



## STAFF SELECTION COMMISSION



### NOTICE

#### STENOGRAPHERS (GRADE 'C' & 'D') EXAMINATION, 2012

Date of Exam: 29-07-2012

Closing Date : 25-05-2012

#### IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	Commission will hold a <b>Combined All India Open Examination</b> for recruitment to the posts of <b>Stenographer Grade 'C' and Grade 'D'</b> for which <b>12<sup>th</sup> Standard Pass from a recognized board/university is the minimum qualification</b> . The Examination will comprise of a <b>Written Objective Type Examination followed by Skill Test in Stenography at 100 w.p.m. and 80 w.p.m. respectively.</b>
2.	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, the <b>candidature is accepted only provisionally</b> . The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify for the <b>skill test</b> . When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the <b>Commission's decision shall be final</b> .
3.	<b>BEFORE APPLYING, CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE CAREFULLY. THIS NOTICE IS ALSO AVAILABLE ON THE WEBSITE OF THE COMMISSION: <a href="http://ssc.nic.in">http://ssc.nic.in</a>.</b> Candidates are advised that skill test in stenography is mandatory and, therefore, those without knowledge of stenography shall avoid applying for the examination.
4.	<b>Candidates seeking reservation benefits available for SC/ST/OBC/PH/EXS/Minorities within OBC Quota must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of application or at the time of skill test.</b> Copies of the certificate etc. will be sought at the time of Skill Test of Stenography.
5.	Candidates with visual disability of 40% and more only would be deemed as VISUALLY HANDICAPPED (VH) and entitled to reservation for VH.
6.	Central Government civilian employees claiming age relaxation should be in possession of a certificate in the prescribed format from their office in respect of the length of continuous service which should be for <b>not less than three years in the immediate period preceding the closing date for receipt of application or on the time of skill test</b> . They should continue to have the status of Central Government civilian employees from the day of application till the time of appointment, in the event of their selection.
7.	<b>FEE: RUPEES ONE HUNDRED ONLY(Rs.100)</b> payable through CRF Stamps for off-line application or SBI Challan or on line payment through SBI in the case of on-line application. <b>Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen eligible for reservation, as per rules.</b>
8.	<b>CLOSING DATE: 25-05-2012 (upto 5 P.M.).</b> For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad – <b>01.06.2012 APPLICATIONS RECEIVED LATE WILL NOT BE ENTERTAINED. COMMISSION WILL NOT BE RESPONSIBLE FOR POSTAL DELAY.</b>
9.	Only a single application will be entertained. Candidature in respect of multiple applications will be summarily rejected without any notice to such candidates.

