For more job news visit : www.kpscvaani.com

ADVERTISEMENT NO. A-12024/3/2021-EXAM/188

Ministry of Education
Government of India

राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

Advertisement for the Post of Social Security Assistant in Employees' Provident Fund Organization

Conducted by:

NATIONAL TESTING AGENCY (NTA)

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

First Floor, NSICMDBP Building, NSIC Okhla, New Delhi-110020

For more job news visit : www.kpscvaani.com

CHAPTER-1

INTRODUCTION

Online Applications are invited for filling up of the Post of Social Security Assistant in Employees' Provident Fund Organization.

1.1 Candidate can apply for the above posts through "Online" mode only.

1.2 The Application Form in any other mode shall not be accepted.

1.3 **ONLY ONE APPLICATION** is to be submitted by a candidate for the post.

1.4 In case more than one Application i.e. multiple Application Forms are submitted by a single and the same candidate, then the last application form submitted by such candidate shall only be taken into account.

For more job news visit : www.kpscvaani.com

1. Name of Post: Social Security Assistant (Group C)

2. Scale of Pay: Level-5 (Rs.29, 200-92,300) in the Pay Matrix.

(In addition to Pay they will also be eligible for allowances as per rules in force from time to time.)

3. Important Dates:

Online Registration of Application	**27th March, 2023 to 26th April,2023.**

Fee Payable : Through Online Mode Only		
Name of Post	**SC/ST/PwBD/Female Candidates/Ex-Servicemen**	**All Other Categories**
Social Security Assistant (Group C)	NIL	Rs. 700/-
Note: Any tax/Bank Transaction Charges will be borne by the candidate.		

Other Activities	
Duration for correction in the particulars of an application form **(Online only)**	**27th April, 2023 to 28th April, 2023**
Downloading of Admit Card by the Candidate (**Online only**) From http://recruitment.nta.nic.in and EPFO website: www.epfindia.gov.in	To be announced later through Public Notice on official website.
Display of provisional answer keys on website for inviting objections	To be announced later through Public Notice on official website.
Declaration of Result	To be announced later through Public Notice on official website.

SCHEME OF EXAMINATION	**Stage- I** : Computer Based Examination (Phase-I) **Stage II** :Computer Typing Test (Phase-II) (Computer Data Entry Test)

For more job news visit : www.kpscvaani.com

CHAPTER-2

VACANCIES

The detailed Vacancy Position in the cadre of SSA as under:-

Region	State/Union Territory covered under the Region	Category-wise Vacancies					Total	Horizontal Reservation				
								Persons with Benchmark Disability (PwBD)				Ex-SM
		SC	ST	OBC -NCL	EWS	UR		Cate-gory -A	Cate-gory -B	Cate-gory -C	Cate-gory –D&E	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Andhra Pradesh Region	Andhra Pradesh	8	0	7	19	5	39	0	1	0	1	5
Bihar Region	Bihar	2	0	8	0	25	35	0	0	0	0	6
Chhattisgarh Region	Chhattisgarh	1	23	0	7	11	42	1	1	0	0	8
Delhi Region	Delhi	28	7	16	44	25	120	2	5	0	3	40
Gujarat Region	Gujarat, Dadra &Nagar Haveli, Daman& Diu	0	54	0	39	104	197	6	6	0	6	44
Goa Region	Goa	0	5	7	3	0	15	1	1	0	0	1
Himachal Pradesh Region	Himachal Pradesh	6	1	2	3	20	32	2	0	0	1	7
Haryana Region	Haryana	25	0	23	22	39	109	2	3	1	4	21
Jharkhand Region	Jharkhand	10	33	0	3	20	66	1	1	0	0	3
Karnataka Region	Karnataka	41	10	42	72	39	204	1	1	2	0	10
Kerala Region	Kerala, Lakshadweep	12	2	19	11	71	115	1	2	0	1	15
Maharashtra Region	Maharashtra	0	44	117	84	177	422	4	4	4	4	107
Madhya Pradesh Region	Madhya Pradesh	19	38	0	18	25	100	0	0	0	0	26
North East Region	Arunachal Pradesh, Assam, Nagaland, Manipur, Meghalaya, Mizoram, Tripura	13	0	16	11	18	58	2	1	0	1	12
Odisha Region	Odisha	7	11	0	4	31	53	0	0	0	0	9
Punjab Region	Punjab &Chandigarh	35	0	28	12	45	120	3	3	0	3	33
Rajasthan Region	Rajasthan	9	4	12	17	17	59	2	1	1	1	5

For more job news visit : www.kpscvaani.com

Tamilnadu Region	Tamilnadu & Puducherry	37	9	174	41	155	416	5	5	4	3	41
Telangana Region	Telangana	20	6	36	33	21	116	2	1	1	1	13
Uttrakhand Region	Uttrakhand	5	0	1	1	5	12	0	1	1	0	1
Uttar Pradesh Region	Uttar Pradesh	21	0	6	25	72	124	0	5	5	6	49
West Bengal Region	West Bengal & Sikkim, Andaman Nicobar Island	60	26	0	60	74	220	4	2	0	2	22
TOTAL		359	273	514	529	999	2674	39	44	19	37	478

2.2 Abbreviation:

S.N.		
1	EWS	Economic Weaker Section
2	SC	Schedule Caste
3	ST	Schedule Tribe
4	OBC	Other Backward Caste
5	UR	Unreserved
6	PwBD	Persons with Benchmark Disability
7	Ex-SM	Ex-Servicemen

2.3 Physical Requirements and Suitable Category of Benchmark Disability

post	Physical Requirement	Disability suitable for the job
Social Security Assistant	S, ST, W, MF, RW, SE, C	a) - B, LV b) - D, HH c) - OA, OL, BL, BA, OAL, CP, LC, Dw, AAV, MDy, SD (without N/L Df) , SI (without N/L Df) d) - SLD, MI e) - MD involving (a) to (d) above.

2.3.1 Abbreviations used for Physical Requirement:

S= Sitting, ST = Standing, W= Walking, MF= Manipulation by Fingers, RW= Reading & Writing, SE= Seeing, C= Communication

2.3.2 Abbreviations used for Categories:

2.3.2.1) B= Blind, LV= Low Vision,

2.3.2.2) D= Deaf, HH= Hard of Hearing,

For more job news visit : www.kpscvaani.com

2.3.2.3) OA = One Arm, OL= One Leg, BL= Both Leg , BA= Both Arm , OAL= One Arm and One Leg, CP= Cerebral Palsy, LC= Leprosy Cured, Dw=Dwarfism, AAV= Acid Attack Victims, MDy= Muscular Dystrophy, SD/SI(without N/L Df) = Spinal Deformity / Spinal Injury (without Neurological / Limb dysfunction)

2.3.2.4) SLD= Specific Learning Disability, MI= Mental Illness,

2.3.2.5) MD= Multiple Disabilities involving (a) to (d) above

For more job news visit : www.kpscvaani.com

CHAPTER-3

Educational & Other Qualifications:

3.1 Must possess the Bachelor's Degree from a recognized university as on the closing date for online registration of application.

3.2 A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 Key Depression per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions for each word for Data Entry Work. Time allowed - ten minutes.

3.3 Those awaiting results of the final examination of the prescribed Essential qualification **SHOULD NOT APPLY**.

3.4 Recognized University means (i) a University incorporated by an Act of Parliament or an Act of State Legislature in India or (ii)an educational institute established by an Act of Parliament or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956 (3 of 1956).

For more job news visit : www.kpscvaani.com

CHAPTER-4

Age Limits & Eligibility:

4.1 Age Limit-

Between 18 to 27 years **as on** Closing Date of Online Application form with Age relaxation as applicable.

4.2 Age Relaxation :-

I. SC/ST up to 5years,
II. OBC-NCLupto3years
III. The upper age limit is relaxable for Government servants' up to forty years in accordance with the instructions or orders issued by the Central Government. As per the instructions issued by Govt. of India in the prescribed format in support of claim (Annexure VIII).

General	Upto40 years of age
SC/ST	Upto45 years of age
OBC- NCL	Upto43 years of age

4.3 Ex-Servicemen

Category	**Relaxation in upper age limit**
Ex-SM+ General	3years
Ex-SM+OBC-NCL	6 years(3years+3 years)
Ex-SM+SC/ST	8 years(3years+5 years)

An ex- serviceman shall be allowed to deduct the period of actual military service from his/her actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he/she is seeking appointment by more than three years after the above relaxations, he/she shall be deemed to satisfy the condition regarding age limit.

4.4 Persons with Benchmark Disability (PwBD)

Category	**Relaxation in upper age limit**
PwBD + General	10years
PwBD+ OBC -NCL	13years
PwBD+ SC/ST	15years

4.5 Eligibility – Nationality/ Citizenship

(i) 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

For more job news visit : www.kpscvaani.com

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, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

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

(ii) 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.

For more job news visit : www.kpscvaani.com

CHAPTER-5

RESERVATIONS

5.1 Vertical Reservation:

1. This notice provides for Vertical Reservation for Scheduled Caste (SC), Scheduled Tribe(ST), Other Backward Class (OBC) Non Creamy Layer (NCL) and Economically Weaker Sections(EWS),wherever applicable and admissible, as mentioned in the vacancy table.

2. All candidates, irrespective of community may be considered against UR vacancies, subject to fulfillment of parameters prescribed for UR candidates. However against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that community will be considered.

3. For availing reservation SC/ST/OBC-NCL candidates should furnish valid Caste Certificate from Competent Authorities as per the format given at **Annexure-VI** (for SC/ST candidates) and **Annexure-I** (for OBC-NCL candidates) at the time of document verification.

   Further, in case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer)' mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M. No. 36033/3/2004-Estt.(Res) dated 09.03.2004, O.M. No. 36033/1/2013-Estt.(Res)dated 27.05.2013,13.09.2017 and further revision if any received till the closing date for ONLINE Registration. The candidate should ensure that she/he belongs to the OBC-Non Creamy Layer category while applying for the posts against this notice. Such candidate should produce a valid OBC certificate in the prescribed format during Document Verification. Further, in addition to the Community Certificate (OBC),a declaration in the prescribed format as per **Annexure-I-A**, has to be furnished by the candidate during Document Verification, that she/he does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions for General (Un- reserved) category, will be considered against General (UR) vacancy only.

4. Reservation for Economically Weaker Sections(EWS):

   Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family has gross annual income below Rs 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

   - 5 acres of agricultural land and above;
   - Residential flat of 1000 sq.ft. and above;

For more job news visit : www.kpscvaani.com

- Residential plot of100sq.yards and above in notified municipalities;
- Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18yearsas also his/her spouse and children below the age of 18 years.

The benefit of reservation under EWS can be availed upon production of an **Income and Asset Certificate** issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure VII** shall only be accepted as candidate's claim as belonging to EWS:

a) District Magistrate/ Additional District Magistrate/ Collector /Deputy Commissioner/Additional Deputy Commissioner /1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner

b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate

c) Revenue Officer not below the rank of Tehsildar and

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

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancies only.

5. Community/EWS status as on the closing date for ONLINE Registration of application for this notice shall only be considered for availing reservation benefits if eligible and any change in the community/EWS status of the candidate thereafter shall not be entertained.

5.2 Horizontal Reservation:

This notice provides for horizontal reservation for Ex-Servicemen (Ex-SM) and Persons with Benchmark Disability (PwBD) irrespective of their community. Vacancies for Ex-SM and PwBD wherever given in the vacancy table, are not separate but are included in the total number of vacancies.

5.3 Ex-Servicemen (Ex-SM):

1. The term Ex-Servicemen means a person who has served in any rank (whether as a Combatant or non-Combatant) in the regular Army, Navy or Air Force of the Indian Union but does not include a person who has served in the Defense Security Corps., the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, and

For more job news visit : www.kpscvaani.com

2. 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 her or his pension; (or)
3. Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond her/his control and awarded medical or other disability pension; (or)
4. Who has been released from such service as a result of reduction in establishment; (or)
5. Who has been released from such service after completing the specific period of engagement, otherwise than on her / 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)
6. Personnel of 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 circumstances beyond their control and awarded medical or other disability pension;(or)
7. Personnel who were on deputation in Army Postal Service for more than six months prior to 14th April 1987; (or)
8. Gallantry award winners of the Armed forces including personnel of Territorial Army; or
9. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension w.e.f. , 01.02.2006.

   Persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of Ex-Servicemen are eligible to apply for re-employment **one year before** the completion of the specific terms of engagement and avail themselves of all concessions available to Ex- Servicemen but such persons shall not be permitted to leave the uniform until they complete the specific terms of engagement in the Armed Forces of the Union. Accordingly, such serving Defence personnel to be released within one year from the closing date for the ONLINE Registration of applications for this notice can also apply both for vacancies earmarked for Ex-Servicemen and for posts not reserved for them. However, they should possess the prescribed educational as on **the closing date of registration** of applications for this notice.
10. Ex-Servicemen candidates who have already secured Civil employment under Central Government in Group 'C' & 'D' (including PSUs, autonomous bodies/statutory bodies, nationalized banks etc.,) after availing of the benefits given to Ex-Servicemen will be permitted only the benefit of age relaxation as prescribed for Ex-Servicemen for securing another Civil employment in a higher grade or cadre in Group 'C/D' under Central Government. Such candidates will not be considered against the vacancies reserved for Ex-Servicemen in the Central Government jobs.

For more job news visit : www.kpscvaani.com

11. If an Ex-Serviceman applies for various vacancies before joining any civil employment, she/he can avail the benefit of reservation as Ex-Servicemen for any subsequent employment, subject to the condition that an Ex-Serviceman as soon as she/he joins any civil employment, should give **self-declaration/undertaking** to the concerned employer about the details of application against this notice. The **acknowledged copy of this declaration along with NOC** from the civil employer should be produced during document verification failing which they will not get benefit of reservation for Ex -Servicemen. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex-Servicemen.
12. Candidate seeking reservation benefits available for Ex-servicemen must ensure that they are entitled to such reservation as per eligibility prescribed in the notice and as per the instructions issued by Govt. of India in the prescribed formats of Govt of India in support of claim (Annexure II &III).

5.4 Reservations for Persons with Benchmark Disabilities (PwBD):

- Blindness and low vision;
- Deaf and hard Hearing;
- Loco motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- Specific learning disability and mental illness;
- Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.
- Definition of Specified Disabilities are provided in the Schedule of RPwD Act,2016.

Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate:

Only such persons would be eligible for relaxation in conditions/reservation in posts who suffer from **not less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation and shortlisted for Document Verification have to submit **Certificate of Disability** issued by the Competent Authority as per the form V, VI and VII of rule 18(1)under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer **Annexure IV, IV (A) & IV (B)** for the revised formats. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

For more job news visit : www.kpscvaani.com

CHAPTER-6

SELECTION PROCEDURE

6.1 Scheme of Examination

Scheme of Examination for the post of Social Security Assistant is as under :-

6.2 Phase I- Examination

Sr. No.	Name of the Test (Objective Tests)	No. of Qs.	Max. Marks	Duration
1	General Aptitude	30	120	2 Hours and 30 minutes (150 Minutes)
2	General Knowledge/ General Awareness	30	120	
3	Quantitative Ability	30	120	
4	General English with *Comprehension	50	200	
5.	Computer Literacy	10	40	
	Total	150	600	

NOTE

- Each question shall have 4 marks each.
- The marks obtained in Phase–I will be considered for final selection on merit.
- For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
- *English comprehension shall be objective.
- Total marks 600.
- The candidates will be shortlisted for Phase-II in the ratio of **1:10** i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase-I.
- If the examination is held in more than one session, the scores across various sessions will be equated following standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions.

