD NOT SUBMIT PRINT OUTS OF THEIR APPLICATION TO THE COMMISSION. THE FACILITY OF ON-LINE APPLICATION REGISTRATION WILL BE AVAILABLE AT WEBSITE http://ssc.online.nic.in and http://ssconline2.gov.in. upto 19.08.2014 (5:00PM)PAYMENT THROUGH OFFLINE CHALLANS CAN BE MADE UPTO 21.08.2014.
12	Candidates must carry at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter Card, Aadhaar Card, Identity Card issued by University/College, Income Tax Pan Card etc to the examination centre, failing which THEY SHALL NOT BE ALLOWED TO APPEAR IN THE EXAMINATION.
13	In case the scanned photograph(s) appearing in the Commission's copy of Admission certificate and/ or on Attendance sheet is not clear invigilators are required to verify the identity of the candidate with reference to the photo ID Proof and get colour photographs pasted on the Commission's copy of Admission certificate and/ or on Attendance sheet. Accordingly candidates should bring 3 passport size colour photographs. Candidates not carrying photographs will not be allowed to appear in the examination.

2. VACANCIES / RESERVATION :

- (i) Tentative vacancies for the post of Data Entry Operators and Lower Divisional Clerk are 1006 and 991 respectively. .
- (ii) **PREFERENCE FOR MINISTRY/DEPARTMENT/OFFICE WILL BE TAKEN FROM THE CANDIDATES QUALIFIED FOR SKILL TEST/TYPING TEST AT THE TIME OF SKILL TEST/TYPING TEST.**
- (iii) Reservation for SC/ST/OBC/ExS/PH etc. categories is available as per extant Govt. Orders.
- (iv) One Arm Affected (OA), One Leg Affected (OL), One arm and one leg affected (OAL), Both Leg Affected (BL),Hearing Handicapped (HH) and Low Vision (LV) are eligible for the post of Data Entry Operator.

- (v) One Arm Affected (OA), Both Legs Affected (BL), One Leg Affected (OL), One arm and one leg Affected (OAL), Blind (B), Low Vision (LV) & Hearing Handicapped (HH), are eligible for the post of Lower Division Clerk.
- (VI) All the posts carry **All India Service Liability (AISL)** i.e. the candidate, on selection, may be asked to serve anywhere in the country.

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 1st 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/her by the Government of India.

4(A) AGE LIMIT: 18-27 years **as on 01.08.2014** (Candidates born not before 02-08-1987 and not later than 01-08-1996.

Note I : Candidate should note that only the Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will be accepted by the Commission and no subsequent request for its change will be considered.

4.(B) Permissible relaxation of Upper age limit prescribed under para 4(A) above :

Category-Codes for claiming Age Relaxation as on the date of reckoning :

Code No.	Category	Age-Relaxation permissible beyond the Upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PH	10 years
04	PH + OBC	13 years
05	PH + SC/ST	15 years
09	Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on the closing date.
10	Ex-Servicemen (OBC)	06 years (3 years + 3 years) after deduction of the military service rendered from the actual age as on the closing date.
11	Ex-Servicemen (SC/ST)	08 years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the closing date.
15	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on Closing date.	Up to 40 years of age
17	Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on Closing date.	Up to 43 years of age
19	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on Closing date.	Up to 45 years of age
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)	5 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(OBC)	8 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(SC/ST)	10 years
24	Widows / Divorced Women / Women judicially separated and who are not remarried (Unreserved/General)	Up to 35 years of age
25	Widows / Divorced Women / Women judicially separated and who are not remarried(OBC)	Up to 38 years of age
26	Widows / Divorced Women / Women judicially separated and who are not remarried(SC/ST)	Up to 40 years of age

27	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (Unreserved/General)	5 years
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof(OBC)	8 (5+3) years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)	10 (5+5) years
33	Service Clerks in the last year of their colour service in the Armed Forces (Unreserved/General)	Up to 45 years of age
34	Service Clerks in the last year of their colour service in the Armed Forces (OBC)	Up to 48 years of age
35	Service Clerks in the last year of their colour service in the Armed Forces (SC/ST)	Up to 50 years of age
36	Retrenched census employees of Office of Registrar General of India (Unreserved/General) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment , and Weightage of past service.
37	Retrenched census employees of Office of Registrar General of India (OBC) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment , and Weightage of past service + 3 years
38	Retrenched census employees of Office of Registrar General of India (SC/ST) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment , and Weightage of past service+ 5 years

NOTE-I : Ex-servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are **NOT** eligible for fee concession or for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation only.

NOTE-II : The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.

NOTE-III : For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement with the Armed Forces within the stipulated period of one year from the Closing Date (i.e. **19.08.2014**), or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

NOTE-IV:- The closing date of application will be treated as the date of reckoning of OBC status of the candidate and also for determining the creamy layer status.