10.	MOBILES AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES. CANDIDATURE OF SUCH CANDIDATES WILL BE CANCELLED WHO ARE FOUND TO VIOLATE THIS PROVISION. CANDIDATES SHOULD NOT KEEP MOBILE PHONE WITH THEM IN EXAMINATION ROOM/HALL EVEN AFTER SWITCHING IT OFF.																											
11.	CANDIDATES DESIROUS OF SUBMITTING ONLINE APPLICATION MAY DO SO. SUCH CANDIDATES SHOULD RETAIN THE REGISTRATION NUMBER ASSIGNED TO THEM ON LINE FOR FURTHER CORRESPONDENCE WITH THE COMMISSION. THEY SHOULD NOT SUBMIT PRINT OUTS OF THEIR APPLICATION TO THE COMMISSION. THE FACILITY OF ONLINE APPLICATION WILL BE AVAILABLE UPTO 23-05-2012 (5.00PM) FOR PART-I REGISTRATION AND FOR PART-II REGISTRATION UPTO 25-05-2012(5.00PM).																											
12	The Commission may send acknowledgement to candidates applying on-line, through SMS/e-mail regarding completion of registration of on-line application.																											
13	Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/submitted applications : <table style="margin-left: 40px;"> <tr> <td>(i)</td> <td>SSC(NR), New Delhi</td> <td>- 01164715222, 01165570666</td> </tr> <tr> <td>(ii)</td> <td>SSC(CR), Allahabad</td> <td>- 08765214571, 08765214572</td> </tr> <tr> <td>(iii)</td> <td>SSC(SR), Chennai</td> <td>- 09445195946, 04428251139</td> </tr> <tr> <td>(iv)</td> <td>SSC(WR), Mumbai</td> <td>- 09869730700, 07738422705</td> </tr> <tr> <td>(v)</td> <td>SSC(ER), Kolkata</td> <td>- 09477461228, 09477461229</td> </tr> <tr> <td>(vi)</td> <td>SSC(MPR) Raipur</td> <td>- 09407921504, 09407921505</td> </tr> <tr> <td>(vii)</td> <td>SSC(KKR), Bangalore</td> <td>- 09483862010, 09483862020</td> </tr> <tr> <td>(viii)</td> <td>SSC(NWR), Chandigarh</td> <td>- 01722749178, 01722742144</td> </tr> <tr> <td>(ix)</td> <td>SSC(NER), Guwahati,</td> <td>- 09864217001, 09435711335</td> </tr> </table>	(i)	SSC(NR), New Delhi	- 01164715222, 01165570666	(ii)	SSC(CR), Allahabad	- 08765214571, 08765214572	(iii)	SSC(SR), Chennai	- 09445195946, 04428251139	(iv)	SSC(WR), Mumbai	- 09869730700, 07738422705	(v)	SSC(ER), Kolkata	- 09477461228, 09477461229	(vi)	SSC(MPR) Raipur	- 09407921504, 09407921505	(vii)	SSC(KKR), Bangalore	- 09483862010, 09483862020	(viii)	SSC(NWR), Chandigarh	- 01722749178, 01722742144	(ix)	SSC(NER), Guwahati,	- 09864217001, 09435711335
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**F.No.10/1/2012-P&P-II Staff Selection Commission will hold on Sunday, the 29-07-2012, an All India Open Competitive Examination for recruitment to the posts of Stenographer Grade 'C' ( Group 'B' Non-Gazetted ) in Pay Band 2 plus Grade Pay as admissible and Stenographer Grade 'D' (Group 'C' Non-Technical) in Pay Band 1 plus Grade Pay as admissible in various Central Government Ministries / Departments / Offices.**

## **2. VACANCIES / RESERVATION**

- (i) Firm number of vacancies will be determined in due course.
- (ii) Reservation for SC/ST/OBC/ExS/PH/Minorities within OBC Quota etc. categories is available as per extant Govt. Orders.
- (iii) Vacancies of Stenographer Grade 'C' are in Ministries/Departments of Central Government, located mostly in Delhi.
- (iv) Vacancies of Stenographer Grade 'D' are grouped as under:
  - a) **Group 'X'** – For Ministries/Departments of Central Government located mostly in Delhi. ( Please also see Para 13 )
  - b) **Group 'Y'** – For Offices/Departments of Central Government including Attached/ Subordinate Offices located in States and Union Territories all over the country. ( Please also see Para 13 )

**NOTE:** All the posts carry **All India Service Liability (AISL)** i.e. the candidate, on selection, may be asked to serve anywhere in the country.

- (v) The posts have been identified suitable for the persons suffering from disabilities of **forty percent and above** of One Leg(OL), Both Legs(BL), Partially Blind(PB) and Blind(B).