6.3 Phase II-Computer Skill Test (Computer Data Entry Test)

Candidates will be required to appear for the Skill Test to assess speed and accuracy for Data Entry Work. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to

For more job news visit : www.kpscvaani.com

10500 Key Depression Per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions for each word for Data Entry Work. Candidates short-listed for Skill Test will have to appear for a Skill Test.

NOTE:- Computer Skill Test will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

6.4 Qualifying Marks: - Qualifying Marks in Phase–I (Main Exam.) will be decided as per discretion of EPFO.

6.5 Process for Arriving at Scores- If the examination is held in more than one session, the process of moderation will follow to ensure fairness.

Note: - Cut-offs are applied in two stages: on scores in individual tests and on Total Score.

6.6 RESOLUTION OF TIE CASES

In cases where more than one candidate secures the equal aggregates marks in Phase-I, tie will be resolved by applying the following methods one after another:

i) Date of Birth, with older candidates placed higher.

ii) Alphabetical order in which names of the candidates appear.

For more job news visit : www.kpscvaani.com

CHAPTER-7

ANSWER KEY CHALLENGE

7.1 The Provisional Answer Keys of the Multiple Choice Questions as asked in Phase–I of the Examination shall be displayed online on the Website(s): https://recruitment.nta.nic.in/and EPFO website www.epfindia.gov.in giving an opportunity to the interested candidates (after the conduct of the exam) to challenge any answer key of any question online.

7.2 The provisional Answer Keys along with the question paper and recorded responses thereon shall be displayed to the respective candidates on aforesaid websites for a period of 02 (two) to 03 (three) days.

7.3 The Candidates shall be informed about the process through a Public Notice to be issued on the Website(s): https://recruitment.nta.nic.in/_and EPFO website www.epfindia.gov.in only.

7.4 The Candidates shall be required to pay online an amount of Rs. 500/- (Rupees Five Hundred Only) per answer key challenged, in Phase –I as processing fee. In case the challenge of a Candidate to any answer key is accepted, such candidate shall be refunded with the processing fee.

7.5 The following category of challenges SHALL NOT be entertained: -

i. Any challenge submitted through email or in hard copy by post or by hand;

ii. Any challenge submitted without payment of requisite fee;

iii. Any challenge submitted before/after specified period that to be specified in the public notice to be issued regarding Answer Key Challenge.

7.6 Challenges made by the candidates to any answer key will be verified by the NTA with the help of a panel of subject experts. If the challenge to any Answer Key is found correct, the Answer Key will be revised accordingly. Based on the revised Final Answer Key, the result will be prepared and declared.

7.7 The Answer Keys after the challenges, as settled by the panel of experts, will be treated as final and no further grievances shall be entertained after the declaration of result.

7.8 There shall be no intimation to any candidate in response to his/ her answer key challenge, if the same has been rejected by the Subject Expert(s), as the Final Answer Keys will be published on the website(s) prior to the declaration of the final result.

For more job news visit : www.kpscvaani.com

Chapter 8

DECLARATION OF RESULT

8.1.1 The result of examination shall be displayed only on the website https://recruitment.nta.nic.in and EPFO website www.epfindia.gov.in _and any information whatsoever shall be made available on the official website. **Candidates are advised to go through the website** EPFO website www.epfindia.gov.in _or https://recruitment.nta.nic.in**regularly for latest updated information.**

8.1.2 Merely appearing and passing in **examination,** does not confer any right to the candidate for appointment. Selection in the examination does not confer upon candidates any right of appointment in the EPFO. The function of the examination conducting agency is to recommend names of suitable candidates to the concerned authorities of the EPFO who in turn will issue the offer of appointment letter subject to availability of vacancies and satisfying all other eligibility criteria including antecedents and character.

8.1.3 The selection is subject to fulfilling the eligibility, rank in merit list, medical fitness, verification of original documents and such other criteria as may be prescribed by the EPFO.

For more job news visit : www.kpscvaani.com

Chapter-9
GENERAL INSTRUCTIONS

9.1 The EPFO reserves right to alter the number of vacancies, modify Examination process and fix the minimum cut off marks without assigning any reason thereof. Vacancies calculated and indicated in advertisement are subject to change. All instructions are to be complied with strictly by the candidates in the Examination.

9.2 Candidates should have their own Mobile Number and valid & active e-mail ID as NTA/EPFO shall send **all recruitment related communications only through SMS and e-mai**l. Candidates are advised to keep their personal email ID and mobile number active as all correspondence pertaining to examination will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.

9.3 The decision of EPFO shall be final in all matters relating to Eligibility, Acceptance or Rejection of the applications/candidature of any applicant, Penalty for false information, Mode of Examination process, Allotment of Examination Centers, Selection & Appointment to the post and etc.

9.4 Candidates are advised to go through the website https://recruitment.nta.nic.inand EPFO website www.epfindia.gov.in _regularly for latest updated information and other references.

9.5 Candidate must carefully read the Instructions for filling Application Form on line given in the advertisement. Candidates not complying with the Instructions shall be summarily disqualified.

9.6 Information such as his/her Name, Contact details/Address, Email ID, Category, PH Status, Educational Qualification details, Date of Birth, etc. provided by the candidate in the Online Application Form shall be treated as FINAL. The Candidates shall fill their complete postal address with PIN Code for further correspondence.

9.7 Any request for change in such particulars after the closure of correction period shall not be considered either by NTA or by the EPFO.

9.8 Center/City allocation will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities/States.

For more job news visit : www.kpscvaani.com

9.9 A common examination is held for recruitment to Vacancies in various Regions as defined in chapter 2, Table of vacancies - column 1 and 2. The Final Merit List shall be prepared such Region-wise. All candidates are required to exercise their options for all the Regions (as defined above) in the order of preference with choice 1 being the first preference. Such preference of options shall be utilized for allocation of a candidate to particular Region in line with various DoPT orders on such distributions. However EPFO reserves the right to allot a candidate to a Region as per the administrative requirements and availability of vacancies. Hence, it may be understood that the choice of posting given by the candidates does not confer any right to the candidate for being considered for posting in the choices preferred by him/her.

9.10 Examination Centers

I. A candidate needs to give his/her preferences for examination centers, however centers shall be allotted taking into account logistical considerations.

II. The examination will be conducted online in centers given in the respective admit cards.

III. No request for change of centre/venue/date/session for Examination shall be entertained.

IV. NTA/EPFO, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.

V. NTA/EPFO also reserves the right to allot the candidate to any centre even other than the preferences given by him/her.

VI. Candidate will appear for the examination at an Examination Centre at her / his own risks and expenses and EPFO will not be responsible for any injury or losses etc. of any nature.

VII. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the examinations.

9.11 In case it is found at any time in future that the Candidate has used/uploaded the photograph and signature of someone else in his/her Application Form/Admit Card or he/she has tampered his/her Admit Card/result, these acts of the candidate shall be treated as Unfair Means (UFM).

9.12 In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has suppressed/twisted or truncated any material facts or any other grounds which the EPFO consider to be sufficient clause, his/her candidature shall stand cancelled without giving any reasons and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, their services may be liable to be terminated and he/she may be liable for criminal proceedings.

9.13 A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum

For more job news visit : www.kpscvaani.com

of 40% impairment). Visually Disabled candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise decided of examination. Candidates who are eligible to use scribe/passage dictator or are eligible to have compensatory time will also be eligible for compensatory time for Computer Data Entry Test including those who are allowed use of scribe/passage dictator but do not avail the facility. Compensatory time would also be allowed to the persons having less than 40% disability and having difficulty in writing as per definition of 2(s) of the RPwD Act2016 but not covered under definition of Section 2(r) of the Act.

9.14 No request for refund of fee once remitted by the candidate will be entertained either by NTA or by the EPFO under any circumstances. Candidates shall appear in the examination at their own cost at the allotted Examination Centre on the Date / Shift and time indicated in their respective Admit Cards, which would be issued in due course through official Websites.

9.15 Online Application Form cannot be withdrawn, once it is submitted successfully. The Confirmation Page is not required to be sent. However, candidates must keep print out of Confirmation Page, On-line Application Form, E-Admit Card and at least 08(eight) colored passport size photograph identical with the photograph uploaded in Online Application Form.

9.16 In case of multiple applications submitted by the candidate, the last application correct in all respect shall be accepted and fee deposited with earlier applications shall not be adjusted in any circumstances.

9.17 No hard copies of certificates/mark sheets are required to be submitted along with 'On-line Application Form'. Candidates shall have to produce all required documents pertaining to eligibility for verification as and when asked for by EPFO, failing which he/she shall be disqualified.

9.18 Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.

9.19 Selection of a candidate in the Examination is provisional, subject to being found otherwise eligible for selection. Candidates are required to keep with them at least one identity proof (Photo-Identity Card viz Adhaar Card /print out of E-Aadhar card, Voter I.D. Card, Permanent Driving License, Passport, PAN Card, Bank's Passbook copy with photograph thereon) along with the admit card issued to the candidate and shall produce the same on demand at the time of examination at the center.

9.20 No Objection Certificate (NOC) for serving employees:

Candidates serving (including those undergoing induction training/probation) in any Government Department including Employees Provident Fund Organisation or Public Sector Undertakings may apply to their respective department. Shortlisted candidates should produce **NOC from the employer at the time of Document Verification** failing which their candidature will be cancelled.

For more job news visit : www.kpscvaani.com

9.21 In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate may face penal action as per the law applicable.

9.22 No recommendation for selection either written or oral, other than those for whom required as per Rules applicable will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means shall disqualify him for appointment.

9.23 The candidates are required to fill in the Online Application Form with correct and complete information carefully. If any incomplete or false information is given, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection without giving any reasons/notice. On furnishing any false certificates or indicating wrong category/sub-category regarding caste in the application form or in case of any other default, EPFO may reject the candidature at any stage of the selection and may take all necessary action.

9.24 Information uploaded on the website shall not be provided to the candidate or any other person under R.T.I. Act, 2005. The information uploaded on the website shall remain for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In due course of recruitment examination or in midway of process, neither any application under Right To Information Act, 2005 shall be entertained nor information shall be provided. Factual information under R.T.I., Act shall be provided only after declaration of final result. Inferential questions or Speculative questions shall not be answered in RTI.

9.25 It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with a candidate for appointment. The eligibility is subject to final verification by the Competent Authority. The candidate shall satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria on the last date for submission of Application Form.

9.26 Furnishing of false, wrong or inaccurate information may lead to cancellation of the candidature of the Applicant and/or his/her Result, forfeiture of the certificate and even prosecution in appropriate cases.

9.27 Mobile Phones, Pagers, Bluetooth devices or any other communication device is not allowed inside the premises where the examination is being conducted. Any infringement of these instructions may entail suitable actions/restrictions as EPFO may deem fit and proper including ban from future examinations.

9.28 Canvassing in any form and use of unfair means (U.F.M.) during the examinations shall disqualify the candidature of the applicant.

9.29 Selection of the candidates shall be purely on the merit basis in a transparent way. Hence, the Candidate has to be careful of touts and job racketeers, who promise to get them selected unlawfully on illegal considerations/means. EPFO/ NTA **has not appointed any**

For more job news visit : www.kpscvaani.com

agent(s) or coaching advertisement for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence EPFO directly or indirectly shall be disqualified and legal action can be initiated against them. **Candidates are advised to visit only the official website of EPFO and beware of FAKE websites put up by unscrupulous elements/touts.**

9.30 Candidate must disclose the details in the Online Application Form, if any criminal proceeding has been initiated against him/her or First Information Report (FIR) is lodged against him/her. Concealment of any fact(s) may disqualify and entail cancellation of his/her candidature.

9.31 The Result of the Candidates who indulge in Unfair Means (UFM) Practices shall not be declared (and may be cancelled).

9.32 **(i)** The EPFO reserves right to alter the number of vacancies modify/rectify examination process and fixing the minimum cut off marks at any stage of the examination process without assigning any reason thereof.

(ii) The decision of EPFO shall be final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment on the posts etc.

(iii) The EPFO will not be responsible for any inadvertent error and reserves the right to correct such errors that might have inadvertently crept in. However, it does not owe any responsibility for error committed by the candidate.

(iv) In the event of any dispute about interpretation, the English version of the notice as published in EPFO's official website will be treated as final.

(v) Selected candidates will have to undergo training wherever prescribed.

(vi) EPFO reserves the right to conduct additional examination (as applicable) at any stage without assigning any reason; and EPFO also reserve the right to cancel any part or whole of the recruitment process at any stage for any or all of the categories notified in this notice without assigning any reason thereof.

(vii) Selected candidates have to execute Security and/or Indemnity Bond wherever necessary at the time of joining in EPFO.

(viii) EPFO reserves the right to incorporate any subsequent changes/ modifications/ additions in the terms & conditions of recruitment under the notice as necessitated and applicable by issuing necessary addendum/ corrigendum to this Employment Notification.

(IX) There will be a probationary period of 2 years. The service condition including Transfer shall be regulated as per per Employees' Provident Fund (Officers and Employees' Conditions of Service) Regulations, 2008 as amended from time to time.

For more job news visit : www.kpscvaani.com

9.33 The vacancies calculated and indicated in the advertisement are subject to change.

9.34 In case it is detected at any stage of recruitment that the candidates don't fulfill the eligibility norms and/or that they have suppressed/twisted or truncated any material facts, their candidature shall stand cancelled without giving any notice to the candidate. If any of these shortcomings is detected even after appointment, their services shall be liable to be terminated and he/she shall be liable for criminal proceedings.

9.35 The character of a person for direct recruitment to the service must be such as to render him suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.

9.36 No person shall be recruited unless he/she be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his official duties. Before a candidate recruited directly is finally approved for appointment, he shall be required to produce a medical certificate of physical fitness

9.37 No recommendation either written or oral will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.

9.38 The decision of the EPFO 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 centers, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

9.39 Following person(s) shall not be eligible:

a) Who has entered into or contracted a marriage with a person having spouse living or

b) Who, having a spouse living, has entered into or contracted a marriage with any person.

Provided that the Competent Authority of EPFO may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

9.40 The Educational Qualification Certificates for regular Degree should contain the date of issue. In case, date of issue of these certificates is after the closing date of the notice, then the consolidated mark sheet with date of declaration of the result of final qualifying exam or individual mark sheets of all the semesters with date of declaration of result of each semester should be submitted. In case of non- availability of date in any of these certificates, then a certificate from the Institution/University to this effect (indicating date of declaration of result) should be produced at the time of document verification.

For more job news visit : www.kpscvaani.com

9.41 GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE / PASSAGE DICTATOR

9.41.1

(a) The facility of Scribe/ Passage Dictator would be allowed to any persons with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by her/him.

(b) The facility of Scribe and /or compensatory time would also be allowed to the persons having less than 40% disability and having difficulty in writing as per definition of 2(s) of the RPwD Act 2016 but not covered under definition of Section 2(r) of the Act. The facility of scribe under this provision shall be granted subject to production of certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his /her behalf from the concerned Medical Authority of a Government healthcare institution as per the performa at **Annexure-IX**

(c) The medical authority for the purpose of certification as mentioned in point (b) above should be a multi-member authority comprising the following:-

i. Chief Medical Officer/Civil Surgeon/ District Medical Officer…… Chairperson.
ii. Orthopaedic/PMR specialist
iii. Neurologist, if available*
iv. Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist/Special Educator
v. Occupational therapist, if available*
vi. Any other expert based on the condition of the candidate as may be nominated by the Chairperson.