EXPLANATION :An 'ex-serviceman' means a person .

- i) who 'has served in any rank whether as a combatant or noncombatant in the Regular Army, Navy and Air Force of the India Union, and
 - (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - (c) who has been released from such service as a result of reduction in establishment; or
- ii) who has been released from such service after completing the specific period of engagement, 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, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
- iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;or
- (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;or
- (v) Gallantry award winners of the Armed forces including personnel of Territorial Army;or
- (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

NOTE- V: AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

NOTE-VI: Service Clerks in the last year of their colour service in the Armed Forces, i.e. only those who are due for release from the Army during the period 20-08-2014 to 19-08-2015 are eligible for age-relaxation. Such candidates are not entitled to any concession in fee.

Such candidates will be eligible to compete only for vacancies in Armed Forces Headquarters and Inter-Service Organisation, which are not reserved for Ex-servicemen, in their order of merit and subject to availability of vacancies.

NOTE -VII: As per Supreme Court direction dated 24.02.1995 in Appeal No.731-69 of 1994, Age relaxation will be available for Group-'C' posts in the O/o RGI(Registrar General of India) for retrenched Census employees as under

- (i) Age relaxation by 3 years plus length of service rendered by them in connection with census, before retrenchment ,
- (ii) Weightage of past service.

4(C) : PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:

Candidates who wish to be considered against vacancies reserved or seek age-relaxation **must submit requisite certificate** from the competent authority, in the prescribed format at the time of Skill Test. Otherwise, their claim for SC/ST/OBC/PH/ExS/ status will not be entertained and their candidature/applications will be considered under **General (UR)** category. The formats of the certificates are annexed. Candidates claiming OBC status may note that certificate on creamy layer status should have been issued on or after 20-08-2011 **three years** before the last date of receipt of application i.e. 19.08.2014. Certificate issued up-to the completion of the last tier of examination i.e. skill test will be accepted by the Commission.

NOTE : Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/Ex-S / PH status.

4(D) Visually handicapped (VH) with disabilities of **forty percent or above** and **Cerebral Palsy** candidates can avail the assistance of a **SCRIBE** in the Written Examination and **PASSAGE READER** for Skill Test, subject to such requests being made in the application form. Question Papers and Answer Sheets will **NOT** be provided in BRAILLE.

No attendant will be allowed with such candidates inside the examination premises.

Provision of Compensatory Time : The Visually Handicapped/Cerebral Palsy candidates will be allowed compensatory time of 40 minutes in the written examination the details of which are given in para 8 under the Heading "Scheme of Examination."

NOTE: Persons with visual disability of **less than forty percent** will not be considered as visually handicapped persons. **One eyed candidates** and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and **will not be entitled to a Scribe**. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

5. EDUCATIONAL QUALIFICATIONS: (As on 01.08.2014)

Must have passed 12th Standard or equivalent examination from a recognized Board or University.

NOTE-I: As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

NOTE – II : Candidates who have not acquired but will acquire the educational qualification and acquire documentary evidence from the Board/University in support thereof **as on 01.08.2014** will also be eligible.

NOTE- III : All candidates who are called for appearing at the **Skill Test** will be required to produce the relevant Certificate in Original such as Mark sheets, Provisional Certificate, etc. as proof of having acquired the minimum educational qualification on or before 01.08.2014 failing which the candidature of such candidate will be cancelled by the Commission. The candidates who are able to prove, by documentary evidence that the result of the qualifying examination was declared on or before the cut off date and he/she has been declared passed, will also be considered to have the required Educational Qualification.

6. MODE OF PAYMENT: FEE PAYABLE . 100/- (Rupees One Hundred only)

(i) For the candidates sending the application by POST:

The candidates submitting Paper application should pay the fee by means of "**Central Recruitment Fee Stamps(CRFS)**" only. CRFS are available at the counter of all Departmental Post Offices of the country. Recruitment Fee Stamps should be pasted on the application form in the space earmarked for the purpose and **got cancelled** from the Counter of Post Office of issue **with the date stamp** of the Issuing Post Office in such a manner that the impression or the cancellation stamp 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 must submit their application to the concerned Regional Office/Sub Regional Offices of the Commission in the usual manner after completing other formalities. Application with CRFS not cancelled by the post office will be rejected outright.

(ii) For the candidates submitting their applications On-line:

The candidates submitting their applications on-line should pay the requisite fee as per instructions in Annexure-II(B).

NOTE I: Fee once paid will **not** be refunded under any circumstances.

