



STAFF SELECTION COMMISSION



NOTICE

**Combined Higher Secondary Level (10+2) Examination, 2016**

Closing Date:07.11.2016  
Date of Computer Based Examination (Tier-I): 07.01.2017  
05.02.2017  
Date of Tier-II (Descriptive Paper): 09.04.2017

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

F.No. 3/2/2016-P&P-I. The Staff Selection Commission will hold an examination for Recruitment of **Postal Assistants/Sorting Assistants**, Data Entry Operators, Lower Divisional Clerks and Court Clerk during the period from 07.01.2017 to 05.02.2017 the details of which are as under:

- Pay of the Posts:  
Postal Assistant/Sorting Assistant PB -1(Rs. 5200-20200) Grade Pay 2400 (pre-revised)  
Data Entry Operator : Pay Band-1 (Rs. 5200-20200), Grade Pay Rs. 2400 (pre-revised)  
Data Entry Operator : Pay Band-1 (Rs. 5200-20200), Grade Pay Rs. 1900 (pre-revised)  
Lower Division Clerk: Pay Band -1 (Rs. 5200-20200), Grade Pay Rs. 1900 (pre-revised)  
Court Clerk: Pay Band -1 (Rs. 5200-20200), Grade Pay Rs. 1900 (pre-revised)
- Vacancies:  
Tentatively the vacancies for the post of Postal **Assistant/Sorting Assistant**, LDC, DEO and Court Clerks are 3281, 1321, 506 and 26 respectively.
- Reservation:  
Reservation for SC/ST/OBC/ExS/PH etc. categories is available as per extant Govt. Orders.
- Permissible disability for PH candidates:

Postal Assistant/Sorting Assistant:

One Leg affected (OL), One Arm affected (OA), One Arm One Leg affected (OAL), Both Leg Affected but not Arm (BL), Muscular weakness and limited Physical endurance (MW), Blind(B), Low Vision (LV), Hearing Handicapped (HH) are eligible of the post of Postal Assistant/Sorting Assistant.

Data Entry Operator:

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.

Lower Division Clerk:

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.

Court Clerk:

One Arm Affected (OA), Both Legs Affected (BL), One Leg Affected (OL), One arm and one leg Affected (OAL) and Low Vision (LV) are eligible for the post of Court Clerk.

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 01.01.2017 (Candidates born not before 02-01-1990 and not later than 01-01-1999).

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

Code No.	Category	Age-Relaxation permissible beyond 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

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 fee concession. However, 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. 07.11.2016), or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

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) (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.

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 08.11.2016 to 07.11.2017 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.

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) Weight age 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/ PH/EXs status will not be entertained and their candidature/applications will be considered under **General (UR)** category. **The formats of the certificates are available on our website.** Certificates obtained in any other format will not be accepted. Certificate in the prescribed format for Creamy Layer Status for OBC candidates issued between 08.11.2013 and upto 06.05.2017 only will be accepted. Candidates are warned that they will be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/ExS/PH status.

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.

Visually handicapped (VH) with disabilities of forty percent (40%) or above, and orthopedically handicapped candidates afflicted by Cerebral Palsy 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.

In addition to above, the orthopedically handicapped candidate (other than a candidate afflicted by Cerebral Palsy) who has a loco motor disability (40% or more) wherein dominant writing extremity is affected to the extent of slowing the performance of the candidate (such deficiency may either be indicated in the medical certificate submitted by the candidate or else is visible and which after due verification by the Regional Director/Deputy Director concerned is found to be legitimate and bonafide), can also avail the assistance of a scribe and a compensatory time of 20 minute per hour in the written examination, subject to such requests being made in the application form.

As per Ministry of Social Justice and Empowerment's Notification No 34-02/2015-DD-III dated 06.02.2015, the reservation in appointment is not available for multiple disability category.