(* the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District)

9.41.2 In case of persons with benchmark disabilities in the category of blindness, loco motor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/ Passage Dictator shall be given, if so desired by the person.

9.41.3 In case of other category of persons with benchmark disabilities in the category, the provision of scribe / Passage Dictator can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe / Passage Dictator is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of Government health care institution as per proforma at **Annexure-IV(C).**

9.41.4 For engaging the scribe / Passage Dictator, candidates will have to indicate the same while filling ONLINE application form.

9.41.5 Engagement of scribe/ Passage Dictator will be subject to the following conditions:-

For more job news visit : www.kpscvaani.com

(i) The candidate will have to arrange her / his own scribe / Passage Dictator at her /his own cost or they may make a request in the online application for providing of scribe /Passage Dictator.

(ii) In case the candidate arranges her/his own scribe/Passage Dictator, the qualification of the scribe / Passage Dictator should be one step below the qualification of the candidate taking the examination. The candidates have to bring the letter of undertaking of using scribe/Passage Dictator in **Annexure–IV(C)/Annexure-IX** and **Annexure-V/Annexure-X** as applicable attached with this notice on the day of Phase-I, Phase-II examinations respectively.

(iii) Incase, EPFO provides the scribe/Passage Dictator, it shall be ensured that qualification of the scribe/ Passage Dictator should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe /Passage Dictator should be matriculate or above.

(iv) The scribe / Passage Dictator arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of the candidate will be cancelled. Candidates eligible for and who wish to use the services of a scribe / Passage Dictator in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

(v) A person acting as a scribe/Passage Dictator for one candidate cannot be a scribe/Passage Dictator for another candidate.

(vi) The scribe/Passage Dictator may be from any academic stream.

(vii) Both the candidate as well as scribe/ Passage Dictator will have to give a suitable undertaking confirming that the scribe / Passage Dictator fulfills all the stipulated eligibility criteria for a scribe/Passage Dictator mentioned above. Further in case it later transpires that she/he did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

(viii) Those candidates who use a scribe/Passage Dictator shall be eligible for compensatory time of 20 minutes for every hour of the examination or as other wise decided. Scribe / Passage Dictator should not answer on her / his own. Any such behavior observed will result in cancellation of candidature.

(ix) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if she / he is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(x) The change of scribe / Passage Dictator may also be allowed in emergency duly recording reasons and filling the relevant details including pasting of photograph of the

For more job news visit : www.kpscvaani.com

new scribe /Passage Dictator as per **Annexure V/Annexure-X** as applicable.

(xi) The candidates shall be responsible for any misconduct on the part of the scribe/ Passage Dictator brought her/him during the examination.

(xii) The PwBD [Section 2(r)]/Person with disability [Section 2 (s)] candidates who have availed the facility of Scribe/passage dictator and compensatory time must produce relevant documents for the eligibility of scribe/ passage dictator/compensatory time at the time of Examination and Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

(xiii) No attendant other than the scribe/passage dictator for eligible candidates will be allowed inside the examination hall

9.42 GUIDELINES FOR CANDIDATES WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY

A compensatory time of twenty minutes per hour or other wise decided shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

9.43 GUIDELINES FOR VISUALLY DISABLED CANDIDATES

9.43.1 Visually Disabled candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise decided of examination.

9.43.2 The facility of viewing the contents of the test in magnifying font will not be available to Visually Disabled candidates who use the services of a Scribe / Passage Dictator for the examination

9.43.3 These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

9.43.4 Passage Dictators will be provided to those VH candidates for the typing test who have opted for scribe/passage dictator in the online application form. The passage dictator will read out the passage to VH candidate within the allotted time period.

****

For more job news visit : www.kpscvaani.com

Chapter-10

REGISTRATION AND APPLICATION PROCESS

10.1. Instructions for filling Online Application Form

Candidates have to apply "**ONLINE" only** for the post of Social Security Assistant (SSA) by accessing the website: https://recruitment.nta.nic.in OR EPFO website www.epfindia.gov.in The Applications other than online mode will not be accepted in any case. Only one application is to be submitted by a candidate. More than one application i.e. Multiple Application Forms submitted by a candidate shall be rejected.

10.2. It is suggested that the candidate should keep the following ready before filling of the online Application Form:

- A computer/Laptop with proper internet connectivity,
- The particulars of a valid Government ID proof,
- The Date of Birth (as mentioned in Class X Board Certificate),
- Govt. Identity Details like Aadhar Number (last 4 digits)/ Election Card (EPIC No.) / Passport number / Bank Account Number /PAN Number/ Other valid Govt. IDs,
- Educational Qualification details,
- Actual category viz. General (UR) / OBC / SC / ST/EWS as the case may be, correctly mentioned in the relevant column,
- Scanned clear passport photograph in JPG format (size between 10 kb–200 kb) either in colour or black and white with 80% face (without mask) clearly showing complete face from chin to head having straight eye contact with the camera with both ears visible in appropriate contrast on light shade plain background without any kind of sunglasses/spectacles,
- Scanned clear signature in JPG/JPEG format (size between 4kb–30kb),
- A valid e-mail ID as important communications will be made in this e-mail ID,

10.3.1. A valid mobile number as important information via SMS will be sent to this number. Advertisement may be downloaded and read carefully by the candidate that to be sure about his/her eligibility and to acquaint with requirements for submission of Online Application Form.

10.3.2. Whether they fulfill the eligibility conditions for the Examinations as prescribed.

10.3.3. In order to avoid correction in the particulars at a later stage, the candidate should ***exercise utmost caution while filling up the details in the Application Form***.

For more job news visit : www.kpscvaani.com

10.3. Following **Steps** maybe followed to Apply Online:

Step-1*: Register for Online Registration using your own Email ID and Mobile No. and note down system generated Registration Number.*

Step-2: *Complete the Online Application Form and note down the system generated Registration Number.*

Step-3: *Upload legible scanned images of:*

(i) a recent photograph (in jpg/ jpeg file, size 10Kb–200Kb);

(ii) candidate's signature (file size: 4kb-30kb);

(iii) Left hand thumb impression (file size:10kb- 200kb);

Step-4: *Pay prescribed fee online through Net Banking/Debit Card/Credit Card (There is no provision for payment through e-challan/cash.* All the 4 Steps can be done together or at separate timings.

10.4. Applications will be accepted only when fee is deposited in the Bank upto prescribed last date for fee submission. If the fee is deposited in Bank after prescribed last date for fee submission, the candidature of the candidate will be rejected on the ground of non-payment of examination fee. Fee once deposited in the Bank will not be refunded to the candidate in any condition and it shall not be adjusted in anyway.

10.5. After the submission of Online Application Form (i.e. successful completion of Step-4), Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**

10.6. In case the Confirmation Page is not generated after payment of Prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in Chapter 11.4 of this detailed Advertisement), for ensuring the successful payment.

10.7. Inspite of above, if successful transaction is not reflected on the Portal, it means transaction is not complete and candidate may pay second time and ensure OK status. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded (in the same payment mode through which the duplicate payment is received), after fee reconciliation by NTA.

Notes:

i. *The final submission of Online Application Form will remain incomplete if Step - 2 Step–3 andStep-4 are not completed, such Application Forms will stand rejected and no correspondence on this account will be entertained*

For more job news visit : www.kpscvaani.com

ii. *No request for refund of fee once remitted by the candidate will be entertained.*

iii. *The entire application process is online, including uploading of scanned images, Payment of Fees and Printing of Confirmation page. Therefore, candidates are not required to send/submit any document(s) including Confirmation page to NTA through Post/Fax/By Hand/E-mail.*

iv. *Candidates are advised to keep visiting the official websites regularly for latest updates and to check their e-mails.*

v. *All the candidates who have submitted the online Application and paid the Examination fee till last date will be allowed to appear for the examination and their admit cards will be uploaded on the website as per schedule.*

vi. *NTA neither verifies the information filled by the candidates in the Application Form nor verifies any certificate of Category/Educational Qualification for deciding the eligibility of candidates.*

vii. *The certificates of educational qualification and category (if applied under reserved category) will be verified by the competent authority at the time of joining the services. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category).*

viii. *Either EPFO or NTA will, in no way, be responsible for any wrong/ in correct information furnished by the candidate(s) in his/her Online Application Form. The letter/ e-mails/ WhatsApp Message/ Public Grievance in this regard will not be entertained by the NTA or the EPFO.*

10.8. The Candidates are not required to send/submit the confirmation page of Online Application Form to the NTA. However, he/she is advised to retain the following documents with them as reference for future correspondence:

- At least four print outs of the Confirmation Page of Online Application Form.
- ***Proof of fee paid.***
- Photographs (same as uploaded on the Online Application Form)–6 to 8 passport size photographs need to be kept aside.
- ***The name on the photo identification card must match with the name as shown in the Admit Card. If the name has been changed due to events such as marriage or etc., candidate must show the relevant document at the time of examination. Marriage Certificate / Divorce / Decree / Legal Name Change Document must be produced in original compulsorily.***

For more job news visit : www.kpscvaani.com

10.9. Procedure for Filling Application Form

Part I: Registration Page
Fill in the basic information and note down the system generated Application No.
Candidate's Name/ Mother's Name/ Father's Name: *Provide Candidate's Name, Mother's Name, and Father's Name as given in the Secondary School Examination or equivalent Board / University Certificate in CAPITAL letters. No prefix in the name of the candidate is allowed.*
Date of Birth: dd/mm/yyyy: *Provide Candidate's date of birth as recorded in Secondary School Examination (10th) or equivalent Board/ University Certificate.*
Mobile Number and e-mail Address: *Candidates must provide own Mobile Number and e-mail address.*
Note: Only one e-mail address and one Mobile Number are valid for one application

PART II: Fill in the complete Application Form
Fill in the complete Application Form Notes*:*
(i) EPFO/NTA shall not be responsible for any delay/loss in postal transit or for an incorrect Correspondence address given by the Applicant in the Application Form. Therefore, the candidate has to ensure that he/she mentions his/her complete correspondence address, including Pin Code, in his/her Online Application Form.

For more job news visit : www.kpscvaani.com

(ii) The Candidate must ensure that e-mail address and Mobile Number provided in the Online Application Form are their own (which cannot be changed later) as communication may be sent by NTA through e-mail or SMS.

(iii) The Candidate should not give the postal address, Mobile Number or e-mail ID of any Coaching Centre or of any other third party or institution in the Online Application For

PART III: Uploading of scanned images

(i) Candidate's Photograph: *to be uploaded*

- *Photograph should not be with cap or goggles. Photograph should cover 80% face (without mask) visible including ears against white background.*
- *Spectacles are allowed if being used regularly.*
- ***Polaroid and Computer generated photos are not acceptable.***
- ***Applications not complying with these instructions or with unclear photographs are liable to be rejected.***
- ***Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de- shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.***
- *Application without photograph shall be rejected. The photograph need not be attested.*
- *Candidates are advised to take 6 to 8 passport size colored photographs with white background.*

  Note: *Passport size photograph is to be used for uploading on Online Application Form and also for pasting on Attendance Sheet at the Examination Centre.*
- *The candidate should scan his/her passport size photograph for uploading. File size must be between* ***10 kb to 200 kb.***

(ii) Left Hand Thumb Impression*: to be uploaded*

- *In case of any eventuality of left thumb being unavailable, right hand thumb impression may be used.*
- *File size must be between 10 kb to 200 kb.*

(iii) Candidate's Signature: *to be uploaded*

- *The candidates are required to upload the full signature in running hand writing in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as signature and the Application Form would be rejected.*

For more job news visit : www.kpscvaani.com

Further, unsigned Online Application Forms will also be rejected.

- *The candidate should put his full signature on white paper with Blue/Black Pen and scan for uploading.*
- *File size must be between **04 kb to 30 kb.***

PART-IV: Payment of Examination Fee

10.11 NTA does not edit/modify/alter any information entered by the candidate under any circumstances. Any request for change in information will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form. **Request for corrections made by any candidates through Post/ Fax/WhatsApp/Email/by hand will not be entertained by NTA/EPFO.**

10.12 NTA disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.

10.13 The entire application process for the aforementioned post is online including uploading of scanned images, payment of fees and printing of confirmation page, admit card etc.

10.14 Usage of Data and Information: NTA/EPFO can use the data provided by the End Users (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s). However, this information is not for use by any third party or private agency for any other use.

****

For more job news visit : www.kpscvaani.com

CHAPTER 11

APPLICATION FEE AND PROCEDURE FOR PAYMENT

11.1. Application Fee/Procedure for Payment /Service Charges of Banks

Fee Payable (through: Online Mode)	
Name of Post	***Social Security Assistant***
General/EWS/OBC	*Rs. 700/-*
*SC/ST/** PwBD/Female Candidates/Ex-Servicemen	*NIL*
Note: (1) Fees shall be accepted through ONLINE mode ONLY.	

11.2 Mode of Payment and Service Charges

S.No.	Mode of Payment	Canara Bank	
1	Net Banking	Canara Bank	Nill Charges
		Other Bank	5.00+GST
2	Debit Cards	Rupay Card of Canara Bank or Other Banks	Nill Charges
3	Credit Cards	Domestic	0.80%+GST
		International	2.35%+GST
4	Unified Payment Interface (UPI)	Nill Charge	

11.3. Procedure to raise payment related Grievance:

11.3.1 After (successful completion of Step-4, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**

11.3.2 In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in **Chapter 11.4.** of this detailed Advertisement), for ensuring the successful payment.

11.3.3 Inspite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.

11.3.4 However, any duplicate payment received from the candidate in course of said transaction will be refunded (in the same payment mode through which the duplicate

For more job news visit : www.kpscvaani.com

payment is received) after fee reconciliation, approximately within 30 (thirty) days from the last date for the submission of application fee online.

11.3.5 Any grievance/ query relating to payment of application fee or refund of duplicate application fee, as received through QRS/Email/Helplines, could be addressed, if the following information are made available by the candidate concerned in his/her query through QRS /Email/ Call at Help lines :-

i. *Name of the Bank and/or payment Gateway.*

ii. *Date and time of the transaction*

iii. *Transaction Number*

iv. *Bank Reference Number*

v. *Proof of transaction*

11.4 Helpdesks/Help lines for attending the Payment Related Queries/Grievances

Level	Name	Email ID	Contact No.
1	*Help Desk*	pgsupport@billdesk.com/dssronoida@canarabank.com or cb18688@canarabank.com	8700098336/ 7428206788/ 9535293631
2	Complaint Management Service	pgsupport@billdesk.com/dssronoida@canarabank.com or cb18688@canarabank.com	8700098336/ 7428206788/ 9535293631
3	Customer Care	pgsupport@billdesk.com/dssronoida@canarabank.com or cb18688@canarabank.com	8700098336/ 7428206788/ 9535293631
4	Through SMS	-------	8700098336/ 7428206788/ 9535293631

****

For more job news visit : www.kpscvaani.com

Chapter-12

MISCELLANEOUS PROVISIONS

12.1 Caution Notice

12.1.1 Candidates are advised to refer to NTA website: https://recruitment.nta.nic.in or website of EPFO website www.epfindia.gov.in and for authentic information and periodic updates made thereon.

12.1.2 Candidates are advised not to be allured by various claims of any party or person for qualifying the Recruitment Examination

Candidates are advised to bring any such information to the notice to NTA by e-mail.

Query Redressal System

12.1.3 An online Web-based Query Redressal System, will be available to the Candidates of on the Website of NTA: www.nta.ac.inand https://recruitment.nta.nic.in/.

12.1.4 A Candidate while submitting his/her query on the Query Redressal System should compulsorily mention his/her full name, father's name, postal address and unique application number/roll number. Only queries having above mentioned needful details relating to a Candidate shall be entertained.