NOTE II: Fee paid by modes other than CRFS for off-line applications and through SBI Challan /Payment portal as indicated above in case of online application will **not** be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited. **Candidates submitting their application online shall make their payment through the State Bank of India as per instructions (Annexure-II B).**

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

7. CENTRE OF EXAMINATION

A candidate **must carefully indicate the centre in the Application Form in respect of the Examination**. A candidate must submit his/her application only to the concerned Regional/Sub Regional Office of the Commission under whose jurisdiction the Centre selected by him / her falls. **Application received in any other Regional/Sub Regional Office of the Commission will be rejected summarily.**

The applications should be addressed to the **Regional / Sub-Regional Offices of the Commission** as indicated in the table below:-

Sl.No	Examination Centres & Centre Code	Address to which the applications should be sent
1	2	3
1.	Bhagalpur(3201), Patna (3206) Muzaffarpur (3205), Agra(3001), Bareilly(3005), Gorakhpur (3007) , Kanpur (3009), Meerut(3011), Varanasi (3013),	Regional Director(CR), Staff Selection Commission, 21-23, Lowther Road, Allahabad,

	Allahabad(3003), Gaya(3203), Lucknow(3010)	Uttar Pradesh-211 002.
2.	Kolkata(4410), Midnapur(4413), Port Blair (4802), Sambalpur(4609), Gangtok(4001), Jalpaiguri (4408), Bhubaneswar(4604), Cuttack (4605), Ranchi(4205), Chinsurah (4405), Siliguri (4415) Berhampore(4403), Malda(4412) Keonjhar(4606). Bardhaman (4404)	Regional Director (ER), Staff Selection Commission, 1 st MSO Building, (8 th Floor) 234/4 . Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020
3.	Bangalore(9001), Thiruvananthapuram (9211), Kochi(9204), Thrissur(9212), Gulbarga(9005), Mangalore(9008), Dharwar(9004), Kozhikode (Calicut) (9206)	Regional Director(KKR), Staff Selection Commission, 1 st Floor, %Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
4.	Delhi(2201), Jaipur(2405), Jodhpur(2406), Bharatpur (2403) Kota(2407), Bikaner(2404), Udaipur(2409), Ajmer(2401), Alwar(2402), Sriganganagar(2408), Dehradun (2002), <i>Haldwani(2003), Almora (2001), Haridwar (2005)</i>	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
5.	Guwahati (Dispur)(5105), Itanagar(5001), Dibrugarh(5102), Jorhat(5107), Silchar(5111), Imphal(5501), Shillong(5401), Aizwal(5701), Kohima(5302), Churachandpur(5502) Agartala(5601) Tura (5402), Goalpara(5104), Tezpur (5112), Lakhimpur (5109)	Regional Director(NER), Staff Selection Commission, HOUSEFED Complex, West End Block, Last Gate, Beltola Basistha Road, Dispur, Guwahati, Assam-781 006.
6.	Hyderabad(8002), Guntur(8001), Kurnool(8003), Rajahmundry(8004), Tirupati(8006), Coimbatore (8202), Chennai(8201), Madurai(8204), Puducherry (8401), Tirunelveli(8207), Tiruchirapalli(8206), Vishakhapatnam (8007)	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 nd Floor, College Road, Chennai, Tamil Nadu-600006
7.	Aurangabad(7202), Mumbai(7204), Kolhapur (7203), Nagpur(7205), Panaji(7801), Pune(7208), Ahmedabad(7001), Vadodara(7002), Rajkot (7006), Nashik (7207), Amravati (7201), <i>Surat (7007)</i>	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishta Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
8.	Ambikapur(6201), Indore(6006), Jabalpur(6007), Jagdalpur(6203), Chindwara(6003), Guna(6004), Bilaspur(6202) Chattarpur(6002), Mandasaur(6010), Jhabua(6008), Khandwa(6009), Rewa(6012), Raipur(6204), Bhopal(6001), Gwalior(6005),	Dy. Director (MPR), Staff Selection Commission, %Nishant Vila+F. Jalvihar Colony, Raipur, Chhatisgarh-492001
9.	Jalandhar(1402), Leh(1005), Chandigarh(1601), Jammu(1004), Srinagar(J&K)(1007), Shimla(1203), Bhathinda (1401), Hamirpur (1202), Anantnag (1001), Baramula(1002), Rajouri(1006) Kargil (1008), Dodda (1009), Amritsar(1404) Patiala (1403)	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-160017

NOTE I: No change of Centre of Examination will be entertained.

NOTE II: The Commission **reserves** the right to cancel any Centre and ask the candidates of that centre to appear from **another** centre. Commission also reserves the right to **divert** candidates of any centre to some other Centre to take the examination.

8. SCHEME OF EXAMINATION: The examination will consist of a Written Examination and Skill Test for the post of Data Entry Operator and Written Test and Typing Test for the post of Lower Division Clerk on Computer.