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

Provision of Compensatory Time : The Visually Handicapped/ orthopedically handicapped candidates afflicted by Cerebral Palsy and the orthopedically handicapped candidate (other than a candidate afflicted by Cerebral Palsy) who has a loco motor disability (40% or more) wherein dominant writing extremity is affected to the extent of slowing the performance of the candidate (such deficiency may either be indicated in the medical certificate submitted by the candidate or else is visible and which after due verification by the Regional Director/Deputy Director concerned is found to be legitimate and bonafide), will be allowed compensatory

time of 20 minutes per hour in the Computer based written examination the details of which are given in para 12 under the Heading "Scheme of Examination."

Persons with visual disability of less than forty percent will not be considered as visually handicapped persons for availing reservation for VH wherever such reservation is applicable. 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.

8. Educational Qualification ( As on 01.01.2017)

Must have passed 12<sup>th</sup> Standard or equivalent examination from a recognized Board or University.

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 acquired but will acquire the educational qualification and acquire documentary evidence from the Board/University in support thereof as on 01.01.2017 will also be eligible.

All candidates who are called for appearing at the Typing Test/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 01.01.2017 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. 01.01.2017 and he/she has been declared passed, will also be considered to have the required Educational Qualification.

9. How to apply:

Applications must be submitted only in online mode. Detailed instructions as in [www.ssconline.nic.in](http://www.ssconline.nic.in) may be referred to.

10. Application fee:

Mode of payment of fee payable Rs. 100/- (Rupees One Hundred only).

Candidates may note that online application will be accepted at <http://ssconline.nic.in> only.

Fee paid in respect of online application through SBI Challan/Net banking and any credit and debit cards will be accepted.

Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with disability and Ex-servicemen eligible for reservation are exempted from payment of fee as per rules/instructions of Department of Personnel and Training, Government of India.

## 11. 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	Address to which the applications should be sent
1.	Agra(3001), Allahabad(3003), Bareilly(3005), Gorakhpur(3007) , Kanpur(3009), Lucknow (3010) Meerut(3011), Varanasi (3013), Bhagalpur (3201), Muzaffarpur(3205), Patna(3206)	Regional Director(CR), Staff Selection Commission, 21-23, Lowther Road, Allahabad, Uttar Pradesh-211 002.
2.	Gangtok (4001), Ranchi(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), Keonjhargarh (4606), Sambalpur (4609), Port Blair (4802)	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)	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)	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), Agartala(5601), Aizwal(5701)	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)	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)	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishta 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)	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), Bhatinda (1401), Jalandhar(1402), Patiala (1403), Amritsar( 1404), Chandigarh (1601)	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-160017

No change of Centre of Examination will be entertained.

The Commission has provided the facilities to opt 3 centres within the region. No request for change of centre will be considered 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.

## 12. Scheme of Examination:

The examination will consist of a Computer based Written Examination (Tier-I), Descriptive Paper (Tier-II) and Typing Test/Skill Test (Tier-III) Examination for the post of Data Entry Operator, Postal Assistant & Sorting Assistant (PA/SA), Lower Division Clerk and Court Clerk.

### Computer Based Examination (Objective type):

Dates of Computer based Written Exam (Tier-I)	Part	Subject	Maximum Marks	Number of Batches	Total Duration/Timing
07.01.2017- 05.02.2017	I	General Intelligence (25 questions)	50	<b>Timing for 2 Batches /day</b>	75 Minutes (Total)
	II	English Language (Basic Knowledge) ( 25 questions)	50	Ist batch: 10 AM-11.15AM IInd Batch: 4.15PM-5.30PM	
	III	Quantitative Aptitude (Basic Arithmetic Skill) (25 questions)	50	<b>Timing for 3 batches /day</b> Batch: 10 AM-11.15AM	For for VH/OH (afflicted by Cerebral Palsy and OH with deformity in writing hand (Pl. see Para 7 of notice).-100 Minutes
	IV	General Awareness (25 questions)	50	IInd Batch: 1.15PM-2.30PM IIIrd Batch: 4.15Pm-5.30PM	

Written examination consists of Objective Type- Multiple choice questions only. The questions will be set both in English & Hindi for Part-I, III & IV.