### 3. **NATIONALITY / CITIZENSHIP:**

A candidate must be either:

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

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

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

#### 4(A) **AGE LIMIT:**

18-27 years **as on 01.08.2012.**

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

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

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

Code No.	Category	Age-Relaxation permissible beyond the Upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PH	10 years
04	PH + OBC	13 years
05	PH + SC/ST	15 years
06	<b><u>For Stenographer Grade 'C'</u></b> Ex-Servicemen ( Unreserved / General )	5 years
07	Ex-Servicemen (OBC)	8 years
08	Ex-Servicemen (SC/ST)	10 years
09	<b><u>For Stenographer Grade 'D'</u></b> Ex-Servicemen ( Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on <b>01.08.2012</b>
10	Ex-Servicemen ( OBC )	06 years ( 3 years + 3 years ) after deduction of the military service rendered from the actual age as on <b>01.08.2012</b>

11	Ex-Servicemen ( SC/ST )	08 years ( 3 years + 5 years) after deduction of the military service rendered from the actual age as on <b>01.08.2012</b> .
12	<u>For Stenographer Grade 'C'</u> Central Govt. Civilian Employees ( General/Unreserved ) who have rendered not less than 3 years regular and continuous service as on Closing date	Up to 35 years of age
13	Central Govt. Civilian Employees ( OBC ) who have rendered not less than 3 years regular and continuous service as on Closing date	Up to 38 years of age
14	Central Govt. Civilian Employees ( SC/ST ) who have rendered not less than 3 years regular and continuous service as on Closing date	Up to 40 years of age
15	<u>For Stenographer Grade 'D'</u> 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	<u>For Stenographer Grade -'C' &amp; Stenographer Grade -'D'</u> 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	<u>For Group 'C' post only – Post of Stenographer Grade 'D'</u> 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	Up to 40 years of age

	remarried( SC/ST )	
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 )	3 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 )	6 (3+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)	8 (3+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	<u>For Stenographer Grade 'D'</u> 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 )	<b>3 years plus length of service rendered by them in connection with census, before retrenchment and weightage of past service.</b>
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 )	<b>Do + 3 years</b>
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 )	<b>Do + 5 years</b>

**NOTE-I:** The date of completion of Skill Test will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

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

**NOTE-III** : 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.

**NOTE-IV** : 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 from the Armed Forces within the stipulated period of one year from the CLOSING DATE ( i.e **25.05.2012** ).

**EXPLANATION** : An Ex-Serviceman *means* a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and

- (i) who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or
- (ii) who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or
- (iv) who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely:-
  - (a) Pension holders for continuous embodied service,
  - (b) Persons with disability attributable to military service; and
  - (c) Gallantry award winners.

**EXPLANATION** :

*The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "ex-serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.*

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

**NOTE-VI**: Service Clerks in the last year of their colour service in the Armed Forces, i.e. only those who are due for release from the Army during the period **26-05-2012 to 25-05-2013** are eligible for age-relaxation. Such candidates are not entitled to any concession in fee.

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

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

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

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

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

**NOTE I:** Last date for receipt of application or the date of completion of Skill Test as the case may be, will be treated as the date of reckoning for OBC status.

**NOTE II :** Candidates are warned that they may be permanently debarred from the examination conducted by the Commission in case they fraudulently claim SC/ST/OBC/ExS/PH status.

**4(D) Visually handicapped (VH)** candidates with visual disabilities of forty percent and above and PH candidates with disability of forty percent and above and whose both arms/hands are not functional can avail the assistance of a **SCRIBE** in the Written Examination subject to such request of scribe being made in the application form. Question Papers and Answer Sheets will not be provided in **BRAILLE**.

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

Commission, at its discretion may provide special software for VH candidates for transcription.

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

**5. EDUCATIONAL QUALIFICATIONS: ( As on 01.08.2012)**

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

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

**Note – II :** Candidates who have not acquired but will acquire the educational qualification and acquire documentary evidence from the Board/University in support thereof **as on 01.08.2012** will also be eligible.

**Note- III :** All candidates who are called for appearing at the **Skill Test** will be required to produce the relevant Certificate in Original such as Mark sheets, Provisional Certificate, etc. as proof of having acquired the minimum educational qualification on or before 01.08.2012 failing which the candidature of such candidate will be cancelled by the Commission.

