

(TO BE UPLOADED ON THE WEBSITE OF THE COMMISSION ON 18.11.2017)



**STAFF SELECTION COMMISSION**



**NOTICE**

**Combined Higher Secondary Level (10+2) Examination, 2017**

Closing Date:18.12.2017

Date of Computer Based Examination (Tier-I): 04.03.2018 to 26.03.2018

Date of Tier-II Examination (Descriptive Paper): 08.07.2018

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

F.No. 3/3/2017-P&P-I. The Staff Selection Commission will hold an examination for recruitment to the Posts of Lower Divisional Clerk/ Junior Secretariat Assistant, Postal Assistant/ Sorting Assistant and Data Entry Operator .The details of the examination are as under:

1. **Pay of the Posts:**

Lower Division Clerk (LDC)/ Junior Secretariat Assistant (JSA): Pay Band -1 (Rs. 5200-20200), Grade Pay: Rs. 1900 (pre-revised)

Postal Assistant (PA)/ Sorting Assistant (SA): Pay Band -1 (Rs. 5200-20200), Grade Pay: Rs.-2400 (pre-revised)

Data Entry Operator(DEO): Pay Band-1 (Rs. 5200-20200), Grade Pay: Rs. 2400 (pre-revised) and Data Entry Operator, Grade 'A': Pay Band-1 (Rs. 5200-20200), Grade Pay: Rs. 2400 (pre-revised)

2. **Vacancies:**

Tentative vacancies for the posts of LDC/ JSA, Postal Assistant/ Sorting Assistant and DEO are 898, 2359, 2 and Data Entry Operator Grade "A"- Nil, respectively.

3. **Reservation:**

Reservation for SC/ ST/ OBC /ExS/ PwD etc. categories is available as per extant Govt. Orders.

4. **Permissible disabilities for PwD candidates:**

**Lower Division Clerk/ Junior Secretariat Assistant:**

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 posts of Lower Division Clerk/ Junior Secretariat Assistant.

**Postal Assistant/ Sorting Assistant:**

One leg affected (OL), One arm affected (OA), One arm one leg affected (OAL), Both legs affected but not Arms (BL), Muscular weakness and limited physical endurance (MW), Blind (B), Low vision (LV), Hearing handicapped (HH) are eligible for the posts of Postal Assistant/ Sorting Assistant.

**Data Entry Operators (DEOs):**

One arm affected (OA), One leg affected (OL), One arm and one leg affected (OAL), Both Legs affected (BL), Hearing handicapped (HH) and Low Vision (LV) are eligible for the posts of Data Entry Operators.

5. 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.

6. Age Limit: 18-27 years as on 01.08.2018 (Candidates born not before 02-08-1991 and not later than 01-08-2000).

Permissible relaxation in Upper age limit for different categories are as under:

Code No.	Category	Permissible age relaxation
01	SC/ ST	5 years
02	OBC	3 years
03	Persons with Disabilities (PwD)	10 years
04	PwD + OBC	13 years
05	PwD + SC/ ST	15 years
09	Ex-Servicemen	03 years after deduction of the military service rendered from the actual age as on the closing date.
15	Central Govt. Civilian Employees who have rendered not less than 3 years regular and continuous service as on Closing date.	Up to 40 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 during the period from 1 <sup>st</sup> January 1980 to 31 <sup>st</sup> December 1989	5 years
24	Widows/ Divorced Women/ Women judicially separated and who are not remarried	Up to 35 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	3 years

	during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	
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)	8 (3+5) years
33	Service Clerks in the last year of their colour service in the Armed Forces	Up to 45 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 (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.

Ex-servicemen who have already secured employment in civil side under Central Government in Group 'C' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for the benefit of reservation and fee concession. However, if an ex-serviceman applies for various vacancies before joining any civil employment, he/ she can avail of the benefit of reservation as ex-serviceman for subsequent employment, if he/ she immediately, after joining civil employment, gives self-declaration/ undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

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.

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. 18.12.2017),

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 Indian 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) (i) 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.

Reservation and age concession is not admissible to sons, daughters and dependents of ex-servicemen.

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 19.12.2017 to 18.12.2018 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 Organization, which are not reserved for Ex-servicemen, in their order of merit and subject to availability of vacancies.