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

Answer Keys will be placed on Commission's website after written examination. Any representation regarding answer key received within the time limit fixed by the Commission at



the time of uploading of the answer key will be scrutinized and the decision of the Commission in this regard will be final.

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

### 12.1 Indicative Syllabus for Computer based Written 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 decoding, 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 of CHSL 2016 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 writing 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 continue to be the Skill Test / Typing Test which would be of a 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.

#### **12.2 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.

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 written 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 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.

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.

### 12.3 Typing Test for **Postal Assistant/Sorting Assistant** LDCs and Court Clerks:

Typing Test will be conducted for those candidates who qualify in the Computer based Written 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 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.

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. 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 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.

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, 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 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-VII (From 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 Written 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.

13. 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 publish after the declaration of final result. However, the candidates will have the option of opting out from these information to disclose publically at the time of filling up the application.

14: General instructions to be complied by the candidates in the Computer based Written Examination:

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

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 their 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 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.

If any candidate belonging to visually handicapped (VH) category does not write and shade the category code properly, they will be treated as not belonging to VH category.

14. Admission to the Examination:

Admission Certificates (ACs) for the Examination indicating the time table and also venues of examination for each candidate will be uploaded on the website of the Commission about two weeks before the date of examination. If any candidates 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 (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. *Candidates also have the option to download the Admission Certificate from the concerned Regional/Sub Regional office website. Such facility will be available at least one week before the examination.*

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. Photograph should be of 8 bit JPG format and its size should be between 30-50 Kb with resolution of 100x120 (pixels) and signature of 140X60 (pixels)

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 10 copies of the same photograph, which was uploaded/affixed in the application form, with them till the completion of entire examination process to facilitate easy identification.

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.

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) other 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 ground which the Commission considers to be sufficient cause for cancellation of candidature.

16. Preference:

Candidates will be required to indicate in the online application form for the Examination, the order of preference for the posts of Postal Assistant/Sorting Assistant, Data Entry Operator, LDCs and Court Clerk as under:

P: Postal Assistant/Sorting Assistant PB -1(Rs. 5200-20200) Grade Pay 2400 (pre-revised)

D: Data Entry Operator : Pay Band-1 (Rs. 5200-20200), Grade Pay Rs. 2400 (pre-revised)

E: Data Entry Operator : Pay Band-1 (Rs. 5200-20200), Grade Pay Rs. 1900 (pre-revised)

L: Lower Division Clerk: Pay Band -1 (Rs. 5200-20200), Grade Pay Rs. 1900 (pre-revised)

C: Court Clerk: Pay Band -1 (Rs. 5200-20200), Grade Pay Rs. 1900 (pre-revised)

Candidates without option for posts will not be considered for selection irrespective of their merit position.

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.

17. 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.

18. Mode of selection:

Candidates will be shortlisted for the Tier-III Examination on the basis of their performance in the Computer based Written Examination (Tier-I) and Descriptive Examination (Tier-II). Candidates who qualify in the skill test/Typing Test (Tier-III) will be recommended for appointment by the Commission on the basis of their performance in the Computer based Written Examination (Tier-I) and Descriptive Paper (Tier-II). 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, along with 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.

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.

The data submitted by candidates who qualify for the Skill Test, in their application form, will

be verified with the documents submitted before the Skill Test. Selection will be based on this verified data.

19. Commission's Decision Final

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), 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 are satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

20. 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 submitted his/her application.

21. In accordance with the directions issued by DoPT vide its O.M. No. 39020/1/016/Estt(B) dated 21.06.2016 for increasing access 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 on its portal. Accordingly, it has been decided that apart from Roll Number-scores, ranking of the candidates in the final examination-Name of candidate, 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 available on the website after the declaration of final result. However, the candidates will have the option to opt out from the disclosure scheme to disclose his/her information publically at the time of filling up the application.

22 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/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.
- (iv) Candidates with physical disability of 40% and more only would be considered as PHYSICALLY HANDICAPPED (PH) and entitled to reservation for PH.
- (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: 07.11.2016 (5.00 PM).

(viii) Only one online application is allowed to be submitted by a candidate for Combined Higher Secondary Level (10+2) Examination – 2016. Therefore, the candidates are advised to exercise due diligence at the time of filling their application forms. At the time of appearing in examination the candidates will be required to submit an undertaking that he / she has submitted only one application.

(ix) Mobiles and other electronic gadgets are banned within the premises of the examination centres 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 upto 3 (three) years, as may be decided by the commission.

x) The facility of on-line application (including payment of fees through debit card) will be available from 08.10.2016 to 07.11.2016 (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 upto 07-11-2016 provided the challan has been generated by them before 5.00 PM of 04-11-2016. 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 Challan/Net Banking/Credit and Debit Card from State Bank of India, as stated above, 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 WILL SUMMARILY 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) 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. At that time the data provided in the application will be verified and the data so verified will be treated as final. No further changes will be allowed.

xix) Candidates are advised to give their Aadhaar Number in the application form, though it is not mandatory, for early redressal of grievance if any.

xx) Signature of the candidate: The signature must be uploaded in jpg format. The digital size of the signature file must be more than 1-12 Kb with resolution of 140X60 (pixel) height.

Application with illegible/blurred Signature will be rejected summarily.



xxi) Request for change/correction in any particulars in the Application Form, once submitted will not be entertained under any circumstances.

**Procedure for Online Submission of Application**

1. The Commission has devised a simplified format for the online application procedure. In this process, candidates may register once and may apply for any examination conducted by SSC. One-time registration is the permanent database for candidates. The Registration ID and password provided by the system should be kept safely so that it can be used for applying any examination conducted by SSC. The Registration facility is available to the candidates throughout the year on website [ssc.nic.in](http://ssc.nic.in). The registered candidates may log into the system and can proceed for application filling. The facility of on-line application (including payment of fees through debit card) will be available from 08.10.2016-07.11.2016 (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 upto 07.11.2016 provided the challan has been generated by them before 5.00 PM of 04.11.2016. The challan generation facility will be available upto 04.11.2016 (05:00 PM) only.

2. The online submission of the application may be made at website <http://ssconline.nic.in> Candidate should read the instructions in this Notice carefully before making any entry or selecting options. Candidate should provide all the required details while filling up the online form. Mandatory fields are marked with \* (asterisk) sign. The filling of online application contains two parts:

Registration Part (In case not registered earlier)  
Application Part

3. In Registration Part, candidates will have to fill basic information. On submission of details, candidates shall be prompted to check the details and make any correction in the registration.

4. Then a page with Registration ID and password will appear. Note down the Registration ID and password and keep it safely. The application procedure is incomplete without application part. Application part requires filling of payment details, uploading of photograph and scanned signature. On-line application will be complete only if scanned signature and photo are uploaded as per instructions.

5. To pay fee in cash, candidates should take print-out of challan generated online after completion of Application Part and deposit the requisite fee in pay branch of State Bank of India and then continue within the stipulated date and time.

6. The digital size of the file of the photographs must be more than 30 kb and less than 50 kb with resolution of 100 pixel width and 120 pixel height.

7. The signature must be uploaded in jpg format. The digital size of the signature file must be more than 1 kb and less than 12 kb with resolution of 140 pixel width by 60 pixel height.

8. Candidates are advised to go through the instructions carefully before filling up the application form.

9. Request for change/correction in any particular in the Application Form shall not be entertained under any circumstances. The Staff Selection Commission will not be responsible for any consequence arising out of non acceptance of any correction/addition/deletion in any particular filled in application form whatever the reasons may be.

10. **The application form without photograph/signature or with Blurred photograph/signature or incomplete in any manner will summarily be rejected.**

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:

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:

## 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.

(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.



**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)**

<b>Recent PP size Attested Photograph (showing face only) of the person with disability</b>
---

**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 Authorised Signatory of  
notified Medical Authority)

<p>Signature/Thumb</p>  <p>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)

(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  
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	<b>Both Eyes</b>		
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 \_\_\_\_\_ 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.”

ANNEXURE - IX

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