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of **one objective type** paper as shown below :

Date of Exam	Part	Subject	Maximum Marks	Total Duration /Timing	Total Duration/Timing for Handicapped/Cerebral Palsy candidates including compensatory time.
02.11.2014 & 09.11.2014 (Sundays)	I	General Intelligence (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon <u>or</u> 2:00 PM to 4:00 PM	2 Hours 40 Minute 10.00 A.M. to 12.40 Noon <u>or</u> 2:00 PM to 4:40 PM
	II	English Language (Basic Knowledge) (50 questions)	50		
	III	Quantitative Aptitude (Basic Arithmetic Skill) (50 questions)	50		
	IV	General Awareness (50 questions)	50		

NOTE-I : The Paper will consist of **Objective Type- Multiple choice** questions only. The questions will be set **both in English & Hindi for Part-I, III & IV.**

NOTE-II: There will be negative marking of 0.25 marks for each wrong answer.

NOTE-III Answer Keys will be placed on Commission’s website after written examination. Any representation regarding answer key received within 7 days of uploading of the answer key will be scrutinized and the decision of the Commission in this regard will be final.

NOTE-IV :Commission reserves the right to introduce additional stage of examination which would be notified at suitable time, if considered necessary.

SYLLABUS

General Intelligence: It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation ,Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences ,Figural Classification ,Punched hole/pattern-folding & unfolding , Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations.

English Language : Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Quantitative Aptitude:

ARITHMETIC

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation,

Time and distance, Time and work.

ALGEBRA: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

GEOMETRY: Familiarity with elementary geometric figures and facts:

Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

MENSURATION: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base

TRIGONOMETRY: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin^2\theta + \cos^2\theta = 1$ etc.,

STATISTICAL CHARTS : Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart

General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

NOTE-1: For VH candidates of 40% and above visual disability and opting for **SCRIBES** there will be no component of **Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / Quantitative Aptitude.**

(B) SKILL TEST for DATA ENTRY OPERATOR:

Data Entry Speed of 8,000 (eight thousand) Key Depressions per hour on Computer.

The speed of 8000 key depressions per hour on Computer will be adjudged on the basis of the correct entry of words/key depressions as per the given passage and the duration of the said Test will be 15 (Fifteen) minutes and printed matter in English containing about 2000-2200 strokes/key-depressions would be given to each candidate who would enter the same in the Computer.

The Data Entry Speed+ Skill Test would be **of qualifying nature**. Candidates allowed to take this test, will have to qualify the test at the prescribed speed on Computer, to be provided by the Commission or the agency authorized by the Commission to conduct such skill test at the Centre/venue so notified.

Only those candidates who secure at least the minimum qualifying marks in the written examination, as may be fixed by the Commission at its discretion, will be called for skill test. The Commission may also at its discretion, fix qualifying marks in each component of the written examination.

Provided that candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, ExS and PH may be called for the Skill Test by the Commission by applying relaxed standards if the Commission is of the opinion that sufficient number of candidates of these categories are not likely to be available for the skill test on the basis of qualifying criteria for general category candidates in order to fill up the vacancies

reserved for these categories (i.e. SC, ST, PH, ExS and OBC).

Only such candidates who qualify in the Skill Test at a speed of not less than 8000 key depressions per hour will be eligible for being recommended for appointment as per their position in the merit list.

None of the candidates including PH candidates who qualify in the written part of the examination will be exempted from the Skill Test as passing of the skill test is a precondition and one of the essential qualifications for appointment to the post of Data Entry Operator.

NOTE: Central Government civilian employees availing age relaxation must furnish ~~No~~ Objection Certificate+from their Employer/Office **at the time of the skill test**, failing which the benefit of age relaxation will not be allowed to such candidates and they will not be allowed to appear in the Skill Test.

The skill test will be held at the Commission's Regional Offices or other centers as may be decided by the Commission.

(C) Typing Test for LDCs:

Typing Test will be conducted for those candidates who qualify in the Written Examination. **Such Typing Test will be conducted in English or Hindi** and candidates while applying for the Examination, will have to indicate his/her choice/option for Skill Test Medium in the Application Form.

Typing Test will be of qualifying in nature. It will be administered on the Computer, to be provided by the Commission or any agency authorized by the Commission.

Candidates opting for English medium should have typing speed of 35 words per minute and those opting for Hindi medium should have typing speed of 30 words per minute.

The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes. Visually Handicapped candidates (with 40% disability and above) will be allowed 30 minutes.(whether to include Cerebral Palsy or not)

Passage Dictators will be provided to VH candidates for the Typewriting test. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

NOTE-I :35 w.p.m. and 30 w.p.m. corresponds to 10500 key depressions per hour/9000 key depressions per hour respectively.