12.1.5 A Unique Registration Number will be generated after submission of query by the Candidate on the Query Redressal System, to enable him/her for tracking the status of his/her query grievance.

12.1.6 Only relevant queries received on the Query Redressal System shall generally be replied within 03(three) working days from the date of receipt of query concerned.

12.1.7 The Registered Candidate(s) are advised to use the online facility for speedy and favorable response, before mailing their only relevant/essential queries in the Email id : **epfore@nta.ac.in OR NTA Help Desk: 011-69227700, 011-40759000**

12.2 Correspondence with NTA

12.2.1 Relevant correspondences shall be addressed by **E-mail only**.

12.2.2 Any query which is ambiguous, anonymous, frivolous, vague, repetitive and irrelevant shall not be entertained.

For more job news visit : www.kpscvaani.com

12.2.3 Any query from any person claiming to be a representative, associate or assignee of the applicant/candidate shall not be entertained.

12.2.4 The following information shall not be revealed by phone or email:

12.2.4.1 Internal documentation/status.

12.2.4.2 Internal decision making process of NTA or of EPFO. Any claim or counter claim in this respect is not entertainable.

12.2.4.3 Date & venue of any Internal Meeting or name of any Officer/Official dealing with it, either of NTA or EPFO.

12.2.4.4 Any other information which in the opinion of NTA or EPFO cannot be revealed.

12.3 Legal Jurisdiction

All disputes pertaining to the conduct of the examination shall fall within the jurisdiction of Delhi only.

****

For more job news visit : www.kpscvaani.com

LIST OF EXAMINATION CITIES

SL.No	TEST CENTRE STATE	TEST CENTRE CITY
1	ANDHRA PRADESH	VIJAYAWADA
2	ANDHRA PRADESH	VISAKHAPATNAM
3	ARUNACHAL PRADESH	ITANAGAR/NAHARLAGUN
4	ASSAM	GUWAHATI
5	ASSAM	JORHAT
6	ASSAM	SILCHAR(ASSAM)
7	BIHAR	GAYA
8	BIHAR	PATNA
9	CHANDIGARH(UT)	CHANDIGARH/MOHALI/PANCHKULA
10	CHHATTISGARH	BILASPUR(CHHATTISGARH)
11	CHHATTISGARH	RAIPUR
12	DELHI	DELHI/NEW DELHI
13	GUJARAT	AHMEDABAD/GANDHINAGAR
14	GUJARAT	VADODARA
15	GOA	PONDA
16	HARYANA	AMBALA
17	HARYANA	GURUGRAM
18	HIMACHAL PRADESH	SHIMLA
19	JAMMU & KASHMIR	JAMMU
20	JAMMU & KASHMIR	SRINAGAR(J & K)
21	JHARKHAND	JAMSHEDPUR
22	JHARKHAND	RANCHI
23	KARNATAKA	BANGALORE
24	KARNATAKA	MYSURU(MYSORE)
25	KERALA	ERNAKULAM/MOOVATTUPUZHA
26	KERALA	THIRUVANANTHAPURAM
27	LEH & LADAKH	LEH
28	MADHYA PRADESH	GWALIOR
29	MADHYA PRADESH	BHOPAL
30	MAHARASHTRA	MUMBAI/NAVI MUMBAI
31	MAHARASHTRA	PUNE
32	MAHARASHTRA	SAWANTWADI
33	MANIPUR	IMPHAL
34	MEGHALAYA	SHILLONG
35	MIZORAM	AIZAWL
36	NAGALAND	KOHIMA
37	ODISHA	BHUBANESWAR
38	ODISHA	CUTTACK
39	PUDUCHERRY	PUDUCHERRY
40	PUNJAB	BHATINDA
41	PUNJAB	LUDHIANA
42	RAJASTHAN	JAIPUR

For more job news visit : www.kpscvaani.com

43	RAJASTHAN	JODHPUR
44	TAMIL NADU	CHENNAI
45	TAMIL NADU	COIMBATORE
46	TAMIL NADU	MADURAI
47	TELANGANA	HYDERABAD/SECUNDERABAD
48	TRIPURA	AGARTALA
49	UTTAR PRADESH	ALLAHABAD/PRAYAGRAJ
50	UTTAR PRADESH	KANPUR
51	UTTAR PRADESH	LUCKNOW
52	UTTAR PRADESH	NOIDA/GREATER NOIDA
53	UTTAR PRADESH	VARANASI
54	UTTARAKHAND	DEHRADUN
55	WEST BENGAL	KOLKATA
56	WEST BENGAL	MALDA
57	WEST BENGAL	SILIGURI

For more job news visit : www.kpscvaani.com

Annexure -I

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 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 Schedule to the Government of India, Department of Personnel & TrainingOMNo.36012/22/93-Estt.(SCT,) dated 08.09.1993**.

Date_____	District Magistrate/Deputy Commissioner etc.
Seal of Office	

*-	**The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.**
**-	As amended from time to time.
Note:	The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

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

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

Note-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 Stipendiary Magistrate / Sub-Divisional Magistrate /Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1stClass Stipendiary Magistrate).

ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

iii. Revenue Officer not below the rank of Tehsildar.

For more job news visit : www.kpscvaani.com

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

Note-II The closing date for receipt to application will be treated as the date of reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the creamy layer.

Note-III The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure** above issued by the competent authority on or before the Closing Date as stipulated in this Notice.

For more job news visit : www.kpscvaani.com

ANNEXURE-IA

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I …….. Son/ Daughter of Shri …….. resident of village/ town/ city …….. district …….. State …….. here by declares that I belong to the ……. community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36012/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M.No.36033/3/2004-Estt.(Res.) dated 9th March, 2004, O.M.No.36033/5/2004-Estt.(Res.) dated 14th October,2004 and OM No.36033/1/2013-Estt.(Res.),dated:27th May,2013.

Signature:……

Full Name:……..

Address……..

For more job news visit : www.kpscvaani.com

ANNEXURE-II

FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING AGE-RELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-SERVICEMAN

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No..... Rank..... Name.....whose date of birth is.....has rendered service from.....to in Army/Navy/Air Force.

2. He has been released from military services:

a) On completion of assignment otherwise than

(i) By way of dismissal, or

(ii) By way of discharge on account of misconduct or inefficiency, or

(iii) On his own request, but without earning his pension, or

(iv) He has not been transferred to the reserve pending such release

b) On account of physical disability attributable to Military Service.

c) On invalidment after putting in atleast five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place: .....

Date: .....

Signature, Name and Designation of the

Competent Authority**
SEAL

Delete the paragraph which is not applicable.

For more job news visit : www.kpscvaani.com

B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No.....Rank.....Name.....is serving in the Army/Navy/Air Force from.....

2. He is due for release retirement on completion of his specific period of assignment on.....

3. No disciplinary case is pending against him.

Place:.....

Date:.....

Signature, Name and Designation of the

Competent Authority**

SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this 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 Service and Posts) Rules,1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

For more job news visit : www.kpscvaani.com

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No.....Rank.....Name.....whose date of birth is.....isserving in the Army/Navy/Air Force from.....He has already completed his initial assignment of five years on..... and is on extended assignment till.....

2. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the

Competent Authority**

SEAL

**Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs. Army-Military Secretary Branch, Army Hqrs., New Delhi.

Navy – Directorate of Personnel, Naval Hqrs., New Delhi Air Force-Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/Ors and equivalent of the Navy and Air Force. Army-By various Regimental Record Offices.

Navy-BABS, Mumbai
Air Force-Air Force Records, New Delhi

For more job news visit : www.kpscvaani.com

Annexure-III

DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES REGARDING CIVIL EMPLOYMENT BY AVAILING EX-SERVICEMEN QUOTA.

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

I also here by declare the following facts:

a) I have not secured any civil employment by availing Ex- Servicemen quota, before attending for document verification for the posts of this notice.

b) I have availed Ex-Servicemen quota for securing civil employment and I have given self-declaration/undertaking to my employer about the details of application(s) for various vacancies notified in this notice for which I have applied for, before joining the civil employment. Certificate for submission of self-declaration/undertaking from the present Employer is enclosed.

(Strike out whichever is not applicable)

Place: Signature:

Date: Name:

Roll No:

For more job news visit : www.kpscvaani.com

Annexure-IV

FORM-VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

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

[See Rule 18(1)]

Recent PP Size Attested Photograph(Showing face only) of the person with disability

Certificate No.:……..Date:……

1. This is to certify that we have carefully examined Shri/Smt./Kum…….. Son/wife/daughter of Shri…… Date of Birth……(DD/MM/YYYY)Age……years, Male/Female……Registration No …….. Permanent Resident of House no. …… Ward/Village/Street……..whose photograph is affixed above and I am satisfied that He/She is a case of ……Disability.

His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

And shown against the relevant disability in the table below:

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

In figures:……..percent In words…… Percent.

1. This condition is progressive/non-progressive/likely to improve/not likely to improve.
2. Reassessment of disability is:

i) Not necessary, Or

ii) Is recommended/ after……Year .....months, and therefore this certificates hall be valid till ……(DD/MM/YYYY)

For more job news visit : www.kpscvaani.com

@ 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

Countersigned [(Counter signature and seal of the CMO/Medical Supdt.)Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]	*(Authorised Signatory of notified Medical Authority)(Name and Seal)* *Signature/Thumb Impression of the person in whose favor 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 of the District The principal rules were published in the Gazette of India vide notification number S.O. 908(E),dated the 31st December, 1996.

For more job news visit : www.kpscvaani.com

Annexure-IVA

FORM-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

[See Rule 18(1)]

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

Recent Passport Size Attested Photograph (Showing face only)of the person

Certificate No ..... Date:.....

This is to certify that I have carefully examined

Shri/Smt/Kum..... son/ wife/ daughter of Shri.....Date of Birth..... Age

(DD/MM/YYYY)..... 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:

(A) He/she is a case of:

*Loco motor Disability

*Dwarfism

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is.....

(1) He/She has.....%(in figure).....percent(in words) permanent loco motor disability/dwarfism/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/Thumb Impression of the person in whose favour disability certificate is issued

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

For more job news visit : www.kpscvaani.com

Annexure-IVB

FORM-VI

Certificate of Disability

(In case of multiple disabilities)

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

Recent PP Size Attested Photograph (Showing face only) of the person

Certificate No.:…… Date:…….

1. This is to certify that we have carefully examined Shri/Smt./Kum ……..son/wife/daughterofShri……DateofBirth (DD/MM/YYYY)Age…… years,/Female……Registration No. ……..Permanent Resident of House No…….Ward/Village/Street whose photograph is affixed above and are satisfied that:

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

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotors Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental-illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's Disease			
19	Hemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above ,his/her overall permanent physical impairment as per guidelines (to be specified), is as follows: In figures:……..percent In words…….. percent.

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:
   i) Not necessary, Or
   ii) Is recommended/after……Year…….months, and therefore this certificate shall be valid till ……(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g. Left/Right/both ears

For more job news visit : www.kpscvaani.com

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

Nature of Document	Date of issue	Details of authority issuing certificate

5.Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

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

For more job news visit : www.kpscvaani.com

Annexure-IVC

Certificate regarding physical limitation in an examinination to Write

This is to certify that, I have examined Mr/Ms/Mrs..... (name of the candidate with disability), a person with …… (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o …….. A resident of …… (Village/ District/ State) and to state that he / she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital /health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (eg. Visual impairment–Ophthalmologist, Loco motor disability–orthopedic specialist /PMR).

For more job news visit : www.kpscvaani.com

Annexure-V

LETTER OF UNDERTAKING FOR USING SCRIBE/ PASSAGE DICTATOR

NOTE: Candidates Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidates with loco motor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe/ Passage Dictator.

PARTICULARS OF SCRIBE/ PASSAGE DICTATOR PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidate……
2. Roll No……
3. Name of Center……
4. Qualification of Candidate……
5. Disability Type……
6. Name of the Scribe /Passage Dictator……
7. Date of Birth of the Scribe /Passage Dictator……
8. Father's Name of the Scribe/ Passage Dictator……
9. Address of the Scribe /Passage Dictator:

(a) Permanent Address……

(b) Present Address……
……

10. Educational Qualification of the Scribe/Passage Dictator……
……
……

Paste here recent colour Passport Size Photograph of the SCRIBE /Passage Dictator of size 3.5 cm x 4.5cm (The colour photograph should not be more than 3 months old.

11. Relationship, if any, of the Scribe/Passage Dictator to the Candidate……

12. DECLARATION:

i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the EPFO regarding conduct of the candidates assisted by Scribe/Scribes / Passage Dictator at this examination and here by undertake to abide by them.

ii) We do hereby undertake that the qualification of scribe/ Passage Dictator is mentioned correctly and the qualification of the scribe / Passage Dictator is one step below qualification of candidate. In case, subsequently it is found qualification of scribe / Passage Dictator is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating there to.

iii) We declare that the Scribe / Passage Dictator herself / himself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.

iv) We declare that the scribe/Passage Dictator has not acted/will not act as Scribe/Passage Dictator To any other candidate of this examination.

(Signature of the Candidate)

Left thumb impression of the Candidate in the box given above

(Signature of the Scribe/Passage Dictator)

Left thumb impression of the Scribe/Passage Dictator in the box given above

Signature of the Invigilator

For more job news visit : www.kpscvaani.com

Annexure-VI

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Srimati/Kumari*..... son/daughter*of
.....Village/Town
.....District/Division* .....of
The.....State/Union Territory*belongs
To the .....Caste*/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe under:-
*The Constitution Scheduled Castes Order 1950.
*The Constitution Scheduled Tribes Order 1950.
*The Constitution (Scheduled Castes) (Union Territories)(Part C States)Order1951;
*The Constitution (Scheduled Tribes)(Union Territories)(Part C States)Order1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organization Act1960,the Punjab Re-organization Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organization) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders,(Amendment)Act1976]

*The Constitution (Jammu and Kashmir)*Scheduled Castes Orders, 1956
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled*Tribes Orders (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 Orders, 1964
*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
*The Constitution (Goa, Daman and 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 Act, 1991
*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996
*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

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/Srimati*father/mother*of
Shri/Srimati/Kumari.....of Village/Town*.....in
District/Division*.....of the
State/Union Territory*.....who belongs to the Caste*/Tribe which Is recognized AsaScheduledCaste/ScheduledTribeintheStation/UnionTerritory*issuedbythe.....
dated .....
3. Shri/Srimati/Kumari* and/or*his/her*family ordinarily resides in Village/Town*
.....District/Division* .....of the State/Union Territory*of.....

Place.....
Date.....

Signature.....
Designation.....
(with seal of Office)

For more job news visit : www.kpscvaani.com

State/Union Territory.....
* Please delete the words
which are not applicable. @
Please quote the specific
presidential order.
% Delete the Paragraph, which is not applicable

Note:(a)The term “ordinarily reside(s)’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/1stClass Stipendiary Magistrate / Sub-Divisional Magistrate /TalukaMagistrate/ExecutiveMagistrate/ExtraAssistantCommissioner.2.ChiefPresidencyMagistrate/Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4.Sub-Divisional Officer of the area where the candidate and/or his/herfamilynormallyreside(s).5.CertificatesissuedbyGazetteedOfficersofthe Central or of a State Government Counter signed by the District Magistrate concerned. 6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Admindiv islands).

For more job news visit : www.kpscvaani.com

ANNEXURE - VII

Government of…….
(Name& Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No…… Date……..