**6. MODE OF PAYMENT: FEE PAYABLE Rs. 100 (Rupees One Hundred only)**

(i) **For the candidates sending the application by post:**

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

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

The candidates submitting their applications on-line should pay the requisite fee only through State Bank of India either in the form of challan or net-banking.

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

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

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

**7. CENTRES OF EXAMINATION**

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



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

Sl.No.	Examination Centres & Centre Code	Address to which the applications should be sent
1	2	3
1.	Bhagalpur(3201), Darbhanga (3202), Muzaffarpur(3205), Agra(3001), Bareilly(3005), Gorakhpur(3007), Kanpur(3009), Meerut(3011), Varanasi(3013), Allahabad(3003), Patna(3206), Lucknow(3010)	Regional Director(CR), Staff Selection Commission, 8-AB, Beli Road, Allahabad, Uttar Pradesh-211002
2.	Kolkata(4410), Midnapur(4413), Port Blair(4802), Sambalpur(4609), Gangtok(4001), Jalpaiguri(4408), Bhubaneshwar(4604), Cuttack(4605), Ranchi(4205),	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), Thiruvananthapuram(9211), Kochi(9204), Thrissur(9212), Gulbarga(9005), Mangalore(9008), Dharwar(9004), Kozhikode (Calicut) (9206)	Regional Director(KKR), Staff Selection Commission, 1 <sup>st</sup> Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
4.	Delhi(2201), Jaipur(2405), Jodhpur(2406), Kota(2407),Bikaner(2404), Udaipur(2409), Ajmer(2401), Alwar(2402), Sriganganagar(2408), Dehradun(2002),Haldwani(2003),Almora(2001), Srinagar(Uttarakhand) (2004)	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
5.	Guwahati (Dispur)(5105), Itanagar(5001),Dibrugarh(5102), Jorhat(5107),Silchar(5111), Imphal(5501), Shillong(5401), Aizwal(5701), Kohima(5302), Agartala(5601)	Regional Director(NER), Staff Selection Commission, Rukmini Nagar, PO: Assam Sachivalaya, Guwahati, Assam-781006
6.	Hyderabad(8002), Guntur(8001), Kurnool(8003), Rajahmundry(8004), Tirupati(8006), Coimbatore(8202), Chennai(8201), Madurai(8204), Puducherry(8401), Tirunelveli(8207), Tiruchirapalli(8206), Vishakhapatnam (8007)	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 <sup>nd</sup> Floor, College Road, Chennai, Tamil Nadu-600006
7.	Aurangabad(7202), Mumbai(7204), Kolhapur(7203), Nagpur(7205),Panaji(7801), Pune(7208), Ahmedabad(7001), Vadodara(7002), Rajkot(7006), Nashik (7207),Amravati (7201),Surat(7007)	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishta Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
8.	Ambikapur(6201), Indore(6006), Jabalpur(6007), Jagdalpur(6203), Chindwara(6003), Chattarpur(6002), Guna(6004), Mandsaur(6010), Jhabua(6008), Khandwa(6009), Rewa(6012), Raipur(6204), Bhopal(6001), Gwalior(6005), Bilaspur(6202)	Dy. Director (MPR), Staff Selection Commission, "Nishant Villa", F. Jalvihar Colony, Raipur, Chhatisgarh-492001
9.	Ambala(1801), Jalandhar(1402), Leh(1005) Chandigarh(1601), Jammu(1004), Srinagar(1007), Shimla(1203),Bhathinda (1401) Hamirpur (1202)	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-160017

**NOTE I:** No change of Centre of Examination will be allowed under any circumstances. Hence, the candidates should select the centres carefully and indicate the same correctly in their applications. The Commission considers only applications from those serving in Armed Forces or Central Armed Police Forces for change of centre, if they are posted out due to operational reasons.