NOTE-II: OH candidates who claim to be permanently unfit to take the typewriting test because of a physical disability may, with the prior approval of the Commission, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format to the Commission from the competent Medical Authority, i.e., the Civil Surgeon declaring him/her to be permanently unfit for the Typewriting Test because of a physical disability.

NOTE-III: If an OH candidate who submits a Medical Certificate from the Medical Board attached to VRC for PH persons or from the Medical Board attached to Special Employment Exchange for PH persons, his/her claim for exemption from Typewriting Test would be accepted. However, if, she/he submits Medical

Certificate from Civil/Orthopaedic Surgeon, his/her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/Special Employment Exchange for PH persons for clearance.

OH Candidates seeking exemption from Typing test on medical ground must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as published in this Notice (Annexure-IX) at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Commission.

NOTE-IV : If any candidate does not opt for any medium for typing, his option will be deemed to be for English medium.

NOTE-V Only those candidates who secure at least the minimum qualifying marks in the written examination, as may be fixed by the Commission at its discretion, will be called for Typing Test. The Commission may also, at its discretion, fix the minimum qualifying marks in each component of the written examination.

9. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN EXAMINATION

- (i) Candidates must write the papers/indicate the answers in their own hand.
- (ii) In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- (iii) Use of mobile phone, calculator and other electronic gadgets and their accessories is not permitted. Therefore, these should not, be brought inside the Examination Premises / Venue.
- (iv) Candidature of any candidate found to possess mobile phones or any other means of wireless communication or related accessories either in working or switched off mode, shall be cancelled forthwith. This will also invite further penal action as per the policy of the Commission.
- (v) The Candidates are advised to desist from use of any unfair method in the examination hall which will render them ineligible for further consideration for the examination and also lead to their debarment from Commission's examinations in future beside inviting criminal prosecution.

OMR Type of Answer Sheets will be supplied by the Commission for recording their answer of multiple choice objective type questions.

- (a) Part A & Part B of OMR sheet to be filled in Blue/Black Ball point pen only.
- (b) Candidates should write/properly shade his/her name, Roll No, Ticket No. Name of the Examination as mentioned in the Admission Certificate and Test form number correctly at relevant places in OMR sheet, affix his left thumb impression and signature and furnish requisite declaration failing which his answer sheet will not be evaluated and zero mark awarded.
- (vi) If any candidate belonging to visually handicapped (VH) category does not write and shade the category code properly, they will not be treated as belonging to VH category.

10. MODE OF SELECTION :

Candidates will be shortlisted for the skill test on the basis of their performance in the Written Examination. Candidates who qualify in the skill test will be recommended for appointment by the Commission on the basis of their performance in the Written Examination. Allocation of candidates will be made to User Departments depending upon their merit position

and the option exercised by them.

Provided that SC, ST, OBC, and PH candidates, who are selected on their own merit without relaxed standards, alongwith candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC, and PH 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 SCs, STs, OBCs, and PH candidates which will, thus, comprise of SC, ST, OBC, and PH 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.

An Ex-Serviceman or Physically Handicapped (OH/VH/HH) 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. 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. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

NOTE-I : 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, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

11. RESOLUTION OF TIE CASES

In case where more than one candidate secure the equal aggregates marks, tie will be resolved by applying the following methods one after another:-

- i) **Marks in first part of the written examination.**
- ii) **Date of birth, with older candidates placed higher.**
- iii) **Alphabetical order in which first names of the candidates appear.**

12. **HOW TO APPLY** : **Applications must be submitted only in the prescribed format** (Annexure-I) **On-line or by Post.** Detailed instructions as in Annexure - II A or Annexure - II B, may be referred to for postal applications and on-line applications respectively.

13. Preference

Candidates will be required to indicate in the application form for the Examination, the order of preference for the posts of Data Entry Operator (D) in Grade Pay of Rs.2400/- and Lower Division Clerk (L) in Grade Pay of Rs.1900/-and other equivalent posts. Candidates without option for posts will not be considered for selection irrespective of their merit position.

PREFERENCE FOR MINISTRY/DEPARTMENT/OFFICE WILL BE TAKEN AT THE TIME OF SKILL TEST/TYPING TEST.