VALID FOR THE YEAR ……

This is to certify that Shri/Smt./Kumari…….Son/daughter/wife of …… permanent resident of …… Village/Street …… Post Office ……..District……..in the State/Union Territory……Pin Code……..Whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income*of his/her ' family**is below Rs.8lakh (Rupees Eight Lakh only) for the financial year……..His/ her family does not own or possess any of the following assets***;

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari …… Belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport size attested photograph of the applicant

Signature with seal of Office……
Name……
Designation……

*__Note 1__: Income covered all sources i.e. salary, agriculture, business, profession etc.
**__Note 2__: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
***__Note 3__: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

For more job news visit : www.kpscvaani.com

Annexure VIII

FORM OF CERTIFICATE TO BE SUBMITTED BY GOVERNMENTSERVANTSSEEKINGAGE-RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that*Shri/Smt./Km._____is holding the post of

_____in the pay scale of_____with 3 years regular

service in the grade as on **closing date.**

Signature_____

Name_____

Office seal

Place:

Date:

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

For more job news visit : www.kpscvaani.com

Annexure-IX

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs …… (name of the candidate), S/o /D/o ……., a resident of ……(Vill/PO/PS/District/State), aged …….. yrs, a person with …… (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	**(Signature & Name)**	**(Signature & Name)**	**(Signature & Name)**	**(Signature & Name)**
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer……..Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:
Date:

For more job news visit : www.kpscvaani.com

Annexure-X

Letter of undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

I_____, a candidate with_____(nature of disability/condition) appearing for the _____(name of the examination) bearing Roll No._____ at_____(Name of the Centre) in the District_____(name of the State). My educational qualification is _____.

2. I do hereby state that _____(name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is_____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place:
Date:

For more job news visit : www.kpscvaani.com

For more job news visit : www.kpscvaani.com

Ministry of Education
Government of India

राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

Advertisement for the Post of Stenographer (Group C) in Employees' Provident Fund Organization

Conducted by:

NATIONAL TESTING AGENCY (NTA)

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

First Floor, NSICMDBP Building, NSIC Okhla, New Delhi-110020

For more job news visit : www.kpscvaani.com

CHAPTER-1

INTRODUCTION

Online Applications are invited for filling up of the Post of Stenographer (Group C) in Employees' Provident Fund Organization.

1.1 Candidate can apply for the above posts through "Online" mode only.

1.2 The Application Form in any other mode shall not be accepted.

1.3 **ONLY ONE APPLICATION** is to be submitted by a candidate for the post.

1.4 In case more than one Application i.e. multiple Application Forms are submitted by a single and the same candidate, then the last application form submitted by such candidate shall only be taken into account.

For more job news visit : www.kpscvaani.com

1. Name of Post: Stenographer (Group C)

2. Scale of Pay: Level-4 in the Pay Matrix [Rs.25,500-81,100]

(In addition to Pay they will also be eligible allowances as per rules in force from time to time.)

3. Important Dates:

Online Registration of Application	**27th March 2023 to 26th April,2023.**	
Fee Payable		
Name of Post	**SC/ST/PwBD/Female Candidates/Ex-Servicemen**	**All Other Categories**
Stenographer (Group C)	NIL	Rs. 700/-
Note: Any tax/Bank Transaction Charges will be borne by the candidate.		
Duration for correction in the particulars of an application form **(Online only)**	**27th April 2023 To 28th April, 2023**	
Downloading of Admit Card by the Candidate (**Online only**) From - http://recruitment.nta.nic.in and EPFO website- www.epfindia.gov.in	To be announced later through Public Notice on official website.	
Display of provisional answer keys on website for inviting objections	To be announced later through Public Notice on official website.	
Declaration of Result	To be announced later through Public Notice on official website.	

SCHEME OF EXAMINATION	**Stage- I**:Computer Based Examination (Phase-I) **Stage II-**For shortlisted candidates only **Skill Test in Stenography (Phase-II):** The candidates who are shortlisted in the Phase-I Examination will be required to appear in the Skill Test for Stenography. Time allotted is as under: **Dictation** : Ten minutes at the rate of eighty words per minute. (Dictation will be computer based) **Transcription** : Fifty minutes (English) / Sixty-five minutes (Hindi). (Only on computer)

For more job news visit : www.kpscvaani.com

CHAPTER-2

VACANCIES

2.1 The detailed Vacancies Position in the cadre of Stenographer(Group C) as under:-

Category-wise Vacancies					Total	Horizontal Reservation				
						Persons with Benchmark Disability (PwBD)				Ex-SM
UR	EWS	SC	ST	OBC-NCL		Category-A	Category -B	Category -C	Category -D&E	
74	19	28	14	50	185	2	2	2	1	18

The vacancies may increase or decrease in numbers and categories. A reservation in vacancies is as per Govt. of India Rules.

2.2 Abbreviation:

S.N.		
1	EWS	Economic Weaker Section
2	SC	Schedule Caste
3	ST	Schedule Tribe
4	OBC	Other Backward Caste
5	UR	Unreserved
6	PwBD	Persons with Benchmark Disability
7	Ex-SM	Ex-Servicemen

2.3 Reservations for Persons with Benchmark Disabilities (PwBD):

2.3.1 Physical Requirements and Suitable Category of Benchmark Disability

Post	Physical Requirement	Disability suitable for the job
Stenographer	S, ST, W, L,MF, RW, SE,H, C	a) - B, LV b) - HH c) - OA, OL, BL, OAL, ,CP, LC, Dw, AAV, SD (without N/L Df), SI (without N/L Df) d) –ASD(M), SLD, MI e) - MD involving (a) to (d) above.

2.3.2 Abbreviations used for Physical Requirement :

S= Sitting, ST = Standing, W= Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL=Crawling, CL=Climbing, PP=Pulling & Pushing, MF= Manipulation by Fingers, RW= Reading & Writing, SE= Seeing, H=Hearing, C= Communication.

For more job news visit : www.kpscvaani.com

2.3.3 **Abbreviations used for Categories:**

2.3.3.1) B= Blind, LV= Low Vision,

2.3.3.2) HH= Hard of Hearing,

2.3.3.3) OA = One Arm , OL= One Leg , BL= Both Leg , OAL= One Arm and One Leg , CP= Cerebral Palsy , LC= Leprosy Cured , Dw=Dwarfism , AAV= Acid Attack Victims, SD/SI(without N/L Df) = Spinal Deformity / Spinal Injury (without Neurological / Limb dysfunction)

2.3.3.4) ASD= Autism Spectrum Disorder (M=Mild), SLD= Specific Learning Disability, MI= Mental Illness.

2.3.3.5) MD= Multiple Disabilities involving (a) to (d) above

For more job news visit : www.kpscvaani.com

CHAPTER-3

Educational & Other Qualifications:

3.1 The candidate must be 12th class pass from a recognized Board as on the closing date of the online application.

3.2 **Skill Test in Stenography:**

The candidates who are shortlisted in the Phase-I Examination will be required to appear in the Skill Test for Stenography. Time allotted is as under:

Dictation : Ten minutes at the rate of eighty words per minute. (Dictation will be computer based)

Transcription: Fifty minutes (English) / Sixty-five minutes (Hindi). (Only on computer)

3.3 Those awaiting results of the final examination of the prescribed Essential qualification **SHOULD NOT APPLY**.

For more job news visit : www.kpscvaani.com

CHAPTER-4

Age Limits & Eligibility:

4.1 AGE LIMIT:- Between 18 and 27 years as on Closing Date of Online Application form with Age relaxation as applicable.

4.2 Age Relaxation:-

- SC/ST up to 5 years,
- OBC-NCL up to 3 years
- The upper age limit for Government Servant or Employees of Employees Provident Fund Organization up to forty years in accordance with the instructions or orders issued by the Central Government. As per the instructions issued by Govt. of India in the prescribed format in support of claim (**Annexure VIII**).

General	Up to 40 years of age
SC/ST	Up to 45 years of age
OBC- NCL	Up to 43 years of age

4.2.1 Ex-Servicemen

Category	**Relaxation in upper age limit**
Ex-SM+ General	3 years
Ex-SM+OBC-NCL	6 years(3years+3 years)
Ex-SM+SC/ST	8 years(3years+5 years)

NOTE: An ex- serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

4.2.2 Persons with Benchmark Disability (PwBD)

Category	**Relaxation in upper age limit**
PwBD + General	10 years
PwBD+ OBC -NCL	13 years
PwBD+ SC/ST	15 years

4.3 Eligibility – Nationality/ Citizenship

(i) 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, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

For more job news visit : www.kpscvaani.com

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

(ii) 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.

For more job news visit : www.kpscvaani.com

CHAPTER-5

RESERVATIONS

5.1 Vertical Reservation:

1. This notice provides for Vertical Reservation for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC) Non Creamy Layer (NCL) and Economically Weaker Sections (EWS), wherever applicable and admissible, as mentioned in the vacancy table.

2. All candidates, irrespective of community may be considered against UR vacancies, subject to fulfillment of parameters prescribed for UR candidates. However against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that community will be considered.

3. For availing reservation, SC/ST/OBC-NCL candidates should furnish valid Caste Certificate from Competent Authorities as per the format given at **Annexure-VI**(for SC/ST candidates) and **Annexure-I**(for OBC-NCL candidates) at the time of document verification.

   Further, in case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer)' mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt.(Res)dated09.03.2004, O.M.No.36033/1/2013 Estt. (Res) dated 27.05.2013, 13.09.2017and further revision if any received till the closing date for ONLINE Registration. The candidate should ensure that she/he belongs to the OBC-Non Creamy Layer category while applying for the posts against this notice. Such candidate should produce a valid OBC certificate in the prescribed format during Document Verification. Further, in addition to the Community Certificate (OBC),a declaration in the prescribed format as per **Annexure-I-A**, has to be furnished by the candidate during Document Verification, that she/he does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions for General (Un- reserved) category, will be considered against General (UR) vacancy only.

4. Reservation for Economically Weaker Sections(EWS):

   Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family has gross annual income below Rs 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

   - 5 acres of agricultural land and above;
   - Residential flat of 1000 sq.ft. and above;
   - Residential plot of100sq.yards and above in notified municipalities;
   - Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

For more job news visit : www.kpscvaani.com

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/ her parents and siblings below the age of 18yearsas also his/her spouse and children below the age of18years.

The benefit of reservation under EWS can be availed upon production of an **Income and Asset Certificate** issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure VII** shall only be accepted as candidate's claim as belonging to EWS:

a) District Magistrate/ Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner

b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate

c) Revenue Officer not below the rank of Tehsildar and

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

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancies only.

5. Community/EWS status as on the closing date for ONLINE Registration of application for this notice shall only be considered for availing reservation benefits if eligible and any change in the community/EWS status of the candidate thereafter shall not be entertained.

5.2 Horizontal Reservation:

This notice provides for horizontal reservation for Ex-Servicemen (Ex-SM) and Persons with Benchmark Disability (PwBD) irrespective of their community.

Vacancies for Ex-SM and PwBD wherever given in the vacancy table, are not separate but are included in the total number of vacancies.

5.3 Ex-Servicemen (Ex-SM):

- The term Ex-Servicemen means a person who has served in any rank (whether as a Combatant or non-Combatant) in the regular Army, Navy or Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps. ,the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, and
- 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 her or his pension;(or)
- Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond her/his control and awarded medical or other disability pension;(or)
- Who has been released from such service as a result of reduction in establishment; (or)

For more job news visit : www.kpscvaani.com

- Who has been released from such service after completing the specific period of engagement, otherwise than on her / 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)
- Personnel of 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 circumstances beyond their control and awarded medical or other disability pension;(or)
- Personnel who were on deputation in Army Postal Service for more than six months prior to 14th April 1987;(or)
- Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- Ex-recruits boarded out or relieved on medical ground and granted medical disability pension w.e.f. , 01.02.2006.

  Persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of Ex-Servicemen are eligible to apply for re-employment **one year before** the completion of the specific terms of engagement and avail themselves of all concessions available to Ex- Servicemen but such persons shall not be permitted to leave the uniform until they complete the specific terms of engagement in the Armed Forces of the Union. Accordingly, such serving Defence personnel to be released within one year from the closing date for the ONLINE Registration of applications for this notice can also apply both for vacancies earmarked for Ex-Servicemen and for posts not reserved for them. However, they should possess the prescribed educational as on **the closing date of registration** of applications forth is notice.
- Ex-Servicemen candidates who have already secured Civil employment under Central Government in Group 'C' & 'D' (including PSUs, autonomous bodies/statutory bodies, nationalized banks etc.,) after availing of the benefits given to Ex-Servicemen will be permitted only the benefit of age relaxation as prescribed for Ex-Servicemen for securing another Civil employment in a higher grade or cadre in Group 'C/D' under Central Government. Such candidates will not be considered against the vacancies reserved for Ex-Servicemen in the Central Government jobs.
- If an Ex-Serviceman applies for various vacancies before joining any civil employment, she/he can avail the benefit of reservation as Ex - Servicemen for any subsequent employment, subject to the condition that an Ex - Serviceman as soon as she/he joins any civil employment, should give **self-declaration/undertaking** to the concerned employer about the details of application against this notice. The **acknowledged copy of this declaration along with NOC** from the civil employer should be produced during document verification failing which they will not get benefit of reservation for Ex -Servicemen. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex-Servicemen.
- Candidate seeking reservation benefits available for Ex-servicemen must ensure that they are entitled to such reservation as per eligibility prescribed in the notice and as per the instructions issued by Govt. of India in the prescribed formats of Govt. of India in support of claim (Annexure II &III).

5.4 Reservations for Persons with Benchmark Disabilities (PwBD):

- Blindness and low vision;
- hard Hearing;

For more job news visit : www.kpscvaani.com

- Loco motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims, Spinal Deformity / Spinal Injury (without Neurological / Limb dysfunction);
- ASD= Autism Spectrum Disorder (M=Mild), Specific Learning Disability and Mental Illness;
- Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.

Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate:

Only such persons would be eligible for relaxation in conditions/reservation in posts who suffer from **not less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and / or reservation and shortlisted for Document Verification have to submit **Certificate of Disability** issued by the Competent Authority as per the **form V, VI and VII** of rule 18(1)under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer **Annexure IV, IV (A) & IV (B)** for the revised formats. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified there in.

For more job news visit : www.kpscvaani.com

CHAPTER-6

SELECTION PROCEDURE

6.1 SCHEME OF EXAMINATION

The details of the Computer Based Examination are mentioned below:

6.2 Phase I- Examination

Part	Subject	No. of Questions	Maximum Marks	Total Duration
I	General Aptitude	50	200	2 Hours 10 minutes (130 minutes)
II	General Awareness [includes Computer Awareness]	50	200	
III	English Language and Comprehension	100	400	
Total		**200**	**800**	

NOTE

- Each question shall have 4 marks each.
- Question paper will be of Objective Type Multiple Choice only. The questions will be set both in English and Hindi except part-III i.e. English Language and Comprehension.
- The marks obtained in Phase – I will be considered for final selection on merit.
- For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
- Total marks 800.
- The candidates will be shortlisted for Phase-II in the ratio of 1:10 i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase-I.
- If the examination is held in more than one session, the scores across various sessions will be equated following standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions.

6.3 Phase II Examination

Skill Test in Stenography:

The candidates who are shortlisted in the Phase-I Examination will be required to appear in the Skill Test for Stenography. Time allotted is as under:

Dictation: Ten minutes at the rate of eighty words per minute. (Dictation will be computer based)

Transcription: Fifty minutes (English) / Sixty-five minutes (Hindi). (Only on computer)

NOTE:- Skill Test in Stenography will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

For more job news visit : www.kpscvaani.com

6.4 Qualifying Marks: - Qualifying Marks in Phase–I (Main Exam.) will be decided as per discretion of EPFO.

6.5 Process for Arriving at Scores-

If the examination is held in more than one session, the process of moderation will be followed to ensure fairness.