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.

#### 7. 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 when such certificates are sought by concerned Regional/ Sub Regional Offices at the time of Skill Test/ Document Verification. Otherwise, their claim for SC/ ST /OBC / PwD/ ExS status will not be entertained and their candidature/ applications will be considered under General (UR) category. The formats of the certificates are annexed with the Notice of Examination. Certificates obtained in any other format will not be accepted. A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of applications i.e. on 18.12.2017. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.

Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ExS/ PwD status.

8. Provision of Compensatory Time and assistance of scribe: The Visually Handicapped/ cerebral palsy candidates will be allowed compensatory time in the examination. In addition, the orthopedically handicapped candidates (other than a candidate afflicted by Cerebral Palsy) who has a locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the medical certificate submitted by the candidate), such candidates can also avail the assistance of a scribe and a compensatory time of 20 minutes per hour in the examination, subject to such requests being made in the application form. 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 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 same 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. Question Papers and Answer Sheets will not be provided in Braille.

9. Educational Qualification (As on 01.08.2018)

- i. Must have passed 12<sup>th</sup> Standard or equivalent examination from a recognized Board or University.
- ii. For Data Entry Operator in the Office of Comptroller and Auditor General of India (C&AG): 12th Standard pass in Science stream with Mathematics as a subject from a recognized Board or equivalent.

As per Ministry of Human Resource Development Notification dated 10.06.1995 published in Gazette of India, all the degree/ diplomas/ certificates including technical education degree/ diploma awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission.

Candidates who have not yet acquired but will acquire the educational qualification and produce documentary evidence from the Board/ University in support thereof as on 01.08.2018 will also be eligible.

All candidates who are called for appearing in the Document Verification 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 01.08.2018 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 cutoff date i.e. 01.08.2018 and he/ she has been declared passed, will be considered to have the required Educational Qualification.

10. How to apply:

Candidates must apply online through the website <http://www.ssconline.nic.in>. or 'Click here to apply' link provided at <http://www.ssc.nic.in->Apply->CHSL>. Procedure for online submission of applications is given at Annexure-II.

11. Application fee and mode of fee payment:

Fee payable: Rs. 100/- (Rupees One Hundred only).

Fee can be paid through SBI Challan/ SBI Net Banking or by using Visa/ Mastercard/ Maestro Credit/ Debit card.

Women candidates of all categories and candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with Disability (PWD) and Ex-servicemen (ExS) eligible for reservation are exempted from payment of fee. Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of Application Form is shown '**Incomplete**' and this information is **printed on the top of the Application Form**. Further, such status can be verified at 'Check your Application Status Here' tab provided at <http://www.ssconline.nic.in>. Such applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

## 12. Centre of Examination

A candidate must indicate the Centre in the online Application Form in which he/ she desires to take the examination:-

S.No	Examination Centres & Centre Code	SSC Region	Address of SSC Regional Office
1.	Agra(3001), Allahabad(3003), Bareilly(3005), Gorakhpur(3007), Kanpur(3009), Lucknow (3010), Meerut(3011), Varanasi(3013), Bhagalpur(3201), Muzaffarpur(3205), Patna(3206)	Central Region (CR)	Regional Director (CR), Staff Selection Commission, 21-23, Lowther Road, Allahabad, Uttar Pradesh-211 002.
2.	Gangtok(4001), Rancho(4205), Barasat(4402), Berhampore(WB) (4403), Chinsurah(4405), Jalpaiguri(4408), Kolkata(4410), Malda(4412), Midnapur(4413), Siliguri(4415), Berhampore (Odisha)(4602), Bhubaneshwar(4604), Cuttack(4605), Keonjhar(4606), Sambalpur(4609), Port Blair(4802)	Eastern Region (ER)	Regional Director (ER), Staff Selection Commission, 1 <sup>st</sup> MSO Building, (8 <sup>th</sup> Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020
3.	Bangalore(9001), Dharwar(9004), Gulbarga(9005), Mangalore(9008), Mysore(9009), Kochi(9204), Kozhikode(Calicut)(9206), Thiruvananthapuram(9211), Thrissur(9212)	Karnataka-Kerala Region (KKR)	Regional Director (KKR), Staff Selection Commission, 1 <sup>st</sup> Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
4.	Almora(2001), Dehradun(2002), Haldwani (2003), Srinagar(Uttarakhand)(2004), Haridwar(2005), Delhi(2201), Ajmer(2401), Alwar(2402), Bharatpur(2403), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Kota(2407), Sriganganagar(2408), Udaipur(2409)	Northern Region (NR)	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
5.	Itanagar(5001), Dibrugarh(5102), Guwahati (Dispur)(5105), Jorhat(5107), Silchar(5111), Kohima(5302), Shillong(5401), Imphal(5501), Churachandpur(5502), Ukhrul (Manipur)(5503) Agartala(5601), Aizwal(5701)	(North Eastern Region)	Regional Director (NER), Staff Selection Commission, HOUSEFED Complex, West End Block, Last Gate, Beltola Basistha Road, Dispur, Guwahati, Assam-781 006.