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

8. **SCHEME OF EXAMINATION:** The examination will consist of a **WRITTEN EXAMINATION** and **SKILL TEST** in stenography.

**(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS**

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

Date of Exam	Part	Subject	Maximum Marks	Total Duration / Timing for General candidates	Total Duration / Timing for Visually Handicapped candidates
29.07.2012 (Sunday)	I	General Intelligence & Reasoning ( 50 questions )	50	2 Hours 10.00 A.M. to 12.00 Noon	2 Hours 40 minutes 10.00 A.M. to 12.40 PM
	II	General Awareness ( 50 questions )	50		
	III	English Language and Comprehension ( 100 questions )	100		

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

**NOTE-II:** Candidates are not permitted to use Mobile Phone, Calculators or any other electronic / electrical device for answering any paper (Test Booklets). Candidates must not, therefore, bring Mobile Phone, Calculators or any other electronic / electrical device inside the Examination premises. Possession of these items , whether in use or not, will be considered as “use of unfair means” in the Examination and appropriate action will be taken by the Commission against such candidates, as per extant policy of the Commission. **CANDIDATES SHOULD NOT KEEP MOBILE PHONES ETC. WITH THEM EVEN AFTER SWITCHING IT OFF.**

**NOTE-III:** There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

**NOTE-IV:** Discrepancies in Question Paper, if any, may be brought to the notice of the Commission, in writing, within such time as prescribed while placing answer keys on the website of the Commission. Representations submitted thereafter will not be considered.

## SYLLABUS

General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

NOTE: For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

English Language & Comprehension: In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

### (B) SKILL TEST IN STENOGRAPHY:

Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the Commission will only be called for the Skill Test. It may also prescribe qualifying marks in each part of the Written Examination. **THE SKILL TEST WILL BE OF QUALIFYING NATURE** and the Commission will fix the qualifying standards in the skill test for different categories of candidates.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 100 w.p.m. for the post of Stenographer Grade 'C' and 80 w.p.m. for the post of Stenographer Grade 'D'. **The matter will have to be transcribed on computer only.** The transcription time is as follows:-

For Stenographer Grade 'D' : 50 minutes ( English )  
65 minutes ( Hindi )

For Stenographer Grade 'C': 40 minutes ( English )  
55 Minutes ( Hindi )

### NOTE:

1. If the candidates do not indicate the medium of STENOGRAPHY TEST in Column No.14 of the Application Form, the Commission will consider ENGLISH as the medium of STENOGRAPHY TEST for such candidates and the candidates will not be allowed to change the medium at a subsequent stage.

2. There is no exemption from skill test for any category of candidates.
3. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment.
4. VH candidates will be required to transcribe the matter in 75 minutes for English Shorthand or in 100 minutes for Hindi Shorthand for the post of Stenographer Grade 'D' and in 70 minutes for English Shorthand test and in 95 minutes for Hindi Shorthand test for the post of Stenographer Grade 'C'.
5. The SKILL TEST will be held at the Commission's Regional/Sub Regional Offices or at other Centres as may be decided by the Commission.
6. Detailed instructions regarding Skill Test will be sent by the concerned Regional/Sub Regional Offices of the Commission to the candidates called for the Skill Test.
9. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN EXAMINATION
  - (i) Candidates must write the papers/indicate the answers in their own hand.
  - (ii) In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
  - (iii) Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises / Venue.
  - (iv) If any candidate is found to possess mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith. This will also invite further penal action as per the policy of the Commission. Please also see Note-II below para-8.
  - (v) OMR Type of Answer Sheets will be supplied by the Commission for recording their answers of multiple choice objective,type questions. Candidates are advised to read very carefully. The following instructions in their interest:-
    - (a) Side I&II of OMR sheet to be filled in Blue/Black Ball point pen only as per instruction given in OMR sheet.
    - (b) Candidates should write his/here name, Roll No, Ticket No. Name of the Examination as mentioned in the Admission Certificate, Date of Birth and Test form number correctly in relevant places in OMR sheet. Answer sheet not bearing candidates Name, Roll No, Ticket Number, Test Form Number, signature, left hand thumb impression etc. or in which such details have not been properly shaded will not be evaluated and zero marks will be awarded to them. If any candidate belonging to reserved category does not write and shade the category code properly, they will be treated as belonging to UR category.