Note: -

Cut-offs are applied in two stages: on scores in individual tests and on Total Score.

6.6 **RESOLUTION OF TIE CASES**

In cases where more than one candidate secures the equal aggregates marks in Phase-I, tie will be resolved by applying the following methods one after another:

i) Date of Birth, with older candidates placed higher.

ii) Alphabetical order in which names of the candidates appear.

For more job news visit : www.kpscvaani.com

CHAPTER-7

ANSWER KEY CHALLENGE

7.1 The Provisional Answer Keys of the Multiple Choice Questions as asked in **Phase-I** of the Examination shall be displayed online on the Website(s): https://recruitment.nta.nic.in/and EPFO website www.epfindia.gov.in giving an opportunity to the interested candidates (after the conduct of the exam) to challenge any answer key of any question online.

7.2 The provisional Answer Keys along with the question paper and recorded responses thereon shall be displayed to the respective candidates on aforesaid websites for a period of 02 (two) to 03 (three) days.

7.3 The Candidates shall be informed about the process through a Public Notice to be issued on the Website(s): https://recruitment.nta.nic.in/ and EPFO website www.epfindia.gov.in only.

7.4 The Candidates shall be required to pay online an amount of Rs. 500/- (Rupees Five Hundred Only) per answer key challenged, in **Phase-I** as processing fee. In case the challenge of a Candidate to any answer key is accepted, such candidate shall be refunded with the processing fee.

7.5 The following category of challenges SHALL NOT be entertained: -

i. Any challenge submitted through email or in hard copy by post or by hand;

ii. Any challenge submitted without payment of requisite fee;

iii. Any challenge submitted before/after specified period that to be specified in the public notice to be issued regarding Answer Key Challenge.

7.6 Challenges made by the candidates to any answer key will be verified by the NTA with the help of a panel of subject experts. If the challenge to any Answer Key is found correct, the Answer Key will be revised accordingly. Based on the revised Final Answer Key, the result will be prepared and declared.

7.7 The Answer Keys after the challenges, as settled by the panel of experts, will be treated as final and no further grievances shall be entertained after the declaration of result.

7.8 There shall be no intimation to any candidate in response to his/ her answer key challenge, if the same has been rejected by the Subject Expert(s), as the Final Answer Keys will be published on the website(s) prior to the declaration of the final result.

For more job news visit : www.kpscvaani.com

Chapter 8

DECLARATION OF RESULT

8.1.1 The result of examination shall be displayed only on the website https://recruitment.nta.nic.in and EPFO website www.epfindia.gov.in and any information whatsoever shall be made available on the official website. **Candidates are advised to go through the website** EPFO website www.epfindia.gov.in _or https://recruitment.nta.nic.in**regularly for latest updated information.**

8.1.2 Merely appearing and passing in examination, does not confer any right to the candidate for appointment. Selection in the examination does not confer upon candidates any right of appointment in the EPFO. The function of the examination conducting agency is to recommend names of suitable candidates to the concerned authorities of the EPFO who in turn will issue the offer of appointment letter subject to availability of vacancies and satisfying all other eligibility criteria including antecedents and character.

8.1.3 The selection is subject to fulfilling the eligibility, rank in merit list, medical fitness, verification of original documents and such other criteria as may be prescribed by the EPFO.

For more job news visit : www.kpscvaani.com

Chapter-9
GENERAL INSTRUCTIONS

9.1 The EPFO reserves right to alter the number of vacancies, modify Examination process and fix the minimum cut off marks without assigning any reason thereof. Vacancies calculated and indicated in advertisement are subject to change. All instructions are to be complied with strictly by the candidates in the Examination.

9.2 Candidates should have their own Mobile Number and valid & active e-mail ID as NTA/EPFO shall send all recruitment related communications only through SMS and e-mail. Candidates are advised to keep their personal email ID and mobile number active as all correspondence pertaining to examination will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.

9.3 The decision of EPFO shall be final in all matters relating to Eligibility, Acceptance or Rejection of the applications/ candidature of any applicant, Penalty for false information, Mode of Examination process, Allotment of Examination Centers, Selection & Appointment to the post and etc.

9.4 Candidates are advised to go through the website https://recruitment.nta.nic.inand EPFO website www.epfindia.gov.in regularly for latest updated information and other references.

9.5 Candidate must carefully read the Instructions for filling Application Form on line given in the advertisement. Candidates not complying with the Instructions shall be summarily disqualified.

9.6 Information such as his/her Name, Contact details/Address, Email ID, Category, PH Status, Educational Qualification details, Date of Birth, etc. provided by the candidate in the Online Application Form shall be treated as FINAL. The Candidates shall fill their complete postal address with PIN Code for further correspondence.

9.7 Any request for change in such particulars after the closure of correction period shall not be considered either by NTA or by the EPFO.

9.8 Center/City allocation will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities/States.

9.9 The examination is conducted on All India basis. The shortlisted candidate can be posted anywhere in India.

9.10 Examination Centers

I. A candidate needs to give his/her preferences for examination centres, however centres shall be allocated taking into account logistical considerations.
II. The examination will be conducted online in centers given in the respective admit cards.
III. No request for change of centre/venue/date/session for Examination shall be entertained.
IV. NTA/EPFO, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers , at its discretion ,depending upon the response ,administrative feasibility, etc.
V. NTA/EPFO also reserves the right to allot the candidate to any centre even other than the preferences given by him/her.

For more job news visit : www.kpscvaani.com

VI. Candidate will appear for the examination at an Examination Centre at her / his own risks and expenses and EPFO will not be responsible for any injury or losses etc. of any nature.

VII. No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the examinations.

9.11 In case it is found at any time in future that the Candidate has used / uploaded the photograph and signature of someone else in his/ her Application Form /Admit Card or he/she has tampered his/her Admit Card /result, these acts of the candidate shall be treated as Unfair Means (UFM).

9.12 In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has suppressed/twisted or truncated any material facts or any other grounds which the EPFO consider to be sufficient clause, his/her candidature shall stand cancelled without giving any reasons and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, their services may be liable to be terminated and he/she may be liable for criminal proceedings.

9.13 A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment). Visually Disabled candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise decided of examination. Candidates who are eligible to use scribe / passage dictator or are eligible to have compensatory time will also be eligible for compensatory time for skill test in Stenography including those who are allowed use of scribe/passage dictator but do not avail the facility. Compensatory time would also be allowed to the persons having less than 40% disability and having difficulty in writing as per definition of 2(s) of the RPwD Act2016 but not covered under definition of Section 2(r) of the Act

9.14 No request for refund of fee once remitted by the candidate will be entertained either by NTA or by the EPFO under any circumstances. Candidates shall appear in the examination at their own cost at the allotted Examination Centre on the Date / Shift and time indicated in their respective Admit Cards, which would be issued in due course through official Websites.

9.15 Online Application Form cannot be withdrawn, once it is submitted successfully. The Confirmation Page is not required to be sent. However, candidates must keep print out of Confirmation Page, On-line Application Form, E-Admit Card and at least 08(eight) colored passport size photograph identical with the photograph uploaded in Online Application Form.

9.16 In case of multiple applications submitted by the candidate, the last application correct in all respect shall be accepted and fee deposited with earlier applications shall not be adjusted in any circumstances.

For more job news visit : www.kpscvaani.com

9.17 No hard copies of certificates/mark sheets are required to be submitted along with 'On-line Application Form'. Candidates shall have to produce all required documents pertaining to eligibility for verification as and when asked for by EPFO, failing which he/she shall be disqualified.

9.18 Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.

9.19 Selection of a candidate in the Examination is provisional, subject to being found otherwise eligible for selection. Candidates are required to keep with them at least one identity proof (Photo-Identity Card viz Adhaar Card /print out of E-Aadhar card, Voter I.D. Card, Permanent Driving License, Passport, PAN Card, Bank's Passbook copy with photograph thereon) along with the admit card issued to the candidate and shall produce the same on demand at the time of examination at the center.

9.20 No Objection Certificate (NOC) for serving employees:

Candidates serving (including those under going induction training /probation) in any Government Department including Employees Provident Fund Organization or Public Sector Undertakings may apply to their respective department. Shortlisted candidates should produce **NOC from the employer at the time of Document Verification** failing which their candidature will be cancelled.

9.21 In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate may face penal action as per the law applicable.

9.22 No recommendation for selection either written or oral, other than those for whom required as per Rules applicable will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means shall disqualify him for appointment.

9.23 The candidates are required to fill in the Online Application Form with correct and complete information carefully. If any incomplete or false information is given, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection without giving any reasons/notice. On furnishing any false certificates or indicating wrong category/sub-category regarding caste in the application form or in case of any other default, EPFO may reject the candidature at any stage of the selection and may take all necessary action.

9.24 Information uploaded on the website shall not be provided to the candidate or any other person under R.T.I. Act, 2005. The information uploaded on the website shall remain for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In due course of recruitment examination or in midway of process, neither any application under Right To Information Act, 2005 shall be entertained nor information shall be provided. Factual

For more job news visit : www.kpscvaani.com

information under R.T.I., Act shall be provided only after declaration of final result. Inferential questions or Speculative questions shall not be answered in RTI.

9.25 It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with a candidate for appointment. The eligibility is subject to final verification by the Competent Authority. The candidate shall satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria on the last date for submission of Application Form.

9.26 Furnishing of false, wrong or inaccurate information may lead to cancellation of the candidature of the Applicant and/or his/her Result, forfeiture of the certificate and even prosecution in appropriate cases.

9.27 Mobile Phones, Pagers, Bluetooth devices or any other communication device is not allowed inside the premises where the examination is being conducted. Any infringement of these instructions may entail suitable actions/restrictions as EPFO may deem fit and proper including ban from future examinations.

9.28 Canvassing in any form and use of unfair means (U.F.M.) during the examinations shall disqualify the candidature of the applicant.

9.29 Selection of the candidates shall be purely on the merit basis in a transparent way. Hence, the Candidate has to be careful of touts and job racketeers, who promise to get them selected unlawfully on illegal considerations/means. EPFO/ NTA **has not appointed any agent(s) or coaching advertisement for action on its behalf.** Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence EPFO directly or indirectly shall be disqualified and legal action can be initiated against them. **Candidates are advised to visit only the official website of EPFO and beware of FAKE websites put up by unscrupulous elements/touts.**

9.30 Candidate must disclose the details in the Online Application Form, if any criminal proceeding has been initiated against him/her or First Information Report (FIR) is lodged against him/her. Concealment of any fact(s) may disqualify and entail cancellation of his/her candidature.

9.31 The Result of the Candidates who indulge in Unfair Means (UFM) Practices shall not be declared (and may be cancelled).

9.32 (i) The EPFO reserves right to alter the number of vacancies modify/rectify examination process and fixing the minimum cut off marks at any stage of the examination process without assigning any reason thereof.

For more job news visit : www.kpscvaani.com

(ii) The decision of EPFO shall be final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment on the posts etc.

(iii) The EPFO will not be responsible for any inadvertent error and reserves the right to correct such errors that might have inadvertently crept in. However, it does not owe any responsibility for error committed by the candidate.

(iv) In the event of any dispute about interpretation, the English version of the notice as published in EPFO's official website will be treated as final.

(v) Selected candidates will have to undergo training wherever prescribed.

(vi) **EPFO reserves the right to conduct additional examination (as applicable) at any stage without assigning any reason;** and EPFO also reserve the right to cancel any part or whole of the recruitment process at any stage for any or all of the categories notified in this notice without assigning any reason thereof.

(vii) Selected candidates have to execute Security and/or Indemnity Bond wherever necessary at the time of joining in EPFO.

(viii) EPFO reserves the right to incorporate any subsequent changes/modifications/additions in the terms & conditions of recruitment under the notice as necessitated and applicable by issuing necessary addendum/corrigendum to this Employment Notification.

(IX) There will be a probationary period of 2 years. The service condition including Transfer shall be regulated as per Employees' Provident Fund (Officers and Employees' Conditions of Service) Regulations, 2008 as amended from time to time.

9.33 The vacancies calculated and indicated in the advertisement are subject to change.

9.34 In case it is detected at any stage of recruitment that the candidates don't fulfill the eligibility norms and/or that they have suppressed/twisted or truncated any material facts, their candidature shall stand cancelled without giving any notice to the candidate. If any of these shortcomings is detected even after appointment, their services shall be liable to be terminated and he/she shall be liable for criminal proceedings.

9.35 The character of a person for direct recruitment to the service must be such as to render him suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.

9.36 No person shall be recruited unless he/she be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his official duties. Before a candidate recruited directly is finally approved for appointment, he shall be required to produce a medical certificate of physical fitness

For more job news visit : www.kpscvaani.com

9.37 No recommendation either written or oral will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.

9.38 The decision of the EPFO 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 centers, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

9.39 Following person(s) shall not be eligible:

a) Who has entered into or contracted a marriage with a person having spouse living or
b) Who, having a spouse living, has entered into or contracted a marriage with any person.

Provided that the Competent Authority of EPFO may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.

9.40 The candidate must be 12th Class Pass from a recognized Board on the date of closing of Application.

9.41 GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE / PASSAGE DICTATOR

9.41.1

(a) The facility of Scribe/ Passage Dictator would be allowed to any persons with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by her/him.

(b) The facility of Scribe and /or compensatory time would also be allowed to the persons having less than 40% disability and having difficulty in writing as per definition of 2(s) of the RPwD Act 2016 but not covered under definition of Section 2(r) of the Act. The facility of scribe under this provision shall be granted subject to production of certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his /her behalf from the concerned Medical Authority of a Government healthcare institution as per the performa at **Annexure-IX.**

(c) The medical authority for the purpose of certification as mentioned in point (b) above should be a multi-member authority comprising the following:-

i. Chief Medical Officer/Civil Surgeon/ District Medical Officer…… Chairperson.
ii. Orthopedic/PMR specialist
iii. Neurologist, if available*
iv. Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist/Special Educator
v. Occupational therapist, if available*
vi. Any other expert based on the condition of the candidate as may be nominated by the Chairperson.

For more job news visit : www.kpscvaani.com

(* the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District)

9.41.2 In case of persons with benchmark disabilities in the category of blindness, loco motor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/ Passage Dictator shall be given, if so desired by the person.

9.41.3 In case of other category of persons with benchmark disabilities in the category, the provision of scribe / Passage Dictator can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe / Passage Dictator is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of Government health care institution as per proforma at **Annexure-IV(C).**

9.41.4 For engaging the scribe / Passage Dictator, candidates will have to indicate the same while filling ONLINE application form.

9.41.5 Engagement of scribe/Passage Dictator will be subject to the following conditions:-

(i) The candidate will have to arrange her / his own scribe / Passage Dictator at her /his own cost or they may make a request in the online application for providing of scribe /Passage Dictator.

(ii) In case the candidate arranges her/his own scribe/Passage Dictator, the qualification of the scribe/Passage Dictator should be one step below the qualification of the candidate taking the examination. The candidates have to bring the letter of undertaking of using scribe/Passage Dictator in **Annexure–IV(C)/Annexure-IX** and **Annexure-V/Annexure-X** as applicable attached with this notice on the day of Phase-I examinations respectively.

(iii) Incase, EPFO provides the scribe/Passage Dictator ,it shall be ensured that qualification of the scribe/Passage Dictator should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe /Passage Dictator should be matriculate or above.