6.	Guntur(8001), Kurnool(8003), Rajahmundry(8004), Tirupati(8006), Vishakhapatnam(8007), Chennai(8201), Coimbatore(8202), Madurai(8204), Tiruchirapalli(8206), Tirunelveli(8207), Puducherry(8401), Hyderabad(8601), Nizamabad(8602), Warangal(8603)	Southern Region (SR)	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 <sup>nd</sup> Floor, College Road, Chennai, Tamil Nadu-600006
7.	Ahmedabad(7001), Vadodara(7002), Rajkot(7006), Surat(7007), Bhavnagar(7009), Kutch(7010), Amravati(7201), Aurangabad(7202), Kolhapur(7203), Mumbai(7204), Nagpur(7205), Nanded(7206), Nashik(7207), Pune(7208), Thane(7210) Bhandara(7211), Chandrapur(7212), Akola(7213), Jalgaon(7214), Ahmednagar(7215), Alibaug(7216), Panaji(7801)	Western Region (WR)	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishtha Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
8.	Bhopal(6001), Chindwara(6003), Guna(6004), Gwalior(6005), Indore(6006), Jabalpur(6007), Khandwa(6009), Ratlam(6011), Satna(6014), Sagar(6015), Ambikapur(6201), Bilaspur(6202) Jagdalpur(6203), Raipur(6204), Durg(6205)	Madhya Pradesh Sub-Region (MPR)	Dy. Director (MPR), Staff Selection Commission, J-5, Anupam Nagar, Raipur, Chhatisgarh-492001
9.	Anantnag(1001), Baramula(1002), Jammu(1004), Leh(1005), Rajouri(1006), Srinagar(J&K)(1007), Kargil(1008), Dodda(1009), Hamirpur(1202), Shimla(1203), Bhathinda(1401), Jalandhar(1402), Patiala(1403), Amritsar(1404), Chandigarh(1601)	North Western Sub-Region (NWR)	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-160017

A candidate may give option for three centres, in the order of priority, within the same region. No request for change of centre will be considered later under any circumstances. However, 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.



### 13. Scheme of Examination:

The examination will consist of a Computer Based Examination (Tier-I), Descriptive Paper (Tier-II) and Typing Test/ Skill Test (Tier-III).

Computer Based Examination: Tier-I (Objective Type):

Dates of Computer Based Exam (Tier-I)	Part	Subject (Not in sequence)	Maximum Marks	Time Duration (For all four Parts)
04.03.2018 to 26.03.2018	I	English Language (Basic Knowledge) (25 questions)	50	60 Minutes For VH/ OH (afflicted by Cerebral Palsy and OH with deformity in writing hand (Pl. see Para 7 of notice).- 80 Minutes
	II	General Intelligence (25 questions)	50	
	III	Quantitative Aptitude (Basic Arithmetic Skill) (25 questions)	50	
	IV	General Awareness (25 questions)	50	

This examination tier will consist of Objective Type - Multiple choice questions only. The questions will be set both in English & Hindi for Part-II, III & IV.

There will be negative marking of 0.50 marks for each wrong answer.

Answer Keys, in due course after the written examination, will be placed on Commission's website. Any representation regarding answer keys received within the time limit fixed by the Commission at the time of uploading of the answer keys will be scrutinized and the decision of the Commission in this regard will be final. No representation regarding Answer keys shall be entertained, afterwards.