10. MODE OF SELECTION :

Candidates will be shortlisted for the skill test on the basis of their performance in the Written Examination. Candidates who qualify in the skill test will be recommended for appointment by the Commission on the basis of their performance in the Written Examination. Nomination of candidates will be made to User Departments depending upon their merit position and option for Group 'X' and Group 'Y' posts, irrespective of whether they took the stenography test in English / Hindi unless the User Department specifically seeks candidates with stenography skill in either of these languages.

Provided that SC, ST, OBC, Minorities within OBC quota and PH candidates, who are selected on their own merit without relaxed standards, alongwith candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC, Minorities 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, Minorities and PH candidates which will, thus, comprise of SC, ST, OBC, Minorities 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) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

NOTE-I : 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.

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

11. RESOLUTION OF TIE CASES (Ties cases will be resolved by applying one after another, as applicable till the Tie is resolved).

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

12. HOW TO APPLY : Applications must be submitted only in the prescribed format (Annexure-I) On-line or by Post. For detailed instructions relating to the application form and how the application is to be submitted, Annexure - II A or Annexure - II B, for postal applications and on-line applications respectively, may be referred to.

13. Preference

**(i) The candidates are required to indicate the order of preference for the posts of Stenographer Grade 'C' and Stenographer Grade 'D' in Column No.13. It may be noted that candidates will not be considered for posts/ States for which they have not exercised preference.**

(ii) Preferences of Departments/Offices for allocation (subject to availability of confirmed number of vacancies for the concerned Offices/Ministries)

**(a) Preference in Group X for STENOGRAPHERS GRADE-‘D’:** (posts are expected to be located in the following cadres/Services/Offices, mostly located in Delhi/New Delhi)

- A. Armed Forces Headquarters’ Stenographers Service Grade D.
- B. Central Secretariat Stenographers Service Grade D.
- C. Indian Foreign Service (B) Grade III.
- D. Ministry of Parliamentary Affairs
- E. Railway Board Secretariat Stenographer Service, Grade D.
- F. Any other Department/Office not mentioned above.

**(b) Preferences for STENOGRAPHERS GRADE ‘C’** (posts are expected to be located in the following areas/cadres/Services/Offices, mostly located in Delhi/New Delhi)

- A. Armed Forces Headquarters’ Stenographers Service Grade ‘C’
- B. Indian Foreign Service (B)
- C. President’s Secretariat
- D. Posts of Stenographers in Government Departments/Organizations and Attached and Subordinate Offices of the Govt. of India other than the above.

(iii) State-wise option for the post of Stenographer Grade ‘D’. Allotment of candidates selected for Group ‘Y’ posts, will be made to different States taking into consideration their position in the merit list and options exercised by the candidate, subject to policies of the Commission in this regard

(Group-‘Y’ posts are in Subordinate Offices of Govt. of India, Offices under the Comptroller and Auditor General of India such as Accountant General (Audit), Accountant General (Accounts & Estt.), Offices under the Controller General of Defence Accounts Commissionerate of income tax etc..located all over India.

Code	State/UT	Code	State/UT
A	Andhra Pradesh	O	Madhya Pradesh
B	Arunachal Pradesh	P	Manipur
C	Assam	Q	Maghalaya
D	Bihar	R	Mizoram
E	Chhattisgarh	S	Nagaland
F	Delhi	T	Orissa
G	Gujarat, Daman & Diu and Dadra & Nagar Haveli	U	Punjab, Haryana & Chandigarh
H	Goa	V	Rajasthan
I	Himachal Pradesh	W	Tripura
J	Jammu & Kashmir	X	Tamil Nadu & Puducherry
K	Jharkhand	Y	Uttarakhand
L	Kerala & Lakhadweep	Z	Uttar Pradesh
M	Karnataka	\$	West Bengal & Sikkim
N	Maharashtra	#	Andaman & Nicobar

**NOTE:** Candidates not opting for any Grade ('C' or 'D') Group (X or Y), or States will not be considered for such Grade/Group/States. Therefore, candidates are advised to opt for as many Grades/Groups/States as possible.

#### 14. ADMISSION TO THE EXAMINATION:

All candidates who apply in response to this advertisement by the CLOSING DATE will be assigned Roll numbers. These will be communicated to them or placed on the website of the concerned Regional Office at least two weeks before the date of the examination. A candidate must write his/her Roll number along with his/her name, date of birth and name of the examination while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

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

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

#### 15. COMMISSION'S DECISION FINAL

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

#### 16. COURTS JURISDICTION

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

17. For detailed instructions relating to Application form, instructions for filling up the application form and for on-line payment/submission of application , candidates are advised to refer Annexures-I, II A and II B.



**INSTRUCTIONS FOR FILLING UP THE APPLICATION**

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

II. Use only blue/black ball pen to write in the boxes ( )

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

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

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

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

**Column 12.1.** Code for seeking age relaxation.

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

**Column 13.** Preference for Posts

Use 'C' for Stenographer Grade 'C' and  
'D' for Stenographer Grade 'D'

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

**Column 13.1, 13.2 & 13.3.** Candidates are advised to refer to Para-13 of Notice and exercise their option carefully.

**Column 14.** Indicate medium for Stenography Test (Skill Test )

Write 1 for English or 2 for Hindi.

**Column 15.1** VH candidates and such PH candidates as are entitled to scribes should specify the medium in which they desire to take the Written Examination. Scribes will be arranged by the Commission accordingly.

**Column 16.** If a Candidate belongs to one of the minority communities notified by Govt. namely Muslims, Christians, Sikhs, Buddhists, or Zoroastrians (Parsis), Write Code-8.

**Column 17.** Candidate may refer to Para-13 (iii) for indicating order of preference of state/UT for Stenographer Grade-D post in Group-Y.

**Column 18.** Educational Qualification and Subject Code: See Annexure – IX

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

**Candidates appearing in final year of qualifying examination may leave the marks column blank.**

**Column 20.** Address for communication

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

**Column 21.** Photograph

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

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

**Column 22 & 23** Signature of Candidate (Wherever required)

Please do sign in running hand in places allotted. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Unsigned application shall also be rejected.

**IMPORTANT:** It is in the interest of the candidate to furnish e-mail ID are/or mobile number to enable the Commission at its option, to send the call letter/inform about the venues for written examination.

**Procedure for Online Submission of Application**

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

On-Line application will be available as below:-

**Part I Registration: Up-to 5.00PM on 23-05-2012**

**Part II Registration: Up-to 5.00PM on 25-05-2012**

1. In Part I registration, candidate will have to fill basic information. On submission of details, candidate will be prompted to check the details and make correction, if any in the application.
2. Candidate should press "I agree" button after declaration once he/she finds that information supplied by him/her is in order and no correction is required. Thereafter no correction/modification etc. shall be allowed.
3. A page with Registration No. will appear on the screen. Note down the registration number or take out a print out of the page.
4. The application procedure will be incomplete without part II registration. Part II registration contains filling of payment details, uploading of photograph, and scanned signature. Candidates may note that the registration number given by the Commission and Transaction ID of the Bank should be properly entered in the relevant space, failing which it will not be possible to link the payment with Part-I registration. On-line application will be complete only if scanned signature and photos are uploaded as per instructions.
5. Candidates who have to pay application fee can pay fee online through SBI Net Banking, or cash through SBI bank challan.
6. To pay fee in cash, candidate should take printout of challan generated online after completion of part I registration. The requisite fee can be deposited in any branch of State Bank of India and Part II registration can be continued. Due to non-receipt of approval from the Controller General of Accounts, Ministry of Finance, payment through Credit cards/Debit cards is not allowed.
7. Those who want to pay online through SBI Net Banking can go directly to part II registration after completion of part I. Candidate will have to supply registration number and date of birth to continue to Part II registration.
8. Those who are exempted from payment of fee can skip steps 4 to 7.
9. Candidates should then upload a recently taken scanned photograph in 8 – bit JPG format. The digital size of the file must be of resolution 100 pixel width by 120 pixels height.
10. Then upload your scanned signature in 8 – bit JPG format. The digital size of the file must be of resolution 140 pixel width by 60 pixels height.
11. Request for change/correction in any particular field shall not be entertained under any circumstances. **The Staff Selection Commission will not be responsible for any consequences arising out of non acceptance of any correction/addition/deletion in any particular field in application form whatever the reasons may be.**
12. Furnishing of Documents by candidates whose on-line applications are incomplete. The cut-off date for submitting the documents to remove the discrepancies should be at least 3 days before the examination day. While uploading the details of such cases on the website, candidates will be asked to give representation to the RDs along with required documents at least one week before the day of examination.

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

(To be filled by the Head of the Office or Department in which the candidate is working).  
(Please see Para 4(B) of the Notice)

It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the grade as on closing date i.e.25-05-2012. There is no objection to his/her appearing for Stenographer Grade 'C' &'D' Examination 2012 and/or skill test.

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

Office seal

Place:  
Date :

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

ANNEXURE- IV

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

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

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

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

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

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

I further submit the following information:

- a) Date of appointment in Armed Forces \_\_\_\_\_
- b) Date of discharge \_\_\_\_\_
- c) Length of service in Armed Forces \_\_\_\_\_
- d) My last Unit / Corps \_\_\_\_\_

(Signature of the Candidate)

Place:

Date:

FORMAT FOR SC/ST CERTIFICATE

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

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

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_  
The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

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

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

The Constitution (Sikkim) Scheduled Tribes Order 1978@  
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@  
The Constitution (SC) orders (Amendment) Act, 1990@  
The Constitution (ST) orders (Amendment) Ordinance 1991 @  
The Constitution (ST) orders (Second Amendment) Act, 991 @  
The Constitution (ST) orders (Amendment) Ordinance 1996  
%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of \_\_\_\_\_ 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

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

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

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

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

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008

Dated:

District Magistrate or  
Deputy Commissioner etc.

Seal:



Note-I (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar

(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

NOTE-II: The last date for receipt of application or the date of completion of Skill Test as the case may be will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-VII issued by the competent authority on or before the date of completion of Skill Test.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_  
 \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_  
 is suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

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

(ii) BA-Both arms affected

(a) Impaired reach

(b) Weakness of grip

(iii) BLA-Both legs and both arms affected

(a) Impaired reach

(b) Weakness of grip

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

(c) Ataxic

(v) OA-One arm affected

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

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

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

B. Blindness or Low Vision :

(i) B-Blind

(ii) PB-Partially Blind

C. Hearing Impairment :

(i) D-Deaf

(ii) PD-Partially Deaf

( DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE )

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

3. Percentage of disability in his/her case is ..... percent.

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

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

(Dr. \_\_\_\_\_)

Member, Medical Board

(Dr. \_\_\_\_\_)

Member, Medical Board

(Dr. \_\_\_\_\_)

Chairperson, Medical Board

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

\*Strike out which is not applicable.

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

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

## Subject Code for Educational Qualification

Subject of Educational Qualification	Code
History	01
Political Science	02
Economics	03
English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12
Botany	13
Zoology	14
Agriculture Science	15

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