(iv) The scribe / Passage Dictator arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of the candidate will be cancelled. Candidates eligible for and who wish to use the services of a scribe / Passage Dictator in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

(v) A person acting as a scribe/Passage Dictator for one candidate cannot be a scribe /Passage Dictator for another candidate.

(vi) The scribe/Passage Dictator may be from any academic stream.

(vii) Both the candidate as well as scribe/ Passage Dictator will have to give a suitable undertaking confirming that the scribe / Passage Dictator fulfills all the stipulated eligibility criteria for a scribe/Passage Dictator mentioned above. Further incase it later transpires that she/he did not

For more job news visit : www.kpscvaani.com

fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

(viii) Those candidates who use a scribe/Passage Dictator shall be eligible for compensatory time of 20 minutes for every hour of the examination or as other wise decided. Scribe / Passage Dictator should not answer on her / his own. Any such behavior observed will result in cancellation of candidature.

(ix) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if she / he is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(x) The change of scribe / Passage Dictator may also be allowed in emergency duly recording reasons and filling the relevant details including pasting of photograph of the new scribe /Passage Dictator as per **Annexure-V/Annexure-X** as applicable.

(xi) The candidates shall be responsible for any misconduct on the part of the scribe/Passage Dictator brought her/him during the examination.

(xii) The PwBD [Section 2(r)]/Person with disability [Section 2 (s)] candidates who have availed the facility of Scribe/passage dictator and compensatory time must produce relevant documents for the eligibility of scribe/ passage dictator / compensatory time at the time of Examination and Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

(xiii) No attendant other than the scribe / passage dictator for eligible candidates will be allowed inside the examination hall.

9.42 GUIDELINES FOR CANDIDATES WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY

A compensatory time of twenty minutes per hour or otherwise decided shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

9.43 GUIDELINES FOR VISUALLY DISABLED CANDIDATES

9.43.1 Visually Disabled candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise decided of examination.

9.43.2 The facility of viewing the contents of the test in magnifying font will not be available to Visually Disabled candidates who use the services of a Scribe / Passage Dictator for the examination

9.43.3 These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

****

For more job news visit : www.kpscvaani.com

Chapter-10

REGISTRATION AND APPLICATION PROCESS

10.1. Instructions for filling Online Application Form

Candidates have to apply "**ONLINE" only** for the post of Stenographer by accessing the website: https://recruitment.nta.nic.inOR EPFO website www.epfindia.gov.in . The Applications other than online mode will not be accepted in any case. Only one application is to be submitted by a candidate. More than one application i.e. Multiple Application Forms submitted by a candidate shall be rejected.

10.2. It is suggested that the candidate should keep the following ready before filling of the online Application Form:

- A computer/Laptop with proper internet connectivity,
- The particulars of a valid Government ID proof,
- The Date of Birth (as mentioned in Class X Board Certificate),
- Govt. Identity Details like Aadhar Number (last 4 digits)/ Election Card (EPIC No.) / Passport number / Bank Account Number /PAN Number/ Other valid Govt. IDs,
- Educational Qualification details,
- Actual category viz. General (UR) / OBC / SC / ST/EWS as the case may be, correctly mentioned in the relevant column,
- Scanned clear passport photograph in JPG format (size between 10 kb–200 kb) either in colour or black and white with 80% face (without mask) clearly showing complete face from chin to head having straight eye contact with the camera with both ears visible in appropriate contrast on light shade plain background without any kind of sunglasses/spectacles.
- Scanned clear signature in JPG/JPEG format (size between 4kb–30kb),
- A valid e-mail ID as important communications will be made in this e-mail ID,
- A valid mobile number as important information via SMS will be sent to this number

10.2.1 Advertisement may be downloaded and read carefully by the candidate that to be sure about his/her eligibility and to acquaint with requirements for submission of Online Application Form.

10.2.2 Whether they fulfill the eligibility conditions for the Examinations as prescribed.

10.2.3 In order to avoid correction in the particulars at a later stage, the candidate should ***exercise utmost caution while filling up the details in the Application Form***.

10.3. Following **Steps** maybe followed to Apply Online:

Step-1*: Register for Online Registration using your own Email ID and Mobile No. and note down system generated Registration Number.*

For more job news visit : www.kpscvaani.com

Step-2: *Complete the Online Application Form and note down the system generated Registration Number.*

Step-3: *Upload legible scanned images of:*

(i) *a recent photograph (in jpg/ jpeg file, size 10Kb–200Kb);*

(ii) *candidate's signature (file size: 4kb-30kb);*

(iii) *Left hand thumb impression (file size:10kb- 200kb);*

Step-4: *Pay prescribed fee online through Net Banking/Debit Card/Credit Card (There is no provision for payment through e-challan/cash.*

All the 4 Steps can be done together or at separate timings.

10.4. Applications will be accepted only when fee is deposited in the Bank upto prescribed last date for fee submission. If the fee is deposited in Bank after prescribed last date for fee submission, the candidature of the candidate will be rejected on the ground of non-payment of examination fee. Fee once deposited in the Bank will not be refunded to the candidate in any condition and it shall not be adjusted in anyway.

10.5. After the submission of Online Application Form (i.e. successful completion of Step-4), Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**

10.6. In case the Confirmation Page is not generated after payment of Prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in Chapter 11.4 of this detailed Advertisement), for ensuring the successful payment.

10.7. Inspite of above, if successful transaction is not reflected on the Portal, it means transaction is not complete and candidate may pay second time and ensure OK status. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded (in the same payment mode through which the duplicate payment is received), after fee reconciliation by NTA.

Notes:

i. *The final submission of Online Application Form will remain incomplete if Step - 2 Step–3 andStep-4 are not completed, such Application Forms will stand rejected and no correspondence on this account will be entertained*

ii. *Norequestforrefundoffeeonceremittedbythecandidatewillbeentertained.*

iii. *The entire application process is online, including uploading of scanned images, Payment of Fees and Printing of Confirmation page. Therefore, candidates are not required to send/submit any document(s) including Confirmation page to NTA through Post/Fax/By Hand/E-mail.*

For more job news visit : www.kpscvaani.com

iv. *Candidates are advised to keep visiting the official websites regularly for latest updates and to check their e-mails.*

v. *All the candidates who have submitted the online Application and paid the Examination fee till last date will be allowed to appear for the examination and their admit cards will be uploaded on the website as per schedule.*

vi. *NTA neither verifies the information filled by the candidates in the Application Form nor verifies any certificate of Category/Educational Qualification for deciding the eligibility of candidates.*

vii. *The certificates of educational qualification and category (if applied under reserved category) will be verified by the competent authority at the time of joining the services. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category).*

viii. *Either EPFO or NTA will, in no way, be responsible for any wrong/ in correct information furnished by the candidate(s) in his/her Online Application Form. The letter/ e-mails/ WhatsApp Message/ Public Grievance in this regard will not be entertained by the NTA or the EPFO.*

10.8. The Candidates are not required to send/submit the confirmation page of Online Application Form to the NTA. However, he/she is advised to retain the following documents with them as reference for future correspondence:

- **At least four print outs of the Confirmation Page of Online Application Form.**
- ***Proof of fee paid.***
  - **Photographs (same as uploaded on the Online Application Form)–6 to 8 passport size photographs need to be kept aside.**
- ***The name on the photo identification card must match with the name as shown in the Admit Card. If the name has been changed due to events such as marriage or etc., candidate must show the relevant document at the time of examination. Marriage Certificate / Divorce / Decree / Legal Name Change Document must be produced in original compulsorily.***

10.9. Procedure for Filling Application Form

Part I :Registration Page
Fill in the basic information and note down the system generated Application No. ***Candidate's Name/ Mother's Name/ Father's Name:*** ➢ *Provide Candidate's Name, Mother's Name, and Father's Name as given in the Secondary School Examination or equivalent Board / University Certificate in CAPITAL letters. No prefix in the name of the candidate is allowed.* ***Date of Birth: dd/mm/yyyy:*** ➢ *Provide Candidate's date of birth as recorded in Secondary School Examination (10th) or equivalent Board/ University Certificate.* ***Mobile Number and e-mail Address:*** ➢ *Candidates must provide own Mobile Number and e-mail address.* ***Note: Only one e-mail address and one Mobile number are valid for one application.***

For more job news visit : www.kpscvaani.com

Part II: Fill in the complete Application form

Fill in the complete application form Notes:

(i) EPFO/NTA shall not be responsible for any delay/loss in postal transit or for an incorrect Correspondence address given by the Applicant in the Application Form. Therefore, the candidate has to ensure that he/she mentions his/her complete correspondence address, including Pin Code, in his/her Online Form.

(ii) The Candidate must ensure that e-mail address and Mobile Number provided in the Online Application Form are their own (which cannot be changed later) as communication may be sent by NTA through e-mail or SMS.

(iii) The Candidate should not give the postal address, Mobile Number or e-mail ID of any Coaching Centre or of any other third party or institution in the Online Application For

Part-III Uploading of scanned images

(i) ***Candidate's Photograph : to be uploaded***

- *Photograph should not be with cap or goggles. Photograph should should cover 80% face (without mask) visible including ears against white background.*
- *Spectacles are allowed if being used regularly.*
- ***Polaroid and Computer generated photos are not acceptable.***
- ***Applications not complying with these instructions or with unclear photographs are liable to be rejected.***
- ***Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.***
- *Application without photograph shall be rejected. The photograph need not be attested.*
- *Candidates are advised to take 6 to 8 passport size coloured photographs with white background.*

  ***Note:** Passport size photograph is to be used for uploading on Online Application Form and also for pasting on Attendance Sheet at the Examination Centre.*
- *The candidate should scan his/her passport size photograph for uploading. File size must be between* ***10 kb to 200 kb.***

(ii) Left Hand Thumb Impression*: to be uploaded*

- *In case of any eventuality of left thumb being unavailable, right hand thumb impression may be used.*
- *File size must be between 10 kb to 200 kb.*

(iii) Candidate's Signature: *to be uploaded*

- *The candidates are required to upload the full signature in running hand writing in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as signature and the Application form would b rejected.*

For more job news visit : www.kpscvaani.com

Further, unsigned Online Application Forms will also be rejected.

- *The candidate should put his full signature on white paper with Blue/Black Pen and scan for uploading.*
- *File size must be between **04 kb to 30 kb.***

PART -IV: Payment of Examination Fee

10.11 NTA does not edit/modify/alter any information entered by the candidate under any circumstances. Any request for change in information will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form. **Request for corrections made by any candidates through Post/ Fax/WhatsApp/Email/by hand will not be entertained by NTA/EPFO.**

10.12 NTA disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.

10.13 The entire application process for the aforementioned post is online including uploading of scanned images, payment of fees and printing of confirmation page, admit card etc.

10.14 Usage of Data and Information: NTA/EPFO can use the data provided by the End Users (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s). However, this information is not for use by any third party or private agency for any other use.

****

For more job news visit : www.kpscvaani.com

CHAPTER 11

APPLICATION FEE AND PROCEDURE FOR PAYMENT

11.1. Application Fee/Procedure for Payment /Service Charges of Banks

Fee Payable (through: Online Mode)	
Name of Post	***Stenographer***
General/EWS/OBC	*Rs. 700/-*
*SC/ST** **PwBD/Female Candidates/Ex-Servicemen**	*NIL*
Note: (1) Fees shall be accepted through ONLINE mode ONLY.	

11.2 Mode of Payment and Service Charges

S.No.	Mode of Payment	Canara Bank	
1	Net Banking	Canara Bank	Nill Charges
		Other Bank	5.00+GST
2	Debit Cards	Rupay Card of Canara Bank or Other Banks	Nill Charges
3	Credit Cards	Domestic	0.80%+GST
		International	2.35%+GST
4	Unified Payment Interface (UPI)	Nill Charge	

11.3. Procedure to raise payment related Grievance:

11.3.1 After (successful completion of Step-4, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**

11.3.2 In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in **Chapter 11.4.** of this detailed Advertisement), for ensuring the successful payment.

11.3.3 Inspite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.

11.3.4 However, any duplicate payment received from the candidate in course of said transaction will be refunded (in the same payment mode through which the duplicate payment is received) after fee reconciliation, approximately within 30 (thirty) days from the last date for the submission of application fee online.

11.3.5 Any grievance/ query relating to payment of application fee or refund of duplicate application fee, as received through QRS/Email/Helplines , could be addressed, if the following information

For more job news visit : www.kpscvaani.com

are made available by the candidate concerned in his/her query through QRS /Email/ Call at Help lines :-

i. *Name of the Bank and/or payment Gateway.*
ii. *Date and time of the transaction*
iii. *Transaction Number*
iv. *Bank Reference Number*
v. *Proof of transaction*

11.4 Helpdesks/Help lines for attending the Payment Related Queries/Grievances

Level	Name	Email ID	Contact No.
1	*Help Desk*	pgsupport@billdesk.com/dssronoida@canarabank.com or cb18688@canarabank.com	8700098336/ 7428206788/ 9535293631
2	Complaint Management Service	pgsupport@billdesk.com/dssronoida@canarabank.com or cb18688@canarabank.com	8700098336/ 7428206788/ 9535293631
3	Customer Care	pgsupport@billdesk.com/dssronoida@canarabank.com or cb18688@canarabank.com	8700098336/ 7428206788/ 9535293631
4	Through SMS	-------	8700098336/ 7428206788/ 9535293631

****

For more job news visit : www.kpscvaani.com

Chapter-12

MISCELLANEOUS PROVISIONS

12.1 Caution Notice

12.1.1 Candidates are advised to refer to NTA website: https://recruitment.nta.nic.in or website of EPFO for authentic information and periodic updates made thereon.

12.1.2 Candidates are advised not to be allured by various claims of any party or person for qualifying the Recruitment Examination Candidates are advised to bring any such information to the notice to NTA by e-mail.

Query Redressal System

12.1.3 An online Web-based Query Redressal System, will be available to the Candidates of on the Website of NTA: www.nta.ac.in

12.1.4 A Candidate while submitting his/her query on the Query Redressal System should compulsorily mention his/her full name, father's name, postal address and unique application number/roll number. Only queries having above mentioned needful details relating to a Candidate shall be entertained.

12.1.5 A Unique Registration Number will be generated after submission of query by the Candidate on the Query Redressal System, to enable him/her for tracking the status of his/her query grievance.

12.1.6 Only relevant queries received on the Query Redressal System shall generally be replied within 03(three) working days from the date of receipt of query concerned.

12.1.7 The Registered Candidate(s) are advised to use the online facility for speedy and favorable response, before mailing their only relevant/essential queries in the Email id : **epfore@nta.ac.in OR through NTA Help Desk: 011-69227700, 011-40759000**

12.2 Correspondence with NTA

12.2.1 Relevant correspondences shall be addressed by **E-mail only**.

12.2.2 Any query which is ambiguous, anonymous, frivolous, vague, repetitive and irrelevant shall not be entertained.

12.2.3 Any query from any person claiming to be a representative, associate or assignee of the applicant/candidate shall not be entertained.

12.2.4 The following information shall not be revealed by phone or email:

For more job news visit : www.kpscvaani.com

12.2.4.1 Internal documentation/status.

12.2.4.2 Internal decision making process of NTA or of EPFO. Any claim or counter claim in this respect is not entertainable.

12.2.4.3 Date & venue of any Internal Meeting or name of any Officer/Official dealing with it, either of NTA or EPFO.

12.2.4.4 Any other information which in the opinion of NTA or EPFO cannot be revealed.

12.3 Legal Jurisdiction

All disputes pertaining to the conduct of the examination shall fall within the jurisdiction of Delhi only.