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

#### 13.1 Indicative Syllabus for Computer Based Examination (Tier-I):

**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 Allegation, 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 neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

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.

### **Tier-II (Descriptive Paper)**

Tier-II Paper will be a descriptive Paper of 100 Marks in 'Pen and Paper Mode

The duration of the paper would be for **one hour (20 minutes compensatory time will also be provided to the candidates mentioned in Para 7 above)**. This paper has been introduced to assess the writing skills of the candidates which is necessary in Government jobs. The Paper would comprise writing of an Essay of 200-250 words and Letter/ Application of approximately 150-200 words. The minimum qualifying marks in Tier-II would be 33 per cent. The performance in Tier II would be included for preparing merit. The paper will have to be written either in Hindi or in English. Part paper written in Hindi and Part in English will not be evaluated.

### **Tier-III Examination**

Tier-III of the Examination would be the Skill Test/ Typing Test which would be of qualifying nature. Skill Test/ Typing Test would be in consonance with the provisions contained in para 12.2 and 12.3 given below. The final merit of the successful candidates would be determined on the basis of total score obtained by them in Tier-I and Tier-II.

### 13.2 Skill Test for Data Entry Operator:

- i. Data Entry Speed of 8,000 (eight thousand) Key Depressions per hour on Computer.
- ii. For post of Data Entry Operator in the Office of the Comptroller and Auditor General of India (C&AG):- A speed Test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test 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. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 2000-2200 key-depressions would be given to each candidate who would enter the same in the Computer.

For the post of Data Entry Operator in the Office of the Comptroller and Auditor General of India (C&AG): The 'speed of 15000 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. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 3700-4000 key-depressions would be given to each candidate who would enter the same in the Computer.

VH/ OH (afflicted by Cerebral Palsy) and OH with deformity in writing hand (with 40% disability and above) will be allowed 35 minutes including compensatory time 20 minutes for the Skill Test.

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 Computer Based Examination (Tier-I) and Descriptive Paper (Tier-II), 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 PwD categories 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.

Only such candidates who qualify in the Skill Test at a speed of not less than 8000/15000 key depressions per hour (as applicable) will be eligible, after their document verification, for being recommended for appointment as per their position in the merit list.

None of the candidates including PwD 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.

Central Government civilian employees availing age relaxation must furnish "No Objection Certificate" from their Employer/ Office at the time of the Document Verification/ 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.

### 13.3 Typing Test for LDC/ JSA and Postal Assistant/ Sorting Assistant:

Typing Test will be conducted for those candidates who qualify in the Computer Based Examination (Tier-I) and Descriptive Paper (Tier-II). 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 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 (w.p.m) 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. VH/ OH (afflicted by Cerebral Palsy) and OH with deformity in writing hand (with 40% disability and above) will be allowed 30 minutes including compensatory time 20 minutes.

Passage Dictators will be provided to VH candidates for the Typing test. The Passage Dictator will read out the passage to VH candidate within the allotted time period. Further, Passage Dictators will be allowed for Typing Test only to those VH candidates who have taken Scribe in the written examination.

35 w.p.m. and 30 w.p.m. corresponds to 10500 key depressions per hour and 9000 key depressions per hour respectively.

OH candidates who claim to be permanently unfit to take the Typing 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 Typing Test because of a physical disability.

If an OH candidate who submits a Medical Certificate from the Medical Board attached to VRC for PwD persons or from the Medical Board attached to Special Employment Exchange for PwD persons, his/ her claim for exemption from Typing Test would be accepted. However, if, he/ she 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 PwD 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 per Annexure-VII of this Notice of Examination (Form II & IV) at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Commission.

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

Only those candidates who secure at least the minimum qualifying marks in the Computer Based Examination (Tier-I) and Descriptive Paper (Tier-II), 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.

14. In accordance with the directions issued by DoPT vide its O.M. dated 21.06.2016 for increasing assess of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make available-scores and ranking of candidates in the recruitment examination through its portal. Accordingly, it had been decided that apart from Roll Number-scores, ranking of the candidates in the final examination-the name of parents/husband, educational qualification, date of birth, category, sex (male/female), total marks in qualifying examination, complete address including e-mail

address will be made public after the declaration of final result. However, the candidates will have the option of opting out from this information to disclose publicly at the time of filling up the application.

15: General instructions to be complied by the candidates:

Candidates must write the papers/ indicate the answers in their own handwriting.

In the question papers, wherever necessary, the metric systems of weights and measures only will be used.

Use of mobile phone, calculator and other electronic gadgets and accessories is not permitted. Therefore, these should not, be brought inside the Examination Premises/ Venue.

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.

The Candidates are advised to desist from use of any unfair method in the examination 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.

16. Admission to the Examination:

Information about the Examination indicating the time table and city/ centre of examination for each candidate will be uploaded on the websites of the concerned Regional/ Sub-Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail on the website of the Commission, one week before the date of examination, he/ she must immediately contact the concerned Regional/ Sub Regional Office (s) of the commission with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration. Facility for download of Admission Certificate will be available at least one week before the examination on the website of concerned Regional/ |Sub-Regional Office.

The photographs used by the candidates must be a recent, relaxed face, and the picture should be in colour, against a light-coloured, preferably white, background. If flash is used then ensure that there is no red-eye and, in case of glasses, your eyes should be visible. The face should not cover less than 80 % of the entire photo.

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.

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. Candidate are advised to keep sufficient copies of the same photograph, which was uploaded in the online application form, with them till the completion of entire examination process to facilitate easy identification.

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 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.

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 examination hall/ computer lab, 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) Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.
- (xi) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- (xii) Candidature can also be cancelled at any stage of the recruitment on any ground which the Commission considers to be sufficient cause for cancellation of candidature.

18. Preference:

The Examination is being held for multiple posts for various Ministries/ Departments/ Offices. The candidate, at the time of document verification, is required to indicate his/ her preference for Post/ Ministry/ Department very carefully. He/ she will not be considered for a post/ Ministry/ Department, if he/ she has not indicated his/ her preference for it. Option exercised at the time of document verification will be final and therefore, candidates are advised to be careful in exercise of such options.

19. Resolution of Tie cases:

Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved.:-

- i) Total Marks in Tier-I+Tier-II.
- ii) Total marks of Tier-II Examination.
- iii) Total marks in Tier-I Examination.
- iv) Date of birth, with older candidates placed higher.
- v) Alphabetical order in which first names of the candidates appear.

20. Mode of selection:

Candidates will be shortlisted for Tier-II Examination on the basis of their performance in Tier-I. There may be separate cut-offs for different posts i.e DEO, DEO Grade 'A', LDC/ JSA, PA/ SA in Tier-I and subsequent Tiers.

Candidates will be shortlisted for Tier-III Examination the basis of their performance in (Tier-I + Tier-II) subject to having minimum score of 33% in Tier-II.

Tier-III Examination i.e. Skill Test will be of qualifying type. The candidates who qualify Tier-III will be called for Document Verification to check the eligibility of candidates as per information given by him/ her in the online Application Form.

Final allocation of candidates will be made to User Departments depending on their merit position and the option exercised by them during document verification.

SC, ST, OBC, ExS and PwD 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, OBC, ExS and PwD candidates will be accommodated against the 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, OBC, ExS and PwD candidates.

SC, ST, OBC, ExS and PwD 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., irrespective of his/ her merit position, 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-Servicemen 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. Similarly relaxation in age limit shall be applicable for PwD candidates irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

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.

#### 21. 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), 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.

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

#### 22. Court 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 appeared for the Examination.

#### 23 Important Instructions to Candidates:

- (i) The Examination will comprise of a Computer Based Examination for Paper-I and written examination for Paper-II.
- (ii) The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, the application 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 at the time of document verifications. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.

- (iii) Candidates seeking reservation benefits available for SC/ ST/ OBC/ PwD/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.
- (iv) Candidates with physical disability of 40% and more only would be considered as Persons with Disability (PwD) and entitled to reservation for PwD.
- (v) Central Government Civilian Employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should be for not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment in the event of their selection.
- (vi) FEE: Rupees one hundred ONLY (Rs. 100/-). Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen (eligible for reservation) are exempted from paying application fee as per extant Government Orders.
- (vii) CLOSING DATE: 18.12.2017 (5.00 PM).
- (viii) Only one online application is to be submitted by a candidate for Combined Higher Secondary Level (10+2) Examination – 2017. Therefore, the candidates are advised to exercise due diligence at the time of filling their application forms. In case, duplicate applications of a candidate are detected, the Commission will consider latest application. If a candidate submits multiple applications and appears in the examination more than once, his candidature will be cancelled.
- (ix) Mobiles and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switch 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 up to 3 (three) years, as may be decided by the commission.
- x) The facility of on-line application (including payment of fees through online method) will be available from 18.11.2017 to 18.12.2017 (5.00PM). However, candidates who wish to make the payment through challan of SBI may make the payment to designated branches of SBI within the working hours of bank up to 20.12.2017 provided the challan has been generated by them before 5.00 PM of 18.12.2017. Candidates should retain the Registration ID assigned to them online and details of payment of fee for further correspondence with the Commission. They should not submit print out of their application to the Commission.
- xi) Fee paid by modes other than SBI challan or online payment through SBI Net Banking/ Visa/ Mastercard/ Maestro Credit/ Debit Card will not be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.
- xii) THE CANDIDATES MUST WRITE THEIR NAME, DATE OF BIRTH, FATHER'S NAME AND MOTHER'S NAME STRICTLY AS GIVEN IN THE MATRICULATION CERTIFICATE OTHERWISE THEIR CANDIDATURE MAY BE CANCELLED AT THE TIME OF DOCUMENT VERIFICATION OR AS AND WHEN COMES INTO THE NOTICE OF THE COMMISSION.
- xiii) 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 as proof of date of birth.
- xiv) Candidates should bring 3 passport size colour photographs. Candidates not carrying photographs may not be allowed to appear in the written examination.
- xv) 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 passport size colour photographs for affixing it in the Commission's copy of Admission certificate in the presence of Invigilators. Candidates not carrying photographs will not be allowed to



- appear in the examination.
- xvi) All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
  - xvii) No admission certificates for aforesaid examination will be issued by post. Candidates are required to download admission certificate for the examination from the website of concerned Regional/ Sub-Regional Offices.
  - xviii) Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
  - xix) Request for change/ correction in any particulars in the Application Form, once submitted will not be entertained under any circumstances.
  - xx) Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS. Candidates also have to regularly visit website of SSC-HQ and concerned SSC-Regional Office for examination related latest update/ information.

**Procedure/ Instructions for Registration/ Online Submission of Application**

1. Candidates must apply online through the website <http://www.ssconline.nic.in>. or 'Click here to apply' link provided at <http://www.ssc.nic.in->Apply->CHSL>.
2. Candidates should read the instructions given in the Notice of Examination carefully before filling up the online one time 'Registration Form'/ Application Form.
3. After reading the instructions, candidates should move to the Registration Part and fill up the online Registration Form.
4. In the Registration Part, candidates will have to fill in basic information relating to them. On submission of details, candidates shall be prompted to check the details and make, corrections, if any, before submitting the Form.
5. Candidate should provide all the required details while filling up the Online Registration/Application Forms. Mandatory fields are marked with \* (asterisk) sign.
6. On submission of the Registration Form, **Registration ID** and **password** will be provided. **Note down the Registration ID and password and keep them safely. This would be your permanent Registration ID & Password which would be required to apply for this examination as well as any other Recruitment Examination of the Commission.**
7. After submission of the Registration Form, candidate should upload his/ her latest colour photograph and signature. The photograph and signature and must be uploaded in jpg format. The digital size of the photograph must be more than 4 KB and less than 20 KB. The digital size of the signature must be more than 1 KB and less than 12 KB.
8. The Registration becomes complete only after the photograph and signature are uploaded by the candidate.
9. After completion of the Registration Part the candidates should proceed to fill up the Online Application Form.
10. Candidates already registered can omit instructions given from S No-3 to 9 above and can directly log into the system using their "*Registration ID*" and "*Password*" and proceed to fill up the Application Form.
11. In case, there is any discrepancy in 'One time registration' data filled by the candidate, photograph / signature, etc., 'One time Registration' data may be suitably edited before proceeding to fill online application form. The commission allows editing of information like name, father's name, mother's name, date of birth, gender and matriculation roll number only once after Registration. Therefore, these fields **MUST BE ENTERED/ EDITED VERY CAREFULLY**. Other fields in the 'One Time Registration' can be edited once before every examination but prior to submission of Application for Examination. **SUCH EDITING IS ALLOWED BEFORE SUBMISSION OF APPLICATION. ONCE THE APPLICATION HAS BEEN SUBMITTED, NO CHANGE IN 'One Time Registration' and Application data will be allowed.**
12. Candidates should read the instructions in the Notice carefully before filling up the Online Application Form. They must satisfy themselves that they are eligible to apply for the posts.
13. Candidate should thoroughly check all the entries filled in the online application form, before final submission. In case of any discrepancy, relevant entry may be corrected/ edited. After final submission of online application, no change in any particular shall be allowed.
14. After filling online application, the candidates are required to make **fee payment** (Candidates who are exempted from fee payment are not required to pay fee). Fee can be paid through SBI Challan/ SBI Net Banking or by using Visa/ Mastercard/ Maestro Credit/ Debit card. The facility of submission of online application (including payment of fees through online method) will be available from 18.11.2017 to 18.12.2017 (5.00PM). However, candidates who wish to make the payment through challan of SBI may make the payment to designated branches of SBI within the working hours of bank up to 20.12.2017 provided the challan has been generated by them before 5.00 PM of 18.12.2017.

15. One successful fee payment, your application will be complete. You may take printout of this application for your own record but you are not required to submit this printout to the Commission.

**ANNEXURE-III**

**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 5-A 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 closing date.

Signature \_\_\_\_\_

Name \_\_\_\_\_

There is no objection to his appearing for the Combined Higher Secondary Examination 2016 and/or skill test of the Examination.

Office seal

Place:

Date :

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

**ANNEXURE- IV**

Form of Certificate for serving Defence Personnel (*Please see Note IV Para-5 (A) 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:

**ANNEXURE-V**

**UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER  
NOTE IV 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:

## ANNEXURE-VI

### 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 Tribe Orders(Amendment ) Act 2002.  
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.  
The Constitution(Scheduled Caste and Scheduled Tribe) 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.



**ANNEXURE-VII**

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

This is to certify that Shri /Smt./Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town \_\_\_\_\_  
in District/Division \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_  
Community which is recognized as a backward class under the Government of India,  
Ministry of Social Justice and Empowerment's Resolution No.  
\_\_\_\_\_ dated \_\_\_\_\_\*. Shri/Smt./Kumari  
\_\_\_\_\_ and/or his/her family ordinarily reside(s) in  
the \_\_\_\_\_ District/Division of the \_\_\_\_\_  
State/Union Territory. This is also to certify that he/she does not belong to the  
persons/sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the  
Government of India, Department of Personnel & Training O.M. No. 36012/22/93-  
Estt (SCT) dated 8.9.1993\*\*.

District Magistrate

Deputy Commissioner etc.

Dated:

Seal:

---

\* The authority issuing the certificate may have to mention the details of Resolution  
of Government of India, in which the caste of the candidate's is mentioned as  
OBC.

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20  
of the Representation of the People Act, 1950.

Annexure-VIII (FORM-II)

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

(See rule 4)

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

**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 \_\_\_\_\_**

**Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ years,  
male/Female \_\_\_\_\_**

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)

(B) 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 Authored Signatory of notified Medical Authority)

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

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

(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 \_\_\_\_\_  
(DD/MM/YY) Age \_\_\_\_\_ years, male/Female \_\_\_\_\_ Registration  
No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_ Whose photograph is affixed above, and  
an 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	<b>Both Eyes</b>		
4.	Hearing impairment	\$		
5.	Mental retardation	<b>X</b>		
6.	Mental-illness	<b>X</b>		

(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 \_\_\_\_\_ on this, 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

(Authorised Signatory of notified Medical Authority

(Name and Seal)  
 Countersigned

{ (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)}

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

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)

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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)

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Signature of candidate

Signature of Civil Surgeon

Name:  
Place:  
Official Stamp:

**ANNEXURE - X**

## Essential Educational Qualification Code

Educational Qualification	Code
Intermediate/Higher Secondary/12 <sup>th</sup> Standard	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