14. ADMISSION TO THE EXAMINATION:

All candidates who apply in response to this advertisement by the CLOSING DATE will be assigned **Roll numbers** which will be placed on the website of the concerned Regional Office at least **two weeks** before the date of the examination. **A candidate must write his/her Roll number**

along with his/her name, date of birth and name of the examination while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

Admission Certificates (ACs) for the Examination indicating the time table and also venues of examination will be issued to all applicants about two weeks before the date of examination. IF ANY CANDIDATE DOES NOT RECEIVE ADMISSION CERTIFICATE FOR THE EXAMINATION ONE WEEK BEFORE THE DATE OF EXAMINATION, HE/SHE MUST IMMEDIATELY CONTACT THE CONCERNED REGIONAL/SUB REGIONAL OFFICE OF THE COMMISSION WITH PROOF OF HAVING SUBMITTED HIS/HER APPLICATION. (In case of Applications submitted under Certificate of Posting, the Date-Stamp of the Post-Office concerned should be clearly legible). FAILURE TO DO SO WILL DEPRIVE HIM/HER OF ANY CLAIM FOR CONSIDERATION. CANDIDATES ALSO HAVE THE OPTION TO DOWNLOAD THE ADMISSION CERTIFICATES FROM THE WEBSITE OF CONCERNED REGIONAL/SUB REGIONAL OFFICES. SUCH FACILITY WILL BE AVAILABLE ABOUT TWO WEEKS BEFORE THE EXAMINATION.

Candidates who applied on-line but are unable to download their Admission Certificates or do not receive their Admission Certificates at least one week before the date of the examination should contact the concerned Regional Office with details such as Registration ID, Transaction ID of SBI Payment Portal, copy of challan, etc. for obtaining the Admission Certificates. Details of deficiency in application, if any, will also be placed on the Commission's website (<http://ssc.nic.in>) about two weeks before the examination.

NOTE-I: Candidates are advised that it is compulsory to carry a Photo ID such as Voter's ID, Driving License, ID Cards issued by Government or other Offices where the candidates may be working. Candidates without such ID cards will not be allowed entry into the examination halls/Skill Test venues.

NOTE-II : Candidates should bring 3 passport size photographs for affixing it in the Commission's copy of Admission Certificate in the presence of Invigilator, if required. Candidates not carrying photographs will not be allowed to appear in the examination.

15. 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 neither attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, they will be awarded %ZERO+

Without prejudice to criminal action/debarment from Commission's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:-

- (i) Possession of MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCH OFF MODE AND ON PERSON OR OTHERWISE.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonate/ Procuring impersonation by any person.

-
- (vi) Submitting fabricated documents or documents which have been tampered with.
 - (vii) Making statements which are incorrect or false or suppressing material information.
 - (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
 - (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.
 - (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination.
 - (xi) Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.
 - (xii) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
 - (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Commission considers to be sufficient cause for cancellation of candidature.

16. 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 centres, 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.

17: Success in the examination confers no right of appointment unless government are satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

18. COURTS JURISDICTION

Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over the place of concerned Regional/Sub-Regional Office of the SSC where the candidate has submitted his/her application.

APPLICATION FORM ATTACHED
SEPARATELY

APPLICATION FORM ATTACHED
SEPARATELY

INSTRUCTIONS FOR FILLING UP THE APPLICATION

I. The Commission uses standard application form for all its examinations. Therefore, please read the instructions given in the Notice of Examination and also given below carefully before filling up the application form, in your own interest.

II. Use only blue/black ball pen to write in the boxes, i.e.,

III. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available, further instructions given below may be gone through carefully.

IV. Please go through the instructions given below for filling up each item numbered in the application form:-

1. Name of the Examination Centre and 2. Centre Codes

Refer to para-7 of the Notice of the Examination.

12.1. Code for seeking age relaxation.

Refer to para 4 B of the Notice of the Examination.

13. Preference for Posts

'L' for Lower Division Clerk (Grade Pay 1900)

'D' for Data Entry Operator (in Grade Pay 2400)

You are advised to be careful in exercising your preference as in the event of your getting selected for both the posts, you will be considered for the posts in the order of your merit and preference for each post. You are also advised that you will not be considered for posts for which you have not exercised option.

15 **VH candidates** and such PH candidates as are entitled to scribes should specify the medium in which they desire to take the Written Examination. Scribes will be arranged by the Commission accordingly.

16. If a Candidate belongs to one of the minority communities notified by Govt. namely Muslims, Christians, Sikhs, Buddhists, or Zoroastrians (Parsis), Write Code-08.

17. Educational Qualification and Subject Code: See Annexure – X

Use 'Others' if any particular Educational Qualification or Subject is not assigned a code.

18. Address for communication

Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black ball pen. Do not forget to write 6 digit PIN in the boxes.

19. Photograph

Paste your recent photograph of size 4cmx5cm. Do not staple and do not get the photo attested. Please note that your application shall be rejected summarily without photograph.

Box for Roll Number to be left unfilled (blank) by the candidate.

IMPORTANT: It is in the interest of the candidate to furnish e-mail ID and/or mobile number to enable the Commission at its option, to send call letter and any other information.

Procedure for Online Submission of Application

Note: The facility of online Registration will be available from 19.07.2014 to 14.08.2014 (upto 5:00 PM).

Online submission of the application may be made at website <http://ssconline.nic.in> and <http://ssconline2.gov.in> Instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should supply all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign.

1. In registration, candidate will have to fill basic information. On submission of details, candidate will be prompted to check the details and make any correction in the application.
2. Candidate may press "I agree" button after declaration once he/she finds that information supplied by him/her is in order and no correction is required. Thereafter no correction/modification etc. will be allowed.
3. Then a page with Registration No. shall be generated. Note down registration number or take out the print out of the page. The application procedure is incomplete without payment, uploading of photograph and scanned signature.
4. Candidates who have to pay application fee can pay fee online through SBI portal.
5. To pay fee in cash, candidate should take print out of challan generated online after completion of registration. Candidate may go to nearest SBI branch for depositing fees after 24 hours of submission of online form.

In case of offline channel, if the candidate submits form on 19.07.2014, they may submit payment till 20.07.2014. Print option will be available till 21.07.2014.

6. Those who want to pay online through SBI portal, can go directly after submission of form.
7. Those who are exempted from payment of fee can skip steps 5 to 6.
8. Then upload a recently taken scanned photograph in 8 – bit JPG format. The digital size of the file must be less than 12 kb and greater than 4 kb and of resolution 100 pixel widths by 120 pixels height.
09. Then upload your scanned signature in JPG format. The digital size of the file must be less than 12 kb and greater than 1 kb and of resolution **140 pixel width by 60 pixels height**
10. Emails will be received by the candidates on completion of Registration. Copy of email may be retained to produce before the Regional Office in the event of any discrepancy.
11. **Candidates are advised to go through the instructions carefully before filling up the application form.**
12. **Request for change/correction in any particulars in the Application Form (both Online/Offline) shall not be entertained under any circumstances. The Staff Selection Commission will not be responsible for any consequences arising out of non acceptance of any correction/addition/deletion in any particular filled in application form whatever the reasons may be.**

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN
EMPLOYEES SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working).
(Please see Para 4(B) 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 _____ with 3 years regular service in the grade **as on closing date.**

Signature _____
Name _____

Office seal

Place:
Date :

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

Form of Certificate for serving Defence Personnel (*Please see Note III Para-4 (B) of Notice for the Examination*)

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) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER NOTE III PARA 4(B) OF 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 _____

(Signature of the Candidate)

Place:

Date:

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste 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, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996

The Scheduled Caste and Scheduled Tribes Orders(Amendment)Act,2002

The Constitution (Scheduled Caste) Orders (Amendment) Act,2002

The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment)Act,2002

The Constitution (Scheduled Caste) Order (Amendment) Act,2007

%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 _____

Signature _____
 ** Designation _____
 (with seal of office)

Place _____
 Date _____

- * 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 Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy.Collector/Ist 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 candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

(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.
- xii) Resolution No.12015/9/2000-BCC dated 6th September,2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September,2001.
- xiii) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.151 dated 20th June,2003.
- xiv) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xv) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March,2007.
- xvi) Resolution No.12015/2/2007-BCC dated 18th August,2010.

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 09.03.2004 , 14.10.2008 and O.M. No.36033/1/2013-Estt.(Res) dated 27th May,2013

Dated:
Seal:

District Magistrate or
Deputy Commissioner etc.

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/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-II: Candidate should furnish relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-VII, issued by Competent Authority.

NOTE-III: The Commission has decided to accept OBC certificate, in the prescribed format issued after the closing date but before the **last tier of the examination** i.e. **Skill Test/Typewriting Test.**

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. -----

Date-----

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum _____ son/wife/daughter _____ of Shri _____
_____ age _____ sex _____ identification mark(s) _____

is suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

(i) BL-Both legs affected but not arms.

(ii) BA-Both arms affected

(iii) BLA-Both legs and both arms affected

(iv) OL-One leg affected (right or left)

(v) OA-One arm affected

(vi) BH-Stiff back and hips (Cannot sit or stoop)

(vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision :

(i) B-Blind

(ii) PB-Partially Blind

C. Hearing Impairment :

(i) D-Deaf

(ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

Affix here recent
attested Photograph
Showing the
disability duly
attested by the
chairperson of
the Medical
Board

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 percent.

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
- (ii) PP-can perform work by pulling and pushing. Yes/No
- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting. Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. 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

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

*Strike out which is not applicable.

**DISABILITY CERTIFICATE
(IN CASE OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS OF LIMBS AND IN CASES OF
BLINDNESS)
(See rule 4)**

**Recent PP size
Attested
Photograph
(showing face only)
of the person with
disability**

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum _____

Son/wife/daughter of Shri _____

**Date of Birth _____ Age _____ years, male/Female _____
(DD/MM/YY)**

Registration No. _____ permanent resident of Home No. _____

Ward/Village/Street _____ Post Office _____ District _____

State _____.

Whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

the diagnosis in his/her case _____

(A) He/She has _____ % (in figure) _____ percent (in words)
permanent physical impairment/blindness in relation to his/her _____ (part of body) as
per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate.

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.

**DISABILITY CERTIFICATE
(In Case of Multiple disabilities)**

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

**Recent PP size
Attested
Photograph
(showing face only)
of the person with
disability**

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt/Kum _____

Son/wife/daughter of Shri _____

Date of Birth _____ **Age** _____ **years, male/Female** _____

(DD/MM/YY)

Registration No. _____ permanent resident of Home No. _____

Ward/Village/Street _____ Post Office _____ District _____

State _____ whose photograph is affixed above, and are satisfied that :

(A) He/She is a Case of **Multiple Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines(to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S.No.	Disability	Affected part of the body	Diagnosis	Permanent physical impairment/mental disabilities(in %)
1.	Locomotor disability	@		
2	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	§		
5.	Mental retardation	X		
6.	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified) is as follows:-

In figure _____ percent.

In words: _____ percent.

2. This condition is progressive/non progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary

Or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till _____

(DD)

(MM)

(YY)

@ e.g. Left/Right/both arms/Legs

e.g. Single eye/both eyes

\$ e.g. Left/Right/both ears.

4. The applicant has submitted the following document as proof of residence.

Nature of Document	Date of issue	Details of authority issuing certificate

5. **Signature and seal of the Medical Authority**

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

<p>Signature/Thumb impression of the person in whose favour disability certificate is issued.</p>
--

Annexure-VIII (FORM-IV)

DISABILITY CERTIFICATE
(In case other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

**Recent PP size
Attested
Photograph
(showing face only)
of the person with
disability**

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum _____

Son/wife/daughter of Shri _____

Date of Birth _____ Age _____ years, male/Female _____

(DD/MM/YY)

Registration No. _____ permanent resident of House No. _____

Ward/Village/Street _____ Post Office _____ District _____

State _____ Whose photograph is affixed above, and am satisfied that he/She is a Case of

_____ **disability.** His/her extent of percentage physical impairment/disability has been

evaluated as per guidelines (to be specified) for the disabilities (to be specified) and is shown against the

relevant disability in the table below:-

S.No.	Disability	Affected part of the body	Diagnosis	Permanent physical impairment/mental disabilities(in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	\$		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

2. The above condition is progress/non progress/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary

Or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till _____
(DD) (MM) (YY)

@ e.g. Left/Right/both arms/Legs

e.g. Single eye/both eyes

\$ e.g. Left/Right/both ears.

4. The applicant has submitted the following document as proof of residence.

Nature of Document	Date of issue	Details of authority issuing certificate

Signature/Thumb impression of the person in whose favour disability certificate is issued.

(Authorised Signatory of notified Medical Authority

(Name and Seal)

(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificates issued by a medical authority who is not a permanent servant(with seal)

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer on the District."

GOVERNMENT OF INDIA

FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY THE PHYSICALLY HANDICAPPED CANDIDATES WHO SEEK EXEMPTION FROM APPEARING IN THE TYPEWRITING TEST FOR LOWER DIVISION CLERK.

This is to certify that Sh/Smt/Kum _____ son/daughter/wife of Shri _____ is suffering from _____.

Clinical diagnosis as a result of which he/she has the following disabilities.
(Brief description of his/her disabilities)

Photograph of candidate clearly showing Face with affected portion of the body

This is a permanent disability and the extent of his/her disability works to ____% of disability.

This disability is likely to interfere with Typewriting (specify)

Signature of candidate

Signature of Civil Surgeon

Name:

Place:

Official Stamp:

Essential Educational Qualification Code

Educational Qualification	Code
Matriculation	01
Intermediate/Higher Secondary	02
Certificate	03
Diploma	04
BA	05
BA (Hons.)	06
B. Com.	07
B.Com. (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B. Ed.	11
LLB	12
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
BBA	18
Graduation issued by Defence (Indian Army, Air Force, Navy)	19
B. Lib.	20
B. Pharm.	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com.	26
M. Sc.	27
M.Ed.	28
LLM	29
ME	30
M. Tech.	31
M. Sc. (Engg.)	32
MCA	33
MBA	34
Others	35

Subject Code for Educational Qualification

Subject of Educational Qualification	Code
History	01
Political Science	02
Economics	03
English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11

Statistics	12
Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17
Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics & Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29
Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malyalam	40
Telgu	41
Kannada	42
Tamil	43
Marathi	44
Gujrati	45
Urdu	46
Sanskrit	47
Others	48