****

For more job news visit : www.kpscvaani.com

LIST OF EXAMINATION CITIES

S. No	TEST CENTRE STATE	TEST CENTRE CITY
1	ANDHRA PRADESH	VIJAYAWADA
2	ANDHRA PRADESH	VISAKHAPATNAM
3	ARUNACHAL PRADESH	ITANAGAR/NAHARLAGUN
4	ASSAM	GUWAHATI
5	ASSAM	JORHAT
6	ASSAM	SILCHAR(ASSAM)
7	BIHAR	GAYA
8	BIHAR	PATNA
9	CHANDIGARH(UT)	CHANDIGARH/MOHALI/PANCHKULA
10	CHHATTISGARH	BILASPUR(CHHATTISGARH)
11	CHHATTISGARH	RAIPUR
12	DELHI	DELHI/NEW DELHI
13	GUJARAT	AHMEDABAD/GANDHINAGAR
14	GUJARAT	VADODARA
15	GOA	PONDA
16	HARYANA	AMBALA
17	HARYANA	GURUGRAM
18	HIMACHAL PRADESH	SHIMLA
19	JAMMU & KASHMIR	JAMMU
20	JAMMU & KASHMIR	SRINAGAR(J & K)
21	JHARKHAND	JAMSHEDPUR
22	JHARKHAND	RANCHI
23	KARNATAKA	BANGALORE
24	KARNATAKA	MYSURU(MYSORE)
25	KERALA	ERNAKULAM/MOOVATTUPUZHA
26	KERALA	THIRUVANANTHAPURAM
27	LEH & LADAKH	LEH
28	MADHYA PRADESH	GWALIOR
29	MADHYA PRADESH	BHOPAL
30	MAHARASHTRA	MUMBAI/NAVI MUMBAI
31	MAHARASHTRA	PUNE
32	MAHARASHTRA	SAWANTWADI
33	MANIPUR	IMPHAL
34	MEGHALAYA	SHILLONG
35	MIZORAM	AIZAWL
36	NAGALAND	KOHIMA
37	ODISHA	BHUBANESWAR
38	ODISHA	CUTTACK
39	PUDUCHERRY	PUDUCHERRY
40	PUNJAB	BHATINDA
41	PUNJAB	LUDHIANA
42	RAJASTHAN	JAIPUR
43	RAJASTHAN	JODHPUR

For more job news visit : www.kpscvaani.com

44	TAMIL NADU	CHENNAI
45	TAMIL NADU	COIMBATORE
46	TAMIL NADU	MADURAI
47	TELANGANA	HYDERABAD/SECUNDERABAD
48	TRIPURA	AGARTALA
49	UTTAR PRADESH	ALLAHABAD/PRAYAGRAJ
50	UTTAR PRADESH	KANPUR
51	UTTAR PRADESH	LUCKNOW
52	UTTAR PRADESH	NOIDA/GREATER NOIDA
53	UTTAR PRADESH	VARANASI
54	UTTARAKHAND	DEHRADUN
55	WEST BENGAL	KOLKATA
56	WEST BENGAL	MALDA
57	WEST BENGAL	SILIGURI

For more job news visit : www.kpscvaani.com

Annexure -I

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 Shri /Smt./Kumar_____ 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 Schedule to the Government of India, Department of Personnel & TrainingOMNo.36012/22/93-Estt.(SCT,) dated 08.09.1993**.

Date_____	District Magistrate/Deputy Commissioner etc.
Seal of Office	

*-	**The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.**
**-	As amended from time to time.
Note:	The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

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

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

Note-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 Stipendiary Magistrate / Sub-Divisional Magistrate /Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1stClass 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.

For more job news visit : www.kpscvaani.com

Note-II The closing date for receipt to application will be treated as the date of reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the creamy layer.

Note-III The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure** above issued by the competent authority on or before the Closing Date as stipulated in this Notice.

For more job news visit : www.kpscvaani.com

ANNEXURE-IA

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I …….. Son/ Daughter of Shri …….. resident of village/ town/ city …… District …….. State …… here by declares that I belong to the ……. community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36012/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M.No.36033/3/2004-Estt.(Res.) dated 9th March,2004,O.M.No.36033/5/2004-Estt.(Res.) dated14th October,2004 and OM No.36033/1/2013-Estt.(Res.),dated:27th May,2013.

Signature:……

Full Name:……..

Address……..

For more job news visit : www.kpscvaani.com

ANNEXURE-II

FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING AGE-RELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-SERVICEMAN

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No..... Rank..... Name.....whose date of birth is.....has rendered service from.....to in Army/Navy/Air Force.

2. He has been released from military services:

a) On completion of assignment otherwise than

(i) By way of dismissal, or

(ii) By way of discharge on account of misconduct or inefficiency, or

(iii) On his own request, but without earning his pension, or

(iv) He has not been transferred to the reserve pending such release

b) On account of physical disability attributable to Military Service.

c) On invalidment after putting in atleast five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place: .....

Date: .....

Signature, Name and Designation of the

Competent Authority**
SEAL

Delete the paragraph which is not applicable.

For more job news visit : www.kpscvaani.com

B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No……Rank……..Name…….is serving in the Army/Navy/Air Force from……

2. He is due for release retirement on completion of his specific period of assignment on……

3. No disciplinary case is pending against him.

Place:.....

Date:.....

Signature, Name and Designation of the

Competent Authority**

SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this 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 Service and Posts) Rules,1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

For more job news visit : www.kpscvaani.com

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No.....Rank.....Name.....whose date of birth is.....isserving in the Army/Navy/Air Force from.....He has already completed his initial assignment of five years on……. And is on extended assignment till……..

2. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the

Competent Authority**

SEAL

**Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs. Army-Military Secretary Branch, Army Hqrs., New Delhi.

Navy – Directorate of Personnel, Naval Hqrs., New Delhi Air Force-Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/Ors and equivalent of the Navy and Air Force. Army-By various Regimental Record Offices.

Navy-BABS, Mumbai
Air Force-Air Force Records, New Delhi

For more job news visit : www.kpscvaani.com

Annexure-III

DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES REGARDING CIVIL EMPLOYMENT BY AVAILING EX-SERVICEMEN QUOTA.

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

I also here by declare the following facts:

a) I have not secured any civil employment by availing Ex- Servicemen quota, before attending for document verification for the posts of this notice.

b) I have availed Ex-Servicemen quota for securing civil employment and I have given self-declaration/undertaking to my employer about the details of application(s) for various vacancies notified in this notice for which I have applied for, before joining the civil employment. Certificate for submission of self-declaration/undertaking from the present Employer is enclosed.

(Strike out whichever is not applicable)

Place: Signature:

Date: Name:

Roll No:

For more job news visit : www.kpscvaani.com

Annexure-IV

FORM-VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

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

[See Rule 18(1)]

Recent PP Size Attested Photograph(Showing face only) of the person with disability

Certificate No.:……Date:……

1. This is to certify that we have carefully examined Shri/Smt./Kum…….. Son/wife/daughter of Shri…… Date of Birth……(DD/MM/YYYY)Age……years, Male/Female……Registration No …….. Permanent Resident of House no. …… Ward/Village/Street……..whose photograph is affixed above and I am satisfied that He/She is a case of ……Disability.

His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

And shown against the relevant disability in the table below:

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

In figures:……..percent In words…… Percent.

1. This condition is progressive/non-progressive/likely to improve/not likely to improve.
2. Reassessment of disability is:

i) Not necessary, Or

ii) Is recommended/ after……Year .....months, and therefore this certificates hall be valid till ……(DD/MM/YYYY)

For more job news visit : www.kpscvaani.com

@ 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

Countersigned [(Counter signature and seal of the CMO/Medical Supdt.)Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]	*(Authorised Signatory of notified Medical Authority)(Name and Seal)* *Signature/Thumb Impression of the person in whose favor 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 of the District The principal rules were published in the Gazette of India vide notification number S.O. 908(E),dated the 31st December, 1996.

For more job news visit : www.kpscvaani.com

Annexure-IVA

FORM-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

[See Rule 18(1)]

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

Recent Passport Size Attested Photograph (Showing face only)of the person

Certificate No ..... Date:.....

This is to certify that I have carefully examined

Shri/Smt/Kum..... son/ wife/ daughter of Shri.....Date of Birth..... Age

(DD/MM/YYYY)..... 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:

(A) He/she is a case of:

*Loco motor Disability

*Dwarfism

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is.....

(1) He/She has.....%(in figure).....percent(in words) permanent loco motor disability/dwarfism/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/Thumb Impression of the person in whose favour disability certificate is issued

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

For more job news visit : www.kpscvaani.com

Annexure-IVB

FORM-VI

Certificate of Disability

(In case of multiple disabilities)

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

Recent PP Size Attested Photograph (Showing face only) of the person

Certificate No.:…… Date:……..

1. This is to certify that we have carefully examined Shri/Smt./Kum ……..son/wife/daughterofShri……DateofBirth (DD/MM/YYYY)Age…… years,/Female……Registration No. ……..Permanent Resident of House No……..Ward/Village/Street whose photograph is affixed above and are satisfied that:

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

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotors Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental-illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's Disease			
19	Hemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above ,his/her overall permanent physical impairment as per guidelines (to be specified), is as follows: In figures:……..percent In words…….. percent.

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:
   i) Not necessary, Or
   ii) Is recommended/after……Year…….months, and therefore this certificate shall be valid till ……(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g. Left/Right/both ears

For more job news visit : www.kpscvaani.com

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

Nature of Document	Date of issue	Details of authority issuing certificate

5.Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

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

For more job news visit : www.kpscvaani.com

Annexure-IVC

Certificate regarding physical limitation in an examinination to Write

This is to certify that, I have examined Mr/Ms/Mrs..... (name of the candidate with disability), a person with …… (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o ……. A resident of …… (Village/ District/ State) and to state that he / she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital /health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (eg. Visual impairment–Ophthalmologist, Loco motor disability–orthopedic specialist /PMR).

For more job news visit : www.kpscvaani.com

Annexure-V

LETTER OF UNDERTAKING FOR USING SCRIBE/ PASSAGE DICTATOR

NOTE: Candidates Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidates with loco motor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness)are eligible for Scribe/ Passage Dictator.

PARTICULARS OF SCRIBE/ PASSAGE DICTATOR PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidate.....
2. Roll No.....
3. Name of Center.....
4. Qualification of Candidate.....
5. Disability Type.....
6. Name of the Scribe /Passage Dictator.....
7. Date of Birth of the Scribe /Passage Dictator.....
8. Father's Name of the Scribe/ Passage Dictator.....
9. Address of the Scribe /Passage Dictator:

(a) Permanent Address.....

(b) Present Address.....
.....

10. Educational Qualification of the Scribe/Passage Dictator.....
.....
.....

Paste here recent colour Passport Size Photograph of the SCRIBE /Passage Dictator of size 3.5 cm x 4.5cm (The colour photograph should not be more than 3 months old.

11. Relationship, if any, of the Scribe/Passage Dictator to the Candidate.....
12. DECLARATION:

i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the EPFO regarding conduct of the candidates assisted by Scribe/Scribes / Passage Dictator at this examination and here by undertake to abide by them.

ii) We do hereby undertake that the qualification of scribe/ Passage Dictator is mentioned correctly and the qualification of the scribe / Passage Dictator is one step below qualification of candidate. In case, subsequently it is found qualification of scribe / Passage Dictator is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating there to.

iii) We declare that the Scribe / Passage Dictator herself / himself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.

iv) We declare that the scribe/Passage Dictator has not acted/will not act as Scribe/Passage Dictator To any other candidate of this examination.

(Signature of the Candidate)

(Signature of the Scribe/Passage Dictator)

Left thumb impression of the Candidate in the box given above

Left thumb impression of the Scribe/Passage Dictator in the box given above

Signature of the Invigilator

For more job news visit : www.kpscvaani.com

Annexure-VI

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Sri mati/Kumari*..... son/daughter*of
.....Village/Town
.....District/Division* .....of
The.....State/Union Territory*belongs
To the .....Caste*/TribewhichisrecognisedasaScheduledCaste/ScheduledTribeunder:-

*The Constitution Scheduled Castes Order 1950.
*The Constitution Scheduled Tribes Order 1950.
*The Constitution (Scheduled Castes) (Union Territories)(Part C States)Order1951;
*The Constitution (Scheduled Tribes)(Union Territories)(Part C States)Order1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organization Act1960,the Punjab Re-organization Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organization) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders,(Amendment)Act1976]

*The Constitution (Jammu and Kashmir)*Scheduled Castes Orders, 1956
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled*Tribes Orders (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 Orders, 1964
*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
*The Constitution (Goa, Daman and 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 Act, 1991
*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996
*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

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/Srimati* father/mother*of
Shri/Srimati/Kumari.....of Village/Town*.....in
District/Division*.....of the
State/Union Territory*.....who belongs to the Caste*/Tribe which Is recognized AsaScheduledCaste/ScheduledTribeintheStation/UnionTerritory*issuedbythe.....
dated .....

3. Shri/Srimati/Kumari* and/or*his/her*family ordinarily resides in Village/Town*
.....District/Division*.....of the State/Union
Territory*of.....

For more job news visit : www.kpscvaani.com

Place.....

Signature.....

.....

Date.....

Designation.....

.....

(with seal of Office)

State/Union Territory.....

* Please delete the words which are not applicable. @ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

Note:(a)The term “ordinarily reside(s)’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/1stClass Stipendiary Magistrate / Sub-Divisional Magistrate /TalukaMagistrate/ExecutiveMagistrate/ExtraAssistantCommissioner.2.ChiefPresidencyMagistrate/Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4.Sub-Divisional Officer of the area where the candidate and/or his/herfamilynormallyreside(s).5.CertificatesissuedbyGazetteedOfficersofthe Central or of a State Government Counter signed by the District Magistrate concerned. 6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Admindiv islands).

For more job news visit : www.kpscvaani.com

ANNEXURE - VII

Government of…….
(Name& Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No……. Date…….

VALID FOR THE YEAR ……

This is to certify that Shri/Smt./Kumari…….Son/daughter/wife of ……. permanent resident of …… Village/Street …… Post Office ……..District……..intheState/UnionTerritory……PinCode……..Whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income*of his/her ' family**is below Rs.8lakh (Rupees Eight Lakh only) for the financial year……His/ her family does not own or possess any of the following assets***;

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ……. Belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport size attested photograph of the applicant

Signature with seal of Office……
Name……
Designation……

***Note 1**: Income covered all sources i.e. salary, agriculture, business, profession etc.
****Note 2**: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
*****Note 3**: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

For more job news visit : www.kpscvaani.com

Annexure VIII

FORM OF CERTIFICATE TO BE SUBMITTED BY GOVERNMENTSERVANTSSEEKINGAGE-RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that*Shri/Smt./Km._____is holding the post of

_____in the pay scale of_____with 3 years regular

service in the grade as on **closing date.**

Signature_____

Name_____

Office seal

Place:

Date:

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

For more job news visit : www.kpscvaani.com

Annexure-IX

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs …… (name of the candidate), S/o /D/o ……, a resident of ……(Vill/PO/PS/District/State), aged …….. yrs, a person with …… (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	**(Signature & Name)**	**(Signature & Name)**	**(Signature & Name)**	**(Signature & Name)**
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer……Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:
Date:

For more job news visit : www.kpscvaani.com

Annexure-X

Letter of undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

I_____, a candidate with_____(nature of disability/condition) appearing for the _____(name of the examination) bearing Roll No._____ at_____(Name of the Centre) in the District_____(name of the State). My educational qualification is _____.

2. I do hereby state that _____(name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is_____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place:
Date: