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**(To be uploaded on the website of the Commission; *i.e.* https://ssc.gov.in on 24-06-2024)**

भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक स12-,केन्द्रीय कार्यालय परिसर,
लोधी रोड, नई दिल्ली-110003.

**Government of India,
Ministry of Personnel, Public Grievances & Pensions,
Department of Personnel and Training,
Staff Selection Commission,
Block No. 12, CGO Complex, Lodhi Road, New Delhi - 110003.**

**(Website of the Commission: https://ssc.gov.in)**

# Notice

## Combined Graduate Level Examination, 2024

| | |
|---|---|
| **Dates for submission of online applications** | **24-06-2024 to 24-07-2024** |
| **Last date and time for receipt of online applications** | **24-07-2024 (23:00)** |
| **Last date and time for making online fee payment** | **25-07-2024 (23:00)** |
| **Dates of 'Window for Application Form Correction' including online payment.** | **10-08-2024 to 11-08-2024(23:00)** |
| **Tentative Schedule of Tier-I (Computer Based Examination)** | **Sep-Oct, 2024** |
| **Tentative Schedule of Tier-II (Computer Based Examination)** | **December, 2024** |

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

**F. No.** HQ-C11018/1/2024-C-1: Staff Selection Commission will hold Combined Graduate Level Examination, 2024 for filling up of various Group 'B' and Group 'C' posts in different Ministries/ Departments/ Organizations of Government of India and various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc. The details of the examination are as follows:

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2. **Details of the Posts:** Following are the likely posts that will be filled up through this Examination:

| S. No. | Name of Post | Ministry/Department/Office/Cadre | Classification of Post | Age Limit |
|---|---|---|---|---|
| **2.1 Pay Level-7 (₹ 44900 to 142400):** | | | | |
| 1 | Assistant Section Officer | Central Secretariat Service | Group "B" | 20-30 years |
| 2 | Assistant Section Officer | Intelligence Bureau | Group "B" | 18-30 years |
| 3 | Assistant Section Officer | Ministry of Railways | Group "B" | 20-30 years |
| 4 | Assistant Section Officer | Ministry of External Affairs | Group "B" | 20-30 years |
| 5 | Assistant Section Officer | AFHQ | Group "B" | 20-30 years |
| 6 | Assistant Section Officer | Ministry of Electronics and Information Technology | Group "B" | 18-30 years |
| 7 | Assistant / Assistant Section Officer | Other Ministries/ Departments/ Organizations | Group "B" | 18-30 years |
| 8 | Inspector of Income Tax | CBDT | Group "C" | 18-30 years |
| 9 | Inspector, (Central Excise) | CBIC | Group "B" | 18-30 years |
| 10 | Inspector (Preventive Officer) | | | |
| 11 | Inspector (Examiner) | | | |
| 12 | Assistant Enforcement Officer | Directorate of Enforcement, Department of Revenue | Group "B" | 18-30 years |
| 13 | Sub Inspector | Central Bureau of Investigation | Group "B" | 20-30 years |
| 14 | Inspector Posts | Department of Posts, Ministry of Communications | Group "B" | 18-30 years |
| 15 | Inspector | Central Bureau of Narcotics, Ministry of Finance | Group "B" | 18-30 years |
| **2.2 Pay Level-6 (₹ 35400 to 112400):** | | | | |
| 16 | Assistant / Assistant Section Officer | Other Ministries/ Departments/ Organizations | Group "B" | 18-30 years |
| 17 | Executive Assistant | CBIC | Group "B" | 18-30 years |
| 18 | Research Assistant | National Human Rights Commission (NHRC) | Group "B" | 18-30 years |
| 19 | Divisional Accountant | Offices under C&AG | Group "B" | 18-30 years |
| 20 | Sub Inspector | National Investigation Agency (NIA) | Group "B" | 18-30 years |
| 21 | Sub-Inspector/ Junior Intelligence Officer | Narcotics Control Bureau (MHA) | Group "B" | 18-30 years |
| 22 | Junior Statistical Officer | Ministry of Statistics & Programme Implementation. | Group "B" | 18-32 years |

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| | | | | |
|---|---|---|---|---|
| **2.3 Pay Level-5 (₹ 29200 to 92300):** | | | | |
| 23 | Auditor | Offices under C&AG | Group "C" | 18-27 years |
| 24 | Auditor | Offices under CGDA | Group "C" | 18-27 years |
| 25 | Auditor | Other Ministry/ Departments | Group "C" | 18-27 years |
| 26 | Accountant | Offices under C&AG | Group "C" | 18-27 years |
| 27 | Accountant | Controller General of Accounts | Group "C" | 18-27 years |
| 28 | Accountant/ Junior Accountant | Other Ministry/ Departments | Group "C" | 18-27 years |
| **2.4 Pay Level-4 (₹ 25500 to 81100):** | | | | |
| 29 | Postal Assistant/ Sorting Assistant | Department of Posts, Ministry of Communications | Group "C" | 18-27 years |
| 30 | Senior Secretariat Assistant/ Upper Division Clerks | Central Govt. Offices/ Ministries other than CSCS cadres. | Group "C" | 18-27 years |
| 31 | Senior Administrative Assistant | Military Engineering Services, Ministry of Defence | Group "C" | 18-27 years |
| 32 | Tax Assistant | CBDT | Group "C" | 18-27 years |
| 33 | Tax Assistant | CBIC | Group "C" | 18-27 years |
| 34 | Sub-Inspector | Central Bureau of Narcotics, Ministry of Finance | Group "C" | 18-27 years |

**Note-I:** The Commission makes final allotment of posts on the basis of merit-cum-preferences of Posts given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards, etc. In other words, for example if a candidate has given higher preference for a post and is selected for that post; in that case, if he (hereinafter may be read as 'he/ she') fails to meet the medical/ physical/ educational standards, his (hereinafter may be read as 'his/ her') candidature will be rejected and he will not be considered for other preferences.

**Note-II:** While giving preference of posts as and when required by the Commission, the candidates may note that there are a few posts like Inspector (Central Excise/ Examiner/ Preventive Officer), Inspector and Sub-Inspector in CBN (Ministry of Finance), Sub-Inspector/ Junior Intelligence Officer in NCB (MHA), Sub-Inspector in CBI and NIA etc. which have specific requirement of Physical Standards, Physical Tests and Medical Standards (Details given at **Annexure-XVI**). Candidates must ensure that they fulfill all the requirements of the Posts before giving their preferences/ options for such posts. Measurement of Physical Standards and Physical and Medical Tests will be conducted by the User Department concerned after final selection and nomination of candidates to the User Departments.

## 3. Vacancies and Reservation:

3.1 Tentative vacancies: There are approx. 17727 vacancies. However, firm vacancies will be determined in due course. Updated vacancies, if any, along with post-wise & category-wise vacancies will be made available on the website of the Commission (*https://ssc.gov.in> For Candidates > Tentative Vacancy*) in due course.

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Candidates may note that State-wise/ Zone-wise vacancies are not collected by the Commission.

3.2 Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), Ex-Servicemen (ESM) and Persons with Benchmark Disabilities (PwBD) candidates for all the categories of posts/services, wherever applicable and admissible, would be as determined and communicated by the Indenting Ministries/ Departments/ Offices/ Cadres, as per extant Government Orders.

3.3 Vacancies for ESM are reserved for only Group "C" posts.

3.4 The Commission will consider the suitability of posts for various benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment or as identified and intimated by the Indenting Departments/Organizations for specific posts.

3.5 The Commission makes the selection of candidates in accordance with the vacancies reported by the Indenting Departments/ Organizations for various posts. The Commission does not have any role in deciding the number of vacancies of any Indenting Department/ Organization. Implementation of reservation policy, maintaining reservation roster, earmarking of vacancies for different categories and identification of suitability of posts for suitable for various benchmark disabilities, are under the domain of the Indenting Departments/ Organizations.

**4. Nationality/Citizenship:**

4.1 A candidate must be either:

4.1.1 a citizen of India, or

4.1.2 a subject of Nepal, or

4.1.3 a subject of Bhutan, or

4.1.4 a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

4.2 Provided that a candidate belonging to categories (4.1.2), (4.1.3) and (4.1.4) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

4.3 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 (hereinafter may be read as 'him/ her') by the Government of India.

**5. Age limit (As on 01-08-2024):**

5.1 Requirement of age for various posts is as follows:

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| S No | Age Limit | Remarks |
|---|---|---|
| (i) | For the posts for which age limit is 18-27 years | Candidate must have been born not earlier than 02-08-1997 and not later than 01-08-2006. |
| (ii) | For the posts for which age limit is 20-30 years | Candidate must have been born not earlier than 02-08-1994 and not later than 01-08-2004. |
| (iii) | For the posts for which age limit is 18-30 years | Candidate must have been born not earlier than 02-08-1994 and not later than 01-08-2006. |
| (iv) | For the posts for which age limit is 18-32 years | Candidate must have been born not earlier than 02-08-1992 and not later than 01-08-2006. |

5.2 Permissible relaxation in upper age limit and category-codes for claiming age relaxation are as follows:

| Code No | Category | Age-relaxation permissible beyond upper age limit |
|---|---|---|
| 01 | SC/ST | 5 years |
| 02 | OBC | 3 years |
| 03 | PwBD (Unreserved) | 10 years |
| 04 | PwBD (OBC) | 13 years |
| 05 | PwBD (SC/ST) | 15 years |
| 06 | Ex-Servicemen (ESM) | 3 years after deduction of the military service rendered from the actual age as on the closing date. |
| 08 | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof | 3 years |
| 09 | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a | 8 years |

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| | | |
|---|---|---|
| | consequence thereof (SC/ST) | |
| **Additional permissible relaxation in upper age limit for Group 'C' posts** | | |
| 10 | Central Govt. Civilian Employees who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application. | Up to 40 years of age |
| 11 | Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application. | Up to 45 years of age |
| 12 | Widows/ Divorced Women/ Women judicially separated and who are not remarried. | Up to 35 years of age |
| 13 | Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ST). | Up to 40 years of age |

5.3 Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/Secondary Examination Certificate will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted.

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

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

5.6 For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service, the status of ex-serviceman or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of application i.e. 24-07-

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2025.Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of applications.

5.7 **Explanation**: An 'ex-serviceman' means a person:

5.7.1 Who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union, and

5.7.1.1 Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his pension; or

5.7.1.2 Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

5.7.1.3 Who has been released from such service as a result of reduction in establishment;

or

5.7.2 Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;

or

5.7.3 Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

5.7.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

or

5.7.5 Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

5.7.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

5.8 A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate

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in the Navy or the Air Force), who has put in not less than 15 years of service with the Armed Forces of the Union shall be considered eligible for appointment to the reserved vacancies for ESM in Group "C" posts. Thus, those non-graduate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications or would not complete 15 years of service within one year from the closing date of receipt of applications are not eligible to apply for this examination. Such ESM candidates are not eligible for Group 'B' posts.

5.9 **Age relaxation/ ESM reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.**

**6. Process of Certification and Format of Certificates:**

6.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwBD/ ESM category will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.

6.2 Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification, failing which their candidature will be cancelled. If a candidate is rejected by the Indenting Department/ Organization for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate will be solely responsible for the same and the Commission will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

*For example, candidate X filled OBC in his application form. However, during document verification by the Indenting Department/ Organization, he is unable to produce the valid OBC certificate. In such scenario, candidature of X will be cancelled by the Indenting Department/ Organization.*

6.3 The candidates with benchmark disabilities (PwBD) may note that they must select the appropriate PwBD sub-category i.e. OH/ HH/ VH/ PwBD-Other, while filling the application form as per their certificate of disability issued by the competent authority. No subsequent change of PwBD sub-category will be allowed under any circumstances. Such candidates shall have to furnish the requisite certificate from the competent authority as declared in the application form when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification, failing which their candidature will be cancelled. It may be noted that type of disability/disabilities (such as OA, OL, BL, DW, MI, SLD

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etc.), as indicated in the Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned by the competent authority issuing the certificate. If a candidate is rejected by the Indenting Department/ Organization for non-furnishing of the requisite certificate in support of the PwBD sub-category filled in the application form, the candidate will be solely responsible for the same and the Commission will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

6.4 Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications i.e. 24-07-2024.

6.5 A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.

6.6 A person seeking appointment on the basis of reservation to EWS must ensure that he possesses the Income & Asset certificate valid for the financial year 2024-2025 issued on the basis of Income for the financial year 2023-24 in accordance with the DoP&T OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.

6.7 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ ESM status or avail any other benefit.

**7. Provision of Compensatory Time and assistance of scribe:**

7.1 In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotors disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.

7.2 In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **Annexure-I.**

7.3 The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IA**.

7.4 The facility of scribes/ passage reader will be provided to the PwBD/ PwD candidates only if he has opted for the same in the online application form.

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7.5 The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.

7.6 In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-II**. The candidates with disabilities (PwD) eligible for scribe as per Para 7.3 above and opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-IIA**. In addition, the scribe has to produce a valid ID proof [as per list given at para-14.7] in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-II/ Annexure-IIA**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

7.7 If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

7.8 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 7.1, 7.2 and 7.3 above.

7.9 The candidates referred at Para 7.1, 7.2 and 7.3 above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

7.10 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

7.11 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

7.12 The PwBD/PwD candidates who have availed the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

## 8. Essential Educational Qualifications (As on 01-08-2024):

8.1 **Junior Statistical Officer:**

8.1.1 Bachelor's Degree in any subject from a recognized University or Institute with at least 60% Marks in Mathematics at 12$^{th}$ standard level;

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Or

Bachelor's Degree in any subject with Statistics as one of the subjects at degree level.

8.2 **Statistical Investigator Grade-II:**

8.2.1 Bachelor's Degree in any subject with Statistics as one of the subjects from a recognized University or Institute. The candidates must have studied Statistics as a subject in all the three years or all the 6 semesters of the graduation course.

8.3 **Research Assistant in National Human Rights Commission (NHRC):**

8.3.1 **Essential Qualifications**: Bachelor's Degree from a recognized University or Institute.

8.3.2 **Desirable Qualifications**:

8.3.2.1 Minimum one-year research experience in any recognized university or recognized Research Institution;

8.3.2.2 Degree in Law or Human Rights from a recognized university.

8.4 **All other Posts:**

8.4.1 Bachelor's Degree from a recognized University or equivalent.

8.5 The candidates who have appeared in their final year of their graduation can also apply, however they must possess Essential qualification on or before the cut-off date i.e. **01-08-2024**.

8.6 As per Ministry of Human Resource Development Notification dated 10-06-2015 published in the Gazette of India all the degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification. In case of the candidates possessing such degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education , such candidates shall also produce approval given to the University by the Distance Education Bureau, University Grants Commission for the relevant period at the time of Document Verification.

8.7 As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III (8) (v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc. are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11-03-2019 in MA No. 3092/2018 in W.P.

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(C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, B. Tech. degree/ diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

8.8 All the candidates who are called for documents verification will be required to produce the relevant Certificates such as Mark sheets for all years/semesters of Graduation/ Provisional Certificate/ Degree of Graduation in original as proof of having acquired the minimum educational qualification on or before the cut-off date, failing which the candidature of such candidates will be cancelled by the Commission. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he has been declared passed, will also be considered to meet the educational qualification. **It is reiterated that the result of requisite educational qualification must have been declared by the Institute/ University by the specified date. Mere processing of the result by the University/ Institute by the cut-off date does not fulfill the EQ requirement**.

8.9 In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the User Departments/ Appointing Authorities concerned.

**9. How to apply:**

9.1 Applications must be submitted only in online mode at the new website of SSC Headquarter i.e. https://ssc.gov.in.For detailed instructions, please refer to **Annexure-III** and **Annexure-IV**. Sample proforma of One-time Registration and online Application Form are attached as **Annexure-IIIA** and **Annexure-IVA** respectively.

9.2 All the candidates who wish to apply in response to this Notice and have not generated their One-Time Registration (OTR) on the new website (https://ssc.gov.in) will be required to do so as the earlier OTR generated on the old website (https://ssc.nic.in) will not be functional for the new website. Subsequent to OTR, the candidates can proceed to fill the application for the examination. Once an OTR has been generated on the new website, it will continue to remain valid for all the examinations to be applied for on the new website. The detailed instructions for OTR are given in Annexure-III to this Notice.

9.3 **For applying, the candidate is not required to have a pre-existing photograph of himself / herself. The application module has been designed to capture a photograph of the candidate filling up the application form. For this purpose, the candidate has to stand / sit before the camera when prompted by the application module and follow the following instructions while capturing the photograph:**

**(i) Find a place with good light and plain background.**

**(ii) Ensure the camera is at eye level before taking the photo.**

**(iii) Position himself directly in front of the camera and look straight ahead.**

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**(iv) Ensure that his face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.**

**(v) Candidates shouldn't wear a cap, mask or glasses/spectacles while capturing the photo.**

9.4 The appearance of a candidate in the examination should be as per the photograph in the application form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with a full frontal view. Applications with photographs not in accordance with the instructions are liable to be rejected. **In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected.**

9.5 Before submitting the Application Form, candidate must ensure that the photograph is uploaded as per the given instructions. If the photograph is not uploaded by the candidate in the desired format, his application/candidature will be rejected or cancelled.

9.6 Candidates are required to upload the scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). **Applications with inappropriate photographs or blurred/miniature signatures, not meeting the above requirements, will be rejected summarily.**

9.7 Last date and time for submission of online applications is **24-07-2024 (23:00).**

9.8 Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the SSC website on account of heavy load on the website during the closing days.

9.9 The Commission will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

9.10 **Before submission of the online application, candidates must check through Preview/ Print option that they have filled correct details in each field of the form. They should also check that photograph and signature are meeting all the above requirements. Candidates are advised to keep a copy of the application.**

**10. Application Fee:**

10.1 Fee payable: ₹100/- (Rs one hundred only).

10.2 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Benchmark Disabilities (PwBD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.

10.3 Fee can be paid online through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, or RuPay Debit cards.

10.4 Online fee can be paid by candidates up to **25-07-2024** (23:00 hours).

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10.5 Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of the Application Form is shown as '**Incomplete**' and this information is printed on the top of the printout of online Application Form. Further, status of fee payment can be verified at the 'Payment Status" link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

10.6 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

**11. Window for Application Form Correction [10-08-2024 to 11-08-2024 (23:00 hours)]:**

11.1 After the closing date for receipt of online applications, the Commission will provide a period of 2 days to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the one-time registration/ online application data as per their requirement.

11.2 A candidate will be allowed to correct and re-submit his modified/ corrected application two times during the 'Window for Application Form Correction' i.e. if he has made mistake in his updated application also, he will be allowed to re-submit one more modified/ corrected application after making requisite corrections/ modifications. No more corrections in the application form will be allowed under any circumstances.

11.3 Only those candidates will be allowed to make corrections in the application form, whose completed online applications along-with payment of requisite fee, have been received by the Commission within the specified period.

11.4 The Commission will levy a uniform correction charge of ₹ 200/- for making correction(s) and re-submitting modified/ corrected application for the first time and ₹ 500/- for making correction(s) and re-submitting modified/ corrected application for the second time. The correction charges will be applicable to all candidates irrespective of their gender/ category.

11.5 The correction charges can be paid only by online mode through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, or RuPay Debit cards.

11.6 The correction charges once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

11.7 Subject to the receipt of applicable correction charges, the latest modified/ corrected application will be treated as the valid one and the previous application(s) submitted by such candidates will be cancelled.

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11.8 If the applicable correction charges are not received by the SSC, status of Application Form is shown as '**Incomplete**' and this information is printed on the top of the Application Form printout. Such application shall not be accepted and the previously submitted application will remain valid.

11.9 Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form. After expiry of 'Window for Application Form Correction', no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

**12. Centres of Examination:**

12.1 A candidate must indicate the Centre(s) in the online Application Form in which he desires to take the examination. Details about the Examination Centres and Regional Offices under whose jurisdiction these Examination Centres are located are as follows:

| S No | Examination Centres and Centre Code | SSC Region and States/ UTs under the jurisdiction of the Region | Address of the Regional Offices and their websites |
|---|---|---|---|
| 1 | Bhagalpur (3201), Muzaffarpur (3205), Patna (3206), Purnea (3209), Agra (3001), Bareilly (3005), Gorakhpur (3007), Jhansi (3008), Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013) | Central Region (CR)/ Bihar and Uttar Pradesh | Regional Director (CR), Staff Selection Commission,34-A, Mahatma Gandhi Marg, Civil Lines, Kendriya Sadan, Prayagraj – 211001. (http://www.ssc-cr.org) |
| 2 | Port Blair (4802), Dhanbad (4206), Jamshedpur (4207), Ranchi (4205), Balasore (Odisha) (4601), Berhampore (Odisha) (4602), Bhubaneswar (4604), Cuttack (4605), Rourkela (4610), Sambalpur (4609), Gangtok (4001), Asansol (4417), Burdwan (4404), Durgapur (4426), Kolkata (4410), Siliguri (4415) | Eastern Region (ER)/ Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal | Regional Director (ER), Staff Selection Commission, 1st MSO Building, (8th Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020 (www.sscer.org) |
| 3 | Belagavi (9002), Bengaluru (9001), Hubballi (9011), Kalaburagi (Gulbarga) (9005), Mangaluru (9008), Mysuru (9009), Shivamogga (9010), Udupi (9012). Ernakulam (9213), Kollam | Karnataka, Kerala Region (KKR)/ Lakshadweep, | Regional Director (KKR), Staff Selection Commission, 1st Floor, "E" Wing, Kendriya Sadan, Koramangala, |

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| | | | |
|---|---|---|---|
| | (9210), Kottayam (9205), Kozhikode (9206), Thrissur (9212), Thiruvananthapuram (9211). | Karnataka and Kerala | Bengaluru, Karnataka-560034 (www.ssckkr.kar.nic.in) |
| 4 | Bhopal (6001), Gwalior(6005), Indore (6006), Jabalpur (6007), Satna (6014),Sagar (6015), Ujjain (6016), Bilaspur (6202), Raipur (6204), Durg-Bhilai (6205) | Madhya Pradesh Sub-Region (MPR)/ Chhattisgarh and Madhya Pradesh | Regional Director (MPR), Staff Selection Commission, 5th Floor, Investment Building, LIC Campus-2, Pandri, Raipur, Chhattisgarh-492004 (www.sscmpr.org) |
| 5 | Itanagar (5001), Dibrugarh (5102), Guwahati(Dispur) (5105), Jorhat (5107), Silchar (5111), Tezpur (5112), ,Imphal (5501), Churachandpur (5502), Ukhrul (5503), Shillong (5401), Aizwal (5701), Dimapur (5301), Kohima (5302), Agartala (5601), | North Eastern Region NER)/ Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura. | Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P.O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 (www.sscner.org.in) |
| 6 | Dehradun (2002), Haldwani (2003), Roorkee (2006), Delhi (2201), Ajmer (2401), Bikaner (2404), Jaipur (2405), Jodhpur (2406), | Northern Region (NR)/ Delhi, Rajasthan and Uttarakhand | Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 (www.sscnr.nic.in) |
| 7 | Chandigarh/ Mohali (1601), Hamirpur (1202), Shimla (1203), Jammu (1004), Samba (1010), Srinagar(J&K) (1007), Leh (1005), Amritsar (1404), Jalandhar (1402), Patiala (1403), Bathinda (1401). | North Western Sub-Region (NWR)/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab | Regional Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 (www.sscnwr.org) |

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| | | | |
|---|---|---|---|
| 8 | Chirala (8011), Guntur (8001), Kakinada (8009), Kurnool (8003), Nellore (8010), Rajahmundry (8004), Tirupati (8006), Vizianagaram (8012), Vijayawada (8008), Vishakhapatnam (8007), Puducherry (8401), Chennai (8201), Coimbatore (8202), Madurai (8204), Salem (8205), Tiruchirapalli (8206), Tirunelveli (8207), Vellore (8208), Hyderabad (8601), Karimnagar (8604), Warangal (8603) | Southern Region (SR)/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana. | Regional Director (SR), Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu -600006 (www.sscsr.gov.in) |
| 9 | Panaji (7801), Ahmedabad (7001), Gandhinagar (7012), Mehsana (7013), Rajkot (7006), Surat (7007), Vadodara (7002), Amravati (7201), Aurangabad (7202), Jalgaon (7214), Kolhapur (7203), Mumbai (7204), Nagpur (7205), Nanded (7206), Nashik (7207), Pune (7208) | Western Region (WR)/ Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra | Regional Director (WR), Staff Selection Commission, 1st Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 (www.sscwr.net) |

12.2 A candidate has to give option for three centres, in the order of priority, within the same Region. No request for change of centre at any stage/ Tier(s) of the examination will be considered later under any circumstances. Hence, the candidates should select the centres, carefully and indicate the same correctly in their applications.

12.3 The Commission will endeavor to accommodate the candidates in centres opted by them. However, the Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

**13. Scheme of the Examination:**

13.1 The Computer Based Examination will be conducted in two tiers as indicated below:

13.1.1 Tier-I

13.1.2 Tier-II

13.2 Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, will be normalized by using the formula published by the Commission vide Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.

13.3 Tentative Answer Keys of the Computer Based Examinations will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit on payment of ₹ 100/- per question, which is non-refundable. Representations

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received through any other mode e.g. letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final.

13.4 The schedule of examinations indicated in the Notice is tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.

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

13.6 There shall be no provision for re-evaluation/ re-checking of the scores of any stage/ Tier(s) of the examination. No correspondence in this regard shall be entertained.

13.7 **Scheme of Tier-I Examination:**

| Tier | Subject | Number of Questions | Maximum Marks | Time allowed |
|---|---|---|---|---|
| **I** | A. General Intelligence and Reasoning | 25 | 50 | 1 hour<br>(1 hour and 20 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3) |
| | B. General Awareness | 25 | 50 | |
| | C. Quantitative Aptitude | 25 | 50 | |
| | D. English Comprehension | 25 | 50 | |

13.7.1 Tier-I will consist of Objective Type, Multiple choice questions. The questions will be set both in English & Hindi except for English Comprehension.

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

13.8 **Scheme of Tier-II Examination:**

| Tier | Paper | Session | Subject | Number of Questions | Maximum Marks | Time allowed |
|---|---|---|---|---|---|---|
| **II** | **Paper-I**: | **Session-I**<br>**(2 hours and 15 minutes)** | **Section-I:**<br>**Module-I:** Mathematical Abilities<br>**Module-II:** Reasoning and General Intelligence. | 30<br>30 | 60*3 = 180 | 1 hour (For each section)<br>(1 hours and 20 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3) |

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| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | Total = 60 | | |
| | | | **Section-II:**<br>**Module-I:** English Language and Comprehension<br>**Module-II:** General Awareness | 45<br>25<br>Total = 70 | 70*3<br>= 210 | |
| | | | **Section-III:**<br>**Module-I:** Computer Knowledge Module | 20 | 20*3<br>= 60 | 15 Minutes<br>(For each module)<br>(20 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3) |
| | | **Session-II**<br>**(15 minutes)** | **Section-III:**<br>**Module-II:** Data Entry Speed Test Module | One Data Entry Task | - | |
| | **Paper-II** | | Statistics | 100 | 100*2<br>= 200 | 2 hours<br>(2 hours and 40 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3) |

13.8.1 Tier-II will include conducting of Paper-I & Paper-II in separate shift(s)/ day(s).

13.8.2 Paper-I is compulsory for all the posts.

13.8.3 Paper-II will be for only those candidates who apply for the posts of Junior Statistical Officer (JSO) in the Ministry of Statistics and Programme Implementation and Statistical Investigator Grade-II in the office of Registrar General of India (M/o Home Affairs) and who are shortlisted in Tier-I for these Posts.

13.8.4 Paper-I will include following three sections having two modules each:

13.8.4.1 **Section-I:**

13.8.4.1.1 **Module-I:** Mathematical Abilities

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13.8.4.1.2 **Module-II:** Reasoning and General Intelligence.

13.8.4.2 **Section-II:**

13.8.4.2.1 **Module-I:** English Language and Comprehension

13.8.4.2.2 **Module-II:** General Awareness

13.8.4.3 **Section-III:**

13.8.4.3.1 **Module-I:** Computer Knowledge Test

13.8.4.3.2 **Module-II:** Data Entry Speed Test

13.8.5 Paper-I will be conducted in two sessions - Session –I & Session-II, on same day.

13.8.5.1 Session-I will include conducting of Section-I, Section-II and Module-I of Section-III. Therefore, duration of Session-I will be 2 hours and 15 minutes.

13.8.5.2 Section-I has two modules viz. Module-I (Mathematical Abilities) and Module-II (Reasoning and General Intelligence). The candidates will get one hour to complete this section. On completion of one hour, this section will get automatically closed.

13.8.5.3 Immediately after completion of Section-I, the two modules of Section-II viz. Module-I (English Language and Comprehension) and Module-II (General Awareness), will start. Section-II will also be for one hour and immediately on completion of one hour, this section will get automatically closed.

13.8.5.4 Section-III will have two modules. Module-I (Computer Knowledge Test) will commence immediately after completion of Section-II and will be for a duration of 15 minutes. On completion of Module-I of Section-III, Session-I will come to an end.

13.8.5.5 After the completion of Session-I, the candidates will get a break for re-registration for Session-II.

13.8.5.6 Session-II will include conducting of Module-II of Section-III i.e. Data Entry Speed Test. Therefore, duration of Session-II will be 15 minutes only.

13.8.6 **It will be mandatory for the candidates to qualify all the sections of Paper-I.**

13.8.7 Tier-II (Paper-I & Paper-II) will consist of Objective Type, Multiple choice questions, except for Module-II of Section-III of Paper-I. The questions will be set both in English & Hindi except for English Language and Comprehension module in Section-II of Paper-I.

13.8.8 There will be negative marking of 1 mark for each wrong answer in Section-I, Section-II and Module-I of Section-III of Paper-I and of 0.50 marks for each wrong answer in Paper-II.

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13.8.9 Module-I of Section-III of Paper-I i.e. Computer Knowledge Test is mandatory but qualifying in nature. However, while shortlisting the candidates for the posts where Computer Proficiency is prescribed viz. Assistant Section Officer in CSS, MEA & AFHQ, Assistant in Serious Fraud Investigation Office (SFIO) under the Ministry of Corporate Affairs, Assistant (GSI) in the Ministry of Mines, Assistant in Indian Meteorological Department (Ministry of Earth Sciences), Inspector (CGST &Central Excise), Inspector (Preventive Officer), Inspector (Examiner) & Executive Assistant in CBIC and Postal Assistant/ Sorting Assistant in Department of Post etc., higher qualifying standards will be set in comparison to other posts.

13.8.10 **Module-II of Section-III of Paper-I i.e. Data Entry Speed Test (DEST):**

13.8.10.1 Module-II of Section-III of Paper-I will include conducting of a Data Entry Speed Test (DEST) for a duration of 15 minutes in Session-II on the same day.

13.8.10.2 The "Data Entry Speed Test" (DEST) Skill Test will be conducted for a passage of about 2000 (two thousand) key depressions for a duration of 15 (fifteen) minutes. Detailed instructions regarding Skill Test will be provided by the Regional Offices of the Commission. Information about evaluation of Typing Test/DEST are available on the Commission's new website https://ssc.gov.in ('For Candidates').

13.8.10.3 DEST will be mandatory for all the posts; however, it will be qualifying in nature.

13.8.10.4 While shortlisting the candidates for the posts where either Computer Proficiency is prescribed (**as mentioned at Para 13.8.9**) or where DEST is prescribed viz. Tax Assistant in CBIC, Tax Assistant in CBDT, and UDC/ SSA in Central Bureau of Narcotics (Ministry of Finance) etc., higher qualifying standards will be set in comparison to other posts.

13.8.10.5 DEST will be conducted in the manner decided by the Commission for the purpose.

13.8.10.6 PwBD-OH candidates are eligible for exemption from attempting DEST, provided such candidates submit a Certificate in the prescribed format (**Annexure-XV**) to the Commission from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. However, such exemption is not available for the posts where either Computer Proficiency is prescribed (**as mentioned at Para 13.8.9**) or where DEST is prescribed (**as mentioned at Para 13.8.10.4**) except for the post of the Tax Assistant in CBDT, for which exemption from attempting DEST is available. All other PwBD candidates are not eligible for exemption from DEST.

13.8.10.7 PwBD/ PwD candidates who are eligible for scribes as per Para-7.1, 7.2 and 7.3 of the Notice of Examination will be allowed

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additional compensatory time of 5 (five) minutes in DEST. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of DEST.

13.9 **Indicative Syllabus (Tier-I):**

13.9.1 **Tier-I: General Intelligence & Reasoning**: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern-folding& un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.

13.9.2 **General Awareness**: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

13.9.3 **Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

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13.9.4 **English Comprehension:** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

13.9.5 The questions in Parts A, B, & D will be of a level commensurate with the essential qualification viz. Graduation and questions in Part-C will be of 10$^{th}$ standard level**.**

13.10 **Indicative Syllabus (Tier-II):**

13.10.1 **Module-I of Session-I of Paper-I (Mathematical Abilities):**

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

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

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

13.10.1.4 **Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

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

13.10.1.6 **Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like sin2□ + cos2□=1 etc.

13.10.1.7 **Statistics and probability:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities.

13.10.2 **Module-II of Section-I of Paper-I (Reasoning and General Intelligence):**

13.10.2.1 Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social

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Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.

13.10.3 **Module-I of Section-II of Paper-I (English Language and Comprehension):**

13.10.3.1 Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage. To test comprehension, three or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other two paragraphs should be on current affairs, based on a report or an editorial.

13.10.4 **Module-II of Section-II of Paper-I (General Awareness):**

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

13.10.5 **Module-I of Section-III of Paper-I (Computer Proficiency):**

13.10.5.1 **Computer Basics:** Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back up devices, PORTs, Windows Explorer. Keyboard shortcuts.

13.10.5.2 **Software:** Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

13.10.5.3 **Working with Internet and e-mails:** Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

13.10.5.4 **Basics of networking and cyber security:** Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

13.10.6 **Paper-II (Statistics):**

13.10.6.1 **Collection, Classification and Presentation of Statistical Data** – Primary and Secondary data, Methods of data collection; Tabulation of data; Graphs and charts; Frequency distributions; Diagrammatic presentation of frequency distributions.

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13.10.6.2 **Measures of Central Tendency**- Common measures of central tendency – mean median and mode; Partition values- quartiles, deciles, percentiles.

13.10.6.3 **Measures of Dispersion**- Common measures dispersion – range, quartile deviations, mean deviation and standard deviation; Measures of relative dispersion.

13.10.6.4 **Moments, Skewness and Kurtosis** – Different types of moments and their relationship; meaning of skewness and kurtosis; different measures of skewness and kurtosis.

13.10.6.5 **Correlation and Regression** – Scatter diagram; simple correlation coefficient; simple regression lines; Spearman's rank correlation; Measures of association of attributes; Multiple regression; Multiple and partial correlation (For three variables only).

13.10.6.6 **Probability Theory** – Meaning of probability; Different definitions of probability; Conditional probability; Compound probability; Independent events; Bayes' theorem.

13.10.6.7 **Random Variable and Probability Distributions** – Random variable; Probability functions; Expectation and Variance of a random variable; Higher moments of a random variable; Binomial, Poisson, Normal and Exponential distributions; Joint distribution of two random variable (discrete).

13.10.6.8 **Sampling Theory** – Concept of population and sample; Parameter and statistic, Sampling and non-sampling errors; Probability and non-probability sampling techniques (simple random sampling, stratified sampling, multistage sampling, multiphase sampling, cluster sampling, systematic sampling, purposive sampling, convenience sampling and quota sampling); Sampling distribution (statement only); Sample size decisions.

13.10.6.9 **Statistical Inference** - Point estimation and interval estimation, Properties of a good estimator, Methods of estimation (Moments method, Maximum likelihood method, Least squares method), Testing of hypothesis, Basic concept of testing, Small sample and large sample tests, Tests based on Z, t, Chi-square and F statistic, Confidence intervals.

13.10.6.10 **Analysis of Variance** - Analysis of one-way classified data and two-way classified data.

13.10.6.11 **Time Series Analysis** - Components of time series, Determinations of trend component by different methods, Measurement of seasonal variation by different methods.

13.10.6.12 **Index Numbers** - Meaning of Index Numbers, Problems in the construction of index numbers, Types of index number, Different formulae, Base shifting and splicing of index numbers, Cost of living Index Numbers, Uses of Index Numbers.

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13.10.7 Questions in Module-I of Section- I of Paper-I (Mathematical Abilities) will be of Matriculation Level, in Module-I of Section- II of Paper-I (English Language and Comprehension) of 10+2 Level and in Paper-II of Graduation Level.

## 14. Admission to the Examination:

14.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificates (AC) by the Regional Offices of the Commission for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.

14.2 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting User Departments/Organizations. Physical and medical standards will be ascertained by the User Departments after the declaration of result. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by the User Department/ Organization. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.

14.3 Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. https://ssc.gov.in) and Regional Office concerned of the Commission under whose jurisdiction the examination centres opted by the candidate are located (detail at Para-12.1).

14.4 Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the websites of the Regional Office concerned of the Commission about two weeks before the date of examination. If any candidate does not find his detail on the website of the Commission, one week before the date of examination, he must immediately contact the Regional Office concerned of the Commission with proof of having submitted his application. Failure to do so will deprive him of any claim for consideration.

14.5 Candidate must write Registration Number, Roll Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

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14.6 Facility to download Admission Certificates will be made available 3-7 days before the examination on the website of Regional Office concerned. Candidate must bring printout of the Admission Certificate to the Examination Hall.

14.7 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate, such as:

14.7.1 Aadhaar Card/ Printout of E-Aadhaar,

14.7.2 Voter's ID Card,

14.7.3 Driving License,

14.7.4 PAN Card,

14.7.5 Passport,

14.7.6 ID Card issued by University/ College/ School,

14.7.7 Employer ID Card (Govt./ PSU),

14.7.8 Ex-Serviceman Discharge Book issued by Ministry of Defence,

14.7.9 Any other photo bearing ID Card issued by the Central/ State Government.

14.8 If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

14.9 PwBD/ PwD candidates availing the facility of scribes as per **Para 7.1, 7.2 and 7.3** shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination.

14.10 Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.

14.11 Applications with blurred photograph and/or blurred/miniature signature will be rejected.

## 15. Document Verification (DV):

15.1 Document Verification (DV) will be conducted by the User Departments/Organizations after declaration of the final result.

15.2 Staff Selection Commission recruits personnel as per the vacancies reported by the User Ministries/Departments/Organizations. The Commission has no role in determination of total vacancies (Vertical & Horizontal) arising in a User Ministry/Department/Organization, backlog vacancies, segregation of vacancies under various reserved categories and vacancies reported to be filled up by direct recruitment. After declaration of final result of the examination, dossiers of selected candidates are forwarded to the User Ministries/Departments/Organizations. The User

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Ministries/Departments/Organizations shall accept the dossiers forwarded after declaration of final result. No User Ministry/Department/Organization shall return the dossier(s) of selected candidates on the ground of non-availability of Horizontal vacancies or on the ground that a Horizontal vacancy exists but the dossier of that category has not been provided by the Commission.

15.3 Staff Selection Commission confirms the vacancies from User Ministries/Departments/Organizations before declaration of the final result. Final result is declared and nominations/recommendations are made only against such confirmed vacancies. The User Ministries/Departments/Organizations will, therefore, accept the nominations made and dossiers sent to them. In case a Ministry/Department/Organization is wound up, reorganized, or transferred under the administrative control of another Ministry/Department/Organization, its successor/administrative Ministry/Department will accept the dossiers. In case, the entire hierarchy of organizations up to the Ministry level is wound up, the Ministry/Department to which its work has been transferred would accept the dossiers. In the event that work of the Ministry/Department/Organization has not been transferred to any other Ministry/Department, the Ministry/Department whose work is closely related to the erstwhile work of the former will accept the dossiers. Decision of the Commission in this regard would be final.

15.4 The final result will be declared only once by the Commission and no further nomination of candidates would be made in the event of candidates not joining the offered posts. Thus, after the declaration of final result, vacancy(ies), if any, remaining unfilled due to non-availability of suitable candidates, non-joining of candidates or any other reason(s) will not be filled up in that recruitment year and the Indenting Ministry/Department/Organization may carry forward those vacancies to the next recruitment cycle and report to the Commission as per the extant rules.

15.5 As per the policy of the Commission, SSC does not maintain Waiting list/Reserve panel for multi-factor examinations conducted by the Commission. In such cases, the Departments may take further action regarding carrying forward of vacancies in accordance with the extant rules.

15.6 The candidates are required to appear for Document Verification along with the photocopies and original documents indicated in **para 14.7** as and when asked by the concerned authority(ies).

15.7 **Preference for various posts and departments will be taken from the candidates through Online Option Form on the website of the Commission before declaration of final result**. A candidate will not be considered for a Post and Ministry/ Department/ Organization, if he has not indicated his preference for it. Options once submitted shall be treated as final and will not be changed subsequently under any circumstances. **Therefore, candidates must be careful in exercise of such options.**

15.8 **Candidates, who do not submit their post preference(s) on the website of the Commission within the stipulated time, will not be considered for any post in the Final Result. Such candidates shall not be provided with another opportunity to exercise preference for posts and will be solely responsible for the**

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**same.** Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

15.9 While giving preference of the posts/ Departments online, the candidates may note that the following posts have **specific requirements of Physical Standards, Physical Tests and Medical Standards**:

15.9.1 Inspector (Central Excise)-CBIC

15.9.2 Inspector (Examiner)-CBIC

15.9.3 Inspector (Preventive Officer)-CBIC

15.9.4 Inspector-CBN

15.9.5 Sub-Inspector-CBN, Ministry of Finance

15.9.6 Sub-Inspector/ Junior Intelligence Officer in NCB, MHA

15.9.7 Sub-Inspector-CBI

15.9.8 Sub-Inspector-NIA

15.10 Detailed information about the Physical Standard, Physical Tests about the posts at Para 15.9.1 to 15.9.8 is given at **Annexure-XVI.**

15.11 Candidates must ensure that they fulfill all the requirements of Physical Standards, Physical Tests and Medical Standards before giving their preferences/ options. Measurement of Physical Standards, Physical Tests and Medical Tests will be **conducted by the User Department concerned after final selection and nomination of candidates by the Staff Selection Commission. If a candidate fails in such tests, his candidature will not be subsequently considered for any other post/ department. Candidates are therefore required to carefully go through these requirements and give their considered preference of posts/ Departments.**

15.12 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof as listed at **Para 14.7** above while appearing for the Document Verification.

15.13 Candidates will have to submit copies of following documents:

15.13.1 Matriculation/ Secondary Certificate.

15.13.2 Educational Qualification Certificate.

15.13.3 Caste/ Category Certificate, if belongs to reserved categories.

15.13.4 Persons with Benchmark Disabilities Certificate in the required format, if applicable.

15.13.5 For Ex-Servicemen (ESM):

15.13.5.1 Serving Defence Personnel Certificate as per **Annexure-VII**, if applicable.

15.13.5.2 Undertaking as per **Annexure-VIII.**

15.13.5.3 Discharge Certificate, if discharged from the Armed Forces.

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15.13.6 Relevant Certificate if seeking any age relaxation.

15.13.7 Certificate as per **Annexure-VI** by the Central Government Civilian Employees.

15.13.8 No Objection Certificate, in case already employed in Government/ Government undertakings.

15.13.9 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:

15.13.9.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

15.13.9.2 In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

15.13.9.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.

15.13.9.4 In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

15.14 Any other document specified in the Admission Certificate for DV.

**16. Mode of Selection**:

16.1 Minimum qualifying marks in Tier-I, Section-I, Section-II & Module-I of Section-III of Paper-I of Tier-II & Paper-II of Tier-II Examination are as follows:

| | | | |
|---|---|---|---|
| 16.1.1 | UR | : | 30% |
| 16.1.2 | OBC/ EWS | : | 25% |
| 16.1.3 | All other categories | : | 20% |

16.2 Maximum percentage of errors allowed (i.e. minimum qualifying standards) in Module-II of Section-III of Paper-I of Tier-II Examination i.e. DEST are as follows:

| | | | |
|---|---|---|---|
| 16.2.1 | UR | : | 20% |
| 16.2.2 | OBC/ EWS | : | 25% |

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16.2.3 All other categories : 30%

16.3 Based on the marks scored in Tier-I i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Tier-II Examination. Separate cut-offs will be fixed for the post of Junior Statistical Officer for appearing in Paper-I & Paper-II of Tier-II, for the post of Statistical Investigator Grade-II for appearing in Paper-I & Paper-II of Tier-II and for all other posts for appearing in Paper-I of Tier-II.

16.4 Tier-II Examination will be conducted for all the candidates qualified in Tier-I. In Tier-II, all the candidates will be required to appear in all three sections of Paper-I. However, only those candidates shortlisted for the posts of Junior Statistical Officer/ Statistical Investigator Grade-II will be required to appear in Paper-II.

16.5 In Paper-I of Tier-II, it will be mandatory for the candidates to qualify all the sections.

16.6 Based on the aggregate performance in Section-I and Section-II of Paper-I of Tier-II Examination, candidates will be shortlisted for evaluation of Section-III of Paper-I of Tier-II Examination. The candidates who are not qualified in Section-I + Section-II will not be eligible for evaluation of Section-III and they will not be considered for further selection process.

16.7 Section-III of Paper-I of Tier-II is qualifying in nature, in other words both modules i.e. Computer Knowledge Test and DEST are qualifying in nature. However, in Module-I, a separate higher cut-off, as decided by the Commission, will be fixed for the posts where Computer Proficiency is prescribed (as mentioned at **Para 13.8.9**) in comparison to other posts. Similarly, in Module-II i.e. DEST, a separate higher standard/ cut-off, as decided by the Commission, will be fixed for the posts where either Computer Proficiency or DEST is prescribed (as mentioned at **Para 13.8.10.4**) in comparison to other posts.

16.8 Preference for various posts and departments will be taken from the candidates through Online Option Form on the website of the Commission before declaration of final result. A candidate will not be considered for a Post and Ministry/Department/Organization, if he has not indicated his preference for it. Options once submitted shall be treated as final and will not be changed subsequently under any circumstances. **Therefore, candidates must be careful in exercise of such options.**

16.9 **Candidates, who do not submit their post preference(s) on the website of the Commission within the stipulated time, will not be considered for any post in the Final Result. Such candidates shall not be provided with another opportunity to exercise preference for posts and will be solely responsible for the same.** Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

16.10 Posts listed at Para-15.9 have mandatory requirements of physical and medical standards including Physical Efficiency Test (Details of such requirements are available at **Annexure-XVI**). Examination of such physical and medical standards will be conducted after the final selection of candidates by the User

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Department concerned. **If a candidate fails in such tests, his candidature will not be subsequently considered for any other post/ department. Candidates are therefore required to carefully go through these requirements and give their considered preference of posts.**

16.11 **Merit list will be prepared on the basis of overall performance of candidates in Tier-II Examination only**.

16.12 Merit List for the post of Junior Statistical Officer (JSO) and Statistical Investigator Grade-II will be prepared on the basis of aggregate marks scored in Section-I & Section-II of Paper-I and Paper-II of Tier-II examination subject to qualifying Section-III (both modules) of Paper-I of Tier-II.

16.13 Merit List for the posts, where DEST is prescribed (as mentioned at **Para 13.8.10.4**), will be prepared on the basis of aggregate marks scored in Section-I & Section-II of Paper-I of Tier-II examination subject to qualifying Module-I (i.e. Computer Knowledge Test) of Section-III of Paper-I of Tier-II at normal standards and Module-II (i.e. DEST) of Section-III of Paper-I of Tier-II at higher standards.

16.14 Merit List for the posts, where Computer Proficiency is prescribed (as mentioned at **Para 13.8.9**), will be prepared on the basis of aggregate marks scored in Section-I & Section-II of Paper-I of Tier-II examination subject to qualifying of Module I (i.e. Computer Knowledge Test) & Module-II (i.e. DEST) of Section-III of Paper-I of Tier-II at higher standards.

16.15 Merit List for all other posts will be prepared on the basis of aggregate marks scored in Section-I & Section-II of Paper-I of Tier-II examination only subject to qualifying Section-III (both modules) of Paper-I of Tier-II.

16.16 Final selection of candidates, in each category, will be made on the basis of 'overall performance in Tier-II Examination' and 'preference of posts' exercised by them. Once the candidate has been given his first available preference, as per his merit, he will not be considered for any other option. Candidates are, therefore, required to exercise preference of posts very carefully. The option/ preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of allocation/ service by candidates will not be entertained under any circumstances/ reasons.

16.17 The final allotment of posts is made on the basis of merit-cum-preferences of Posts/ Departments given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example, if a candidate has given higher preference for a post and is selected for that post; in that case, if he fails to meet the medical/ physical/ educational standards for that post, his candidature will be rejected and he will not be considered for any other posts.

16.18 SC, ST, OBC, EWS, ESM and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved

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vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS, ESM and PwBD candidates.

16.19 SC, ST, OBC, EWS, ESM and PwBD candidates who qualify on the basis of relaxed standards *viz.* age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his merit position, is to be counted against reserved vacancies and not against unreserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

16.20 A person with benchmark disability who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with benchmark disability of relevant category.

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

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

16.23 Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).

16.24 Candidates on final selection may be allotted a State/UT/Zone by the User Ministry/ Department/ Organization concerned. Such candidates may be required to acquire the proficiency in local language of the allotted State/ UT/ Zone for confirmation of the candidates to the allotted posts by the User Ministry/ Department/ Organization concerned.

16.25 If a candidate scoring more than cut-off marks in any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the concerned Regional Office of the Commission within two months of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier.

16.26 If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year from the declaration of final result, he must communicate immediately thereafter with the User Department concerned.

16.27 The result will be declared only once by the Commission and no further nomination of candidates would be made in the event of candidates not joining

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subsequent to the conduct of Document Verification by the User Departments. In such cases, the Departments may take further action regarding carrying forward of vacancies in accordance with the extant rules.

16.28 There shall not be any Waiting List/Reserve List after declaration of Final Result.

**17. Resolution of Tie Cases:**

17.1 In the event of tie in scores of candidates in Tier-II examination, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

17.1.1 Marks scored in Paper-II of Tier-II Examination for the posts of Junior Statistical Officer (JSO)/Statistical Investigator Grade-II, if applicable.

17.1.2 Marks scored in Section-I of Paper-I of Tier-II Examination.

17.1.3 Date of birth, with older candidate placed higher.

17.1.4 Alphabetical order in which the names of the candidates appear.

**18. Action against candidates found guilty of misconduct:**

18.1 If candidates are found to indulge at any stage in any of the malpractices listed below, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for the period mentioned below:

| S No | Type of Malpractice | Debarment period |
|---|---|---|
| 1 | Taking away any Examination related material such as OMR sheets, Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination. | 2 Years |
| 2 | Leaving the Examination Venue uninformed during the Examination | 2 Years |
| 3 | Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc. | 3 Years |
| 4 | Obstruct the conduct of examination/ instigate other candidates not to take the examination. | 3 Years |
| 5 | Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc. | 3 Years |
| 6 | Obtaining support/ influence for his candidature by any irregular or | 3 Years |

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|---|---|---|
| | improper means in connection with his candidature. | |
| 7 | Possession of Mobile Phone in 'switched on' or 'switched off' mode. | 3 Years |
| 8 | Appearing in the same examination more than once in contravention of the rules. | 3 Years |
| 9 | A candidate who is also working on examination related matters in the same examination. | 3 Years |
| 10 | Damaging examination related infrastructure/ equipment. | 5 Years |
| 11 | Appearing in the Examination with forged Admit Card, identity proof, etc. | 5 Years |
| 12 | Possession of fire arms/ weapons during the examination. | 5 Years |
| 13 | Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc. | 7 Years |
| 14 | Threatening/ intimidating examination functionaries with weapons/ fire arms. | 7 Years |
| 15 | Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc. | 7 Years |
| 16 | Possession of Bluetooth Devices, spy cameras, or any other electronic gadgets in the examination hall. | 7 Years |
| 17 | Impersonate/ Procuring impersonation by any person. | 7 Years |
| 18 | Taking snapshots, making videos of question papers or examination material, labs, etc. | 7 Years |
| 19 | Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc. | 7 Years |
| 20 | Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination. | 7 Years |

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18.2 The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit. Commission may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

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

**20**. **Courts' Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction over the place of Regional Office concerned of SSC where the candidate has appeared in the examination(s).

**21**. In accordance with the directions issued by DOPT vide its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings in the said open Competitive Examinations conducted by the Commission available on its website in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate, (ii) Father/Husband's name, (iii) Date of Birth, (iv) Category (GEN/ SC/ ST/ OBC/ EWS/ PwBD/ ESM), (v) Gender of the candidate, (vi) Educational Qualifications, (vii) Total Marks obtained in the qualifying examination, (viii) Ranking by which the merit is decided, (ix) Complete address, (x) E-mail address. However, the candidate will have the option, at the time of filling up of his application form, from opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details or else have inadvertently not exercised their option will be made available on the website of the Commission.

**22**. **Disqualifications:** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**23**. **<u>Important Instructions to Candidates</u>:**

| | |
|---|---|
| a | BEFORE APPLYING, CANDIDATES MUST TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY. THE NOTICE OF EXAMINATION IS PRINTED BOTH IN ENGLISH AND HINDI. IN CASE OF ANY DISPUTE, THE ENGLISH VERSION WILL PREVAIL. |

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|---|---|
| b | CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE SSC WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS. |
| c | All the candidates, who wish to apply in response to this Notice and have not generated their One-Time Registration (OTR) on the new website of the Commission (i.e., https://ssc.gov.in) will be required to do so as the earlier OTR generated on the old website (https://ssc.nic.in) will not be functional for the new website. Subsequent to OTR, the candidates can proceed to fill the application for the examination. Once an OTR has been generated on the new website, it will continue to remain valid for all the examinations to be applied for on the new website. The detailed instructions for OTR are given in **Annexure-III** to this Notice. |
| d | The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting User Departments/ Organizations. Physical and medical standards will be ascertained by the User Departments after the declaration of result. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by the Commission or the Indenting User Department/ Organization. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled. |
| e | Candidates seeking reservation benefits available for SC/ ST/ OBC/ EWS/ PwBD/ ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim. |
| f | Candidates with **benchmark physical disabilities** will be considered as Persons with Disabilities and entitled to age-relaxation/reservation for Persons with Disabilities. |
| g | When application is successfully submitted, it will be accepted 'Provisionally' and status of the application will be indicated as ‘Application Received (Contents Not Verified)’. Candidates should take printout of the online Application Form for their own records. Normally, printout of the 'Application Form' is not required to be submitted to the Commission. |

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| | |
|---|---|
| h | Fee payable: ₹ 100/- (Rupees one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), ESM eligible for reservation and Persons with benchmark disability (PwBD) are exempted from payment of fee. |
| i | Only one online application is allowed to be submitted by a candidate for the Examination during normal period for submission of online applications, which does not include the period of 'Window for Application Form Correction'. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he will be debarred from the examinations of the Commission as per rules. |
| j | After the closing date for receipt of online applications, the Commission will provide a period of 2 days to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the one-time registration/ online application data as per their requirement. This facility can be availed by online payment of stipulated correction charges as per details given at **Para-11** of the Notice of Examination. Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates for the examination will be cancelled. |
| k | Before submission of the corrected/ final online application as the case may be, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application form OR expiry of the period of 'Window for Application Form Correction', no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected. |
| l | The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the Commission / User Department. |
| m | **Applications with inappropriate photographs or blurred/miniature signatures, not as per instructions, will be rejected summarily.** |
| n | **For applying, the candidate is not required to have a pre-existing photograph of himself / herself. The application module has been designed to capture a photograph of the candidate filling up the application form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with full frontal view. In case the photograph captured is not as per instructions, the candidates are advised to recapture the photograph. In no case should the candidate capture the photographs of his/her pre-existing photograph. All such** |

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| | **applications where the photographs of his/her pre-existing photograph is captured will be rejected. The appearance of a candidate in the examination should be as per the photograph in the application form.**<br><br>**For capturing his / her photograph, the candidate has to stand / sit before the camera when prompted by the application module and follow the following instructions:**<br><br>**(i) Find a place with good light and plain background.**<br><br>**(ii) Ensure the camera is at eye level before taking the photo.**<br><br>**(iii) Position yourself directly in front of the camera and look straight ahead.**<br><br>**(iv) Ensure that your face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.**<br><br>**(v) Candidates shouldn't wear a cap, mask or glasses/spectacles while capturing the photo.**<br><br>**Candidates are required to upload the scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). Applications with blurred/miniature Signature will be rejected summarily** |
| o | Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS. |
| p | The Commission may use the Aadhaar data of the candidates for verification purpose subject to due authorization from competent authority. Instances of people trying to impersonate candidates during the examinations have been observed. Since the photograph is captured live during the filling up of the application form, there should not be any change in appearance of the candidate during the examination vis-à-vis the photograph in the application form. **Examination venue staff has been authorized not to allow any suspicious candidates to take the examination. The candidates are, therefore, advised in their own interest to ensure that their appearance during the day of the examination is as per the photograph in application form.** In no case should the candidate capture the photographs of his/her pre-existing photograph. **All such applications where the photographs of his/her pre-existing photograph is captured will be rejected.** |

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| q | The candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. **If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate (as listed at Para-14.8) in proof of their Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.** PwBD/ PwD candidates using the facility of scribes as per **Para7.1, 7.2 and 7.3** shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. |
| r | Preference for various posts and departments will be taken from the candidates through Online Option Form on the website of the Commission before declaration of final result. A candidate will not be considered for a Post and Ministry/ Department/ Organization, if he has not indicated his preference for it. Options once submitted shall be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates must be careful in exercise of such options. Candidates, who do not submit their post preference(s) on the website of the Commission within the stipulated time, will not be considered for any post in the Final Result. Such candidates shall not be provided with another opportunity to exercise preference for posts and will be solely responsible for the same. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected |
| s | In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT Act. |
| t | All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country. |
| u | If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the concerned Regional/ Sub-Regional Office of the Commission within two months of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier. |
| v | If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year after declaration of result, he must communicate immediately thereafter with the concerned User Department. |
| w | **In the online application form, candidates are required to capture their photograph using the application module and not to have a pre-existing** |

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| | **photograph of himself/herself. The Photograph should be without cap and spectacles. The frontal view of the face should be clearly visible. If the photograph is not captured by the candidate in the desired format, his application/candidature will be rejected.** |
| x | Special attention is invited to the declaration at the end of the Application Form. Before agreeing to/signing the declaration, the candidates must go through the Application details filled in and the contents of the declaration itself and agree to/sign it only after satisfying themselves that the information furnished is correct. Any concealment/ misrepresentation/ misdeclaration shall lead to cancellation of candidature. |
| y | Candidates are requested to check the website of the Commission, viz., https://ssc.gov.in as well as website of the concerned Regional Office regularly for the latest updates in respect of the examination including those related to date of examination, vacancy position, etc. |
| z | Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/ submitting applications and computer based examination:<br>(i) Help Desk (SSC-HQ) 1800 309 3063<br>(ii) SSC (CR), Allahabad 0532 2460511, 0532 6541021<br>(iii) SSC (ER), Kolkata 09477461228, 033 22902230<br>(iv) SSC (KKR), Bengaluru 080 25502520, 09483862020<br>(v) SSC (MPR), Raipur 0771 2282507, 0771 2282678<br>(vi) SSC (NER), Guwahati 09085073593, 09085015252<br>(vii) SSC (NR), New Delhi 011 24363343<br>(viii) SSC (NWR), Chandigarh 0172 2749378, 0172 2744366<br>(ix) SSC (SR), Chennai 09445195946, 044 28251139<br>(x) SSC (WR), Mumbai 09869730700, 07738422705 |

**Under Secretary to Govt. of India**
**24-06-2024**

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**Annexure-I**

**Certificate regarding physical limitation in an examinee 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 owning 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 (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

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**Annexure-IA**

**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:

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**Annexure-II**

## Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____(name of the disability) appearing for the _____ (name of the examination) bearing Roll No_____ at _____ (name of the centre) in the District _____, _____(name of the State/ UT) My qualification is _____

I do hereby state that _____(name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination

I do hereby undertake that his/ her qualification is _____ In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date:

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**Annexure-IIA**

**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)

(Counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

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**Annexure-III**

## (Procedure for filling online Application)

**The process of filling online application for the examination consists of two parts:**

I. One Time Registration
II. Filling of online Application for the Examination

### Part-I (One-Time Registration)

1. Read the instructions given in the Notice of Examination carefully before filling up the online ' One-time Registration Form' and 'Application Form'.
2. Before proceeding with One-Time Registration, keep the following information/ documents ready:
    a. Mobile Number (to be verified through OTP)
    b. Email ID (to be verified through OTP).
    c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers.(You will be required to show the original document at a later stage):
        i. Voter ID Card
        ii. PAN
        iii. Passport
        iv. Driving License
        v. School/ College ID
        vi. Employer ID (Govt./ PSU/ Private)
    d. Information about the Board, Roll Number and Year of Passing the Matriculation (10th) Examination.
    e. Disability Certificate Number, if you are a person with benchmark disability.
3. For One-Time Registration, click on 'Register Now' link provided in the 'Login or Register' Section provided on new website of the Commission i.e. https://ssc.gov.in.
4. The One-Time Registration process requires filling up of following information:
    a. Personal Details
    b. Password Creation
    c. Additional Details
    d. Declaration
5. For filling up the 'One-time Registration Form', please follow the following steps: -
    a. Few critical details (e.g., Aadhaar Number, name, father's name, mother's name, date of birth, etc.) are required to be entered twice, in the relevant columns of the Registration Form, for verification purposes and to avoid any mistakes. If there is a mismatch between the original and verified data columns, an indication will be given in red text.
    b. S. No. 1, provide information about the Aadhaar Number.

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c. S. No. 2, provide information about your Identification Card number if you don't want to give an Aadhaar Number
d. S. No. 3: Fill in your name **exactly** as given in the Matriculation (10th Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at **S. No. 4a and 4b**.
e. S. No. 5: Gender (Male/Female/Transgender)
f. S. No. 6: Fill in your date of birth **exactly** as given in the Matriculation (10th Class) Certificate
g. S. No. 7: Fill in your father's name **exactly** as given in the Matriculation (10th Class) Certificate.
h. S. No. 8: Fill in your mother's name **exactly** as given in the Matriculation (10th Class) Certificate.
i. S. No. 9 to S. No. 11: Matriculation (10th Class) Examination Details which include:
    i. Name of Education Board
    ii. Roll Number
    iii. Year of passing
j. S. No. 12: Level of Educational Qualification (Highest).
k. S. No. 13: Your Mobile Number. This must be a working mobile number as it will be verified through "One Time Password" (OTP). It may be noted that any information which the Commission may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password/ Registration Number if required.
l. S. No. 14: Y our Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Commission may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number if required.
m. When the Basic Details provided at S. No. 1 to 14 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be saved and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.
n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
o. Login using your Registration Number as username and auto-generated password provided to you on your mobile and email. Change your password, when prompted on the first login.
p. After a successful password change, you need to log in again using your Registration Number and changed password.
q. On successful login, information about the "Basic Details" so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on the "Next" button at the bottom to complete your One-time Registration.

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**Additional details in Online Application Form:**

r. S. No. 1: Provide information about your Category.
s. S. No. 2: Provide information about your Nationality
t. S. No. 3: Provide Contact Details if other than Indian National
u. S. No. 4: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
v. S.No. 5: Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified as suitable for government jobs, then provide Disability Certification Number.
w. S. No.: 6 to 7: Provide information about your Permanent and Present Address.
x. Upon clicking, different OTPs will be sent to your mobile number and Email ID. You need to enter one of the two OTPs in the designated field to complete the Registration Process.
y. Read the "Declaration" carefully and if you agree with the declaration, click "I Agree".
z. After submission of Basic Information, if the registration process is not completed within 14 days, your data will be deleted from the system.

2. Though you can edit/ modify your One-time Registration data, you must be very cautious while filling up details in the One-time Registration. Wrong/incorrect information may lead to the cancellation of your candidature.

3. **YOU ARE AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, AND MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED IN EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONGINFORMATION.**

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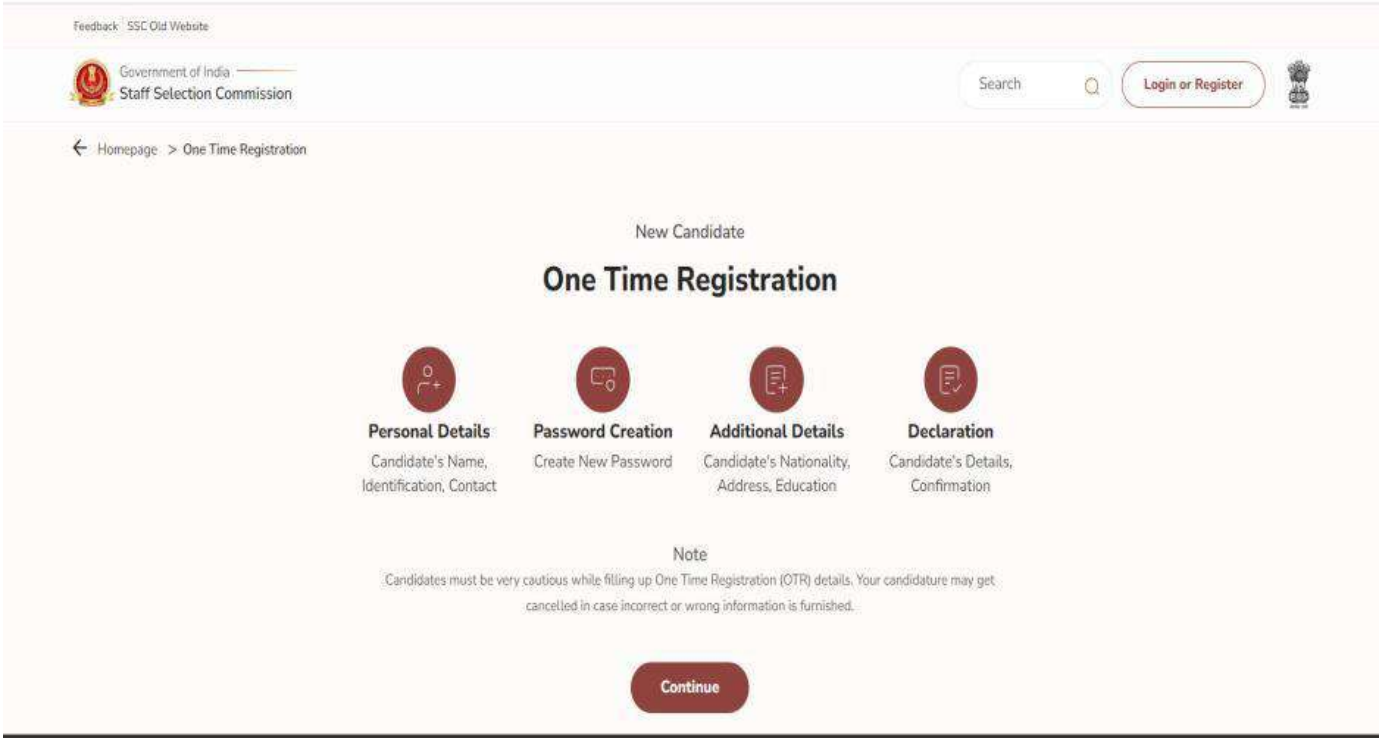
**Annexure III A**

**Flow of One Time Registration:**
Click on 'Login or Register' button to proceed with registration
After clicking on Login or Register, a small window will appear. In that window, click 'Register Now' at the bottom. You'll then be taken to the 'One-Time Registration' page.

**1.1 One Time Registration Page**
On the homepage, you'll find steps to fill in the 'One-Time Registration' form. Click 'Continue' to proceed and reach the personal details screen.



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## 1.2 Fill Personal Details

Enter critical details like Aadhaar Number, name, father's name, mother's name, and date of birth twice to ensure accuracy. Any discrepancies will be highlighted in red text.



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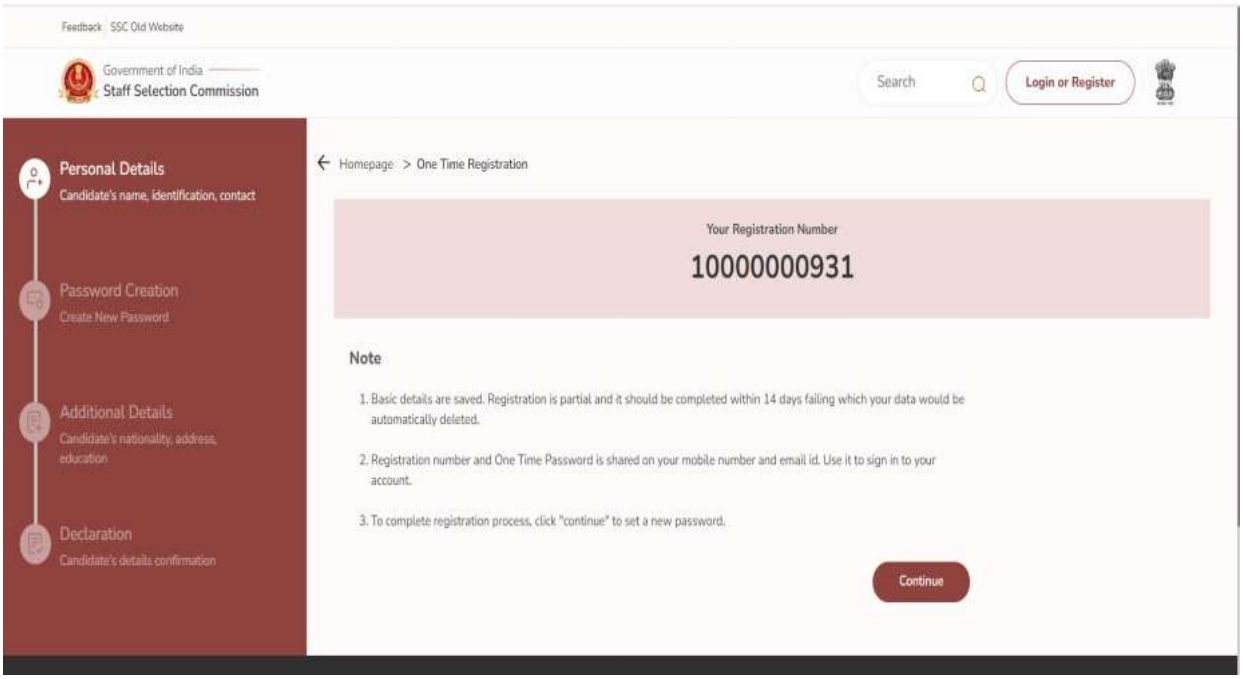
## 1.3 Registration Details Page:

After successful verification of mobile and email OTP, clicking the 'Save & Next' button will store the provided 'Personal Details' (S No-1 to 14). Users will be redirected to the registration details page, displaying the Registration Number. The Registration Number and Password will be sent to the user's mobile number and Email ID. The registration process must be completed within 14 days; otherwise, the saved details will be deleted.



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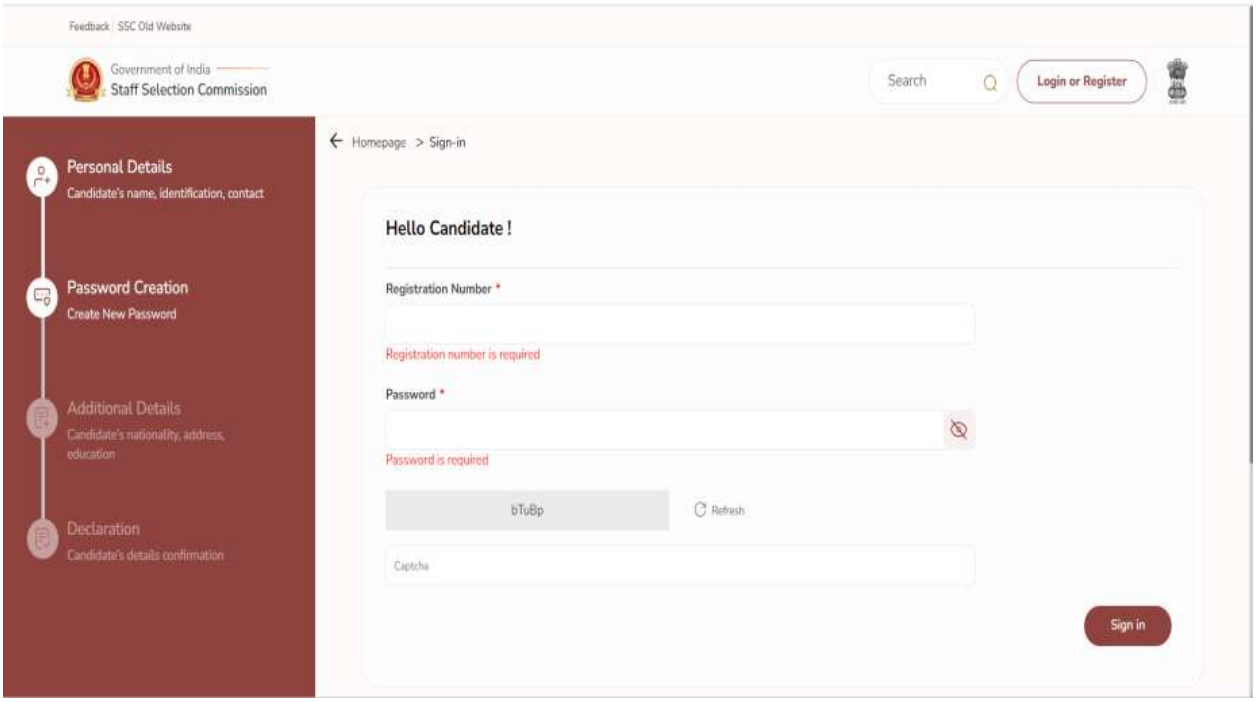
## 1.4 Login Screen with One Time Password

To finalize the remaining registration, users can click 'Continue,' leading them to the login page displayed in the following screen. If users choose to complete the registration on a subsequent day, they can log in by clicking the 'Login or Register' button on the website header. The Registration Number serves as the username, and the auto-generated password sent to the user's mobile, and email is used for the initial login. Upon the first login, users will be prompted to change their password.



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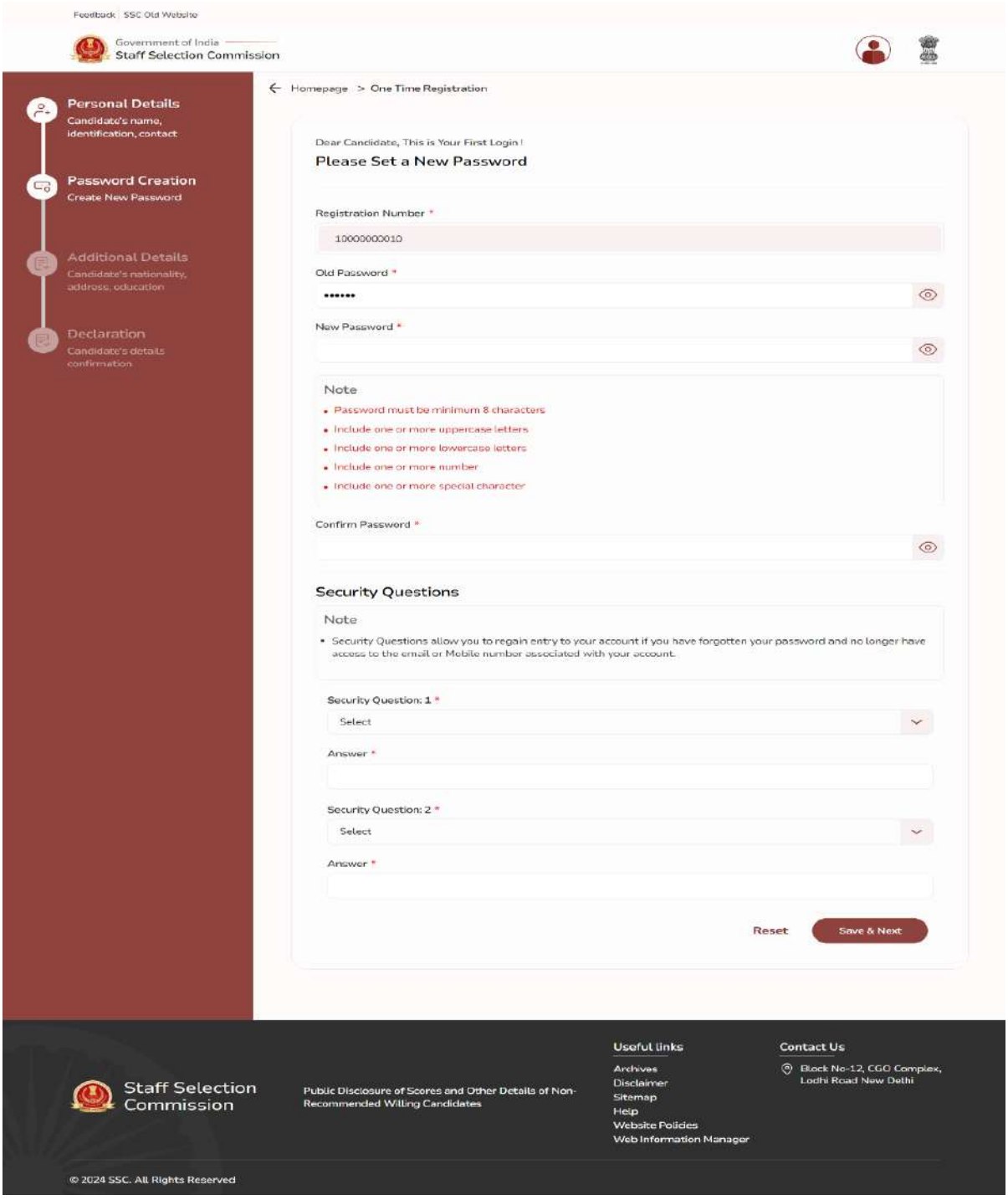
## 1.5 Password Creation Page

For the initial login, users will be directed to the password creation page, as depicted in the image. After successfully changing the password, they will be redirected to the login page, where they must log in again using their Registration Number and the newly changed password. The registration number will be pre-filled initially. To proceed with the password change, users need to input the old password sent via mobile number and email. They can then set a new password, adhering to the specified validation displayed on the screen.



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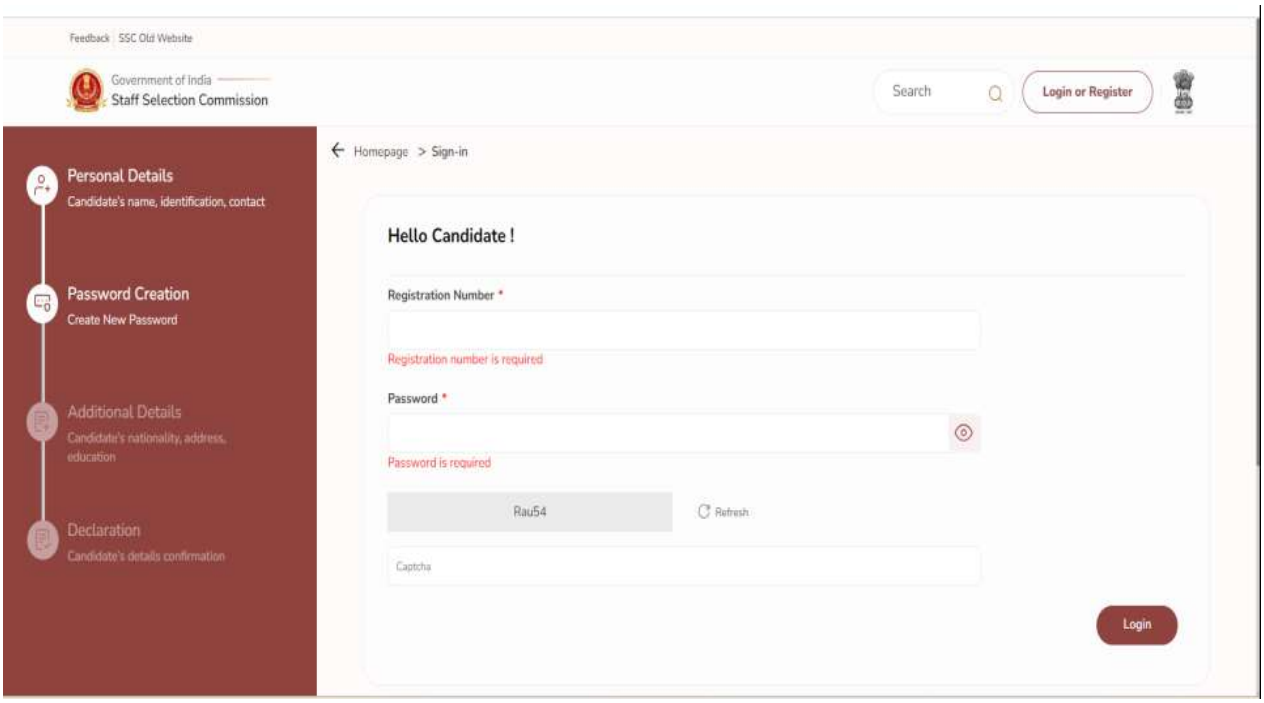
## 1.6 Login with New Set Password

Upon successful password change, users will encounter the following screen. After logging in, users will be redirected to the additional details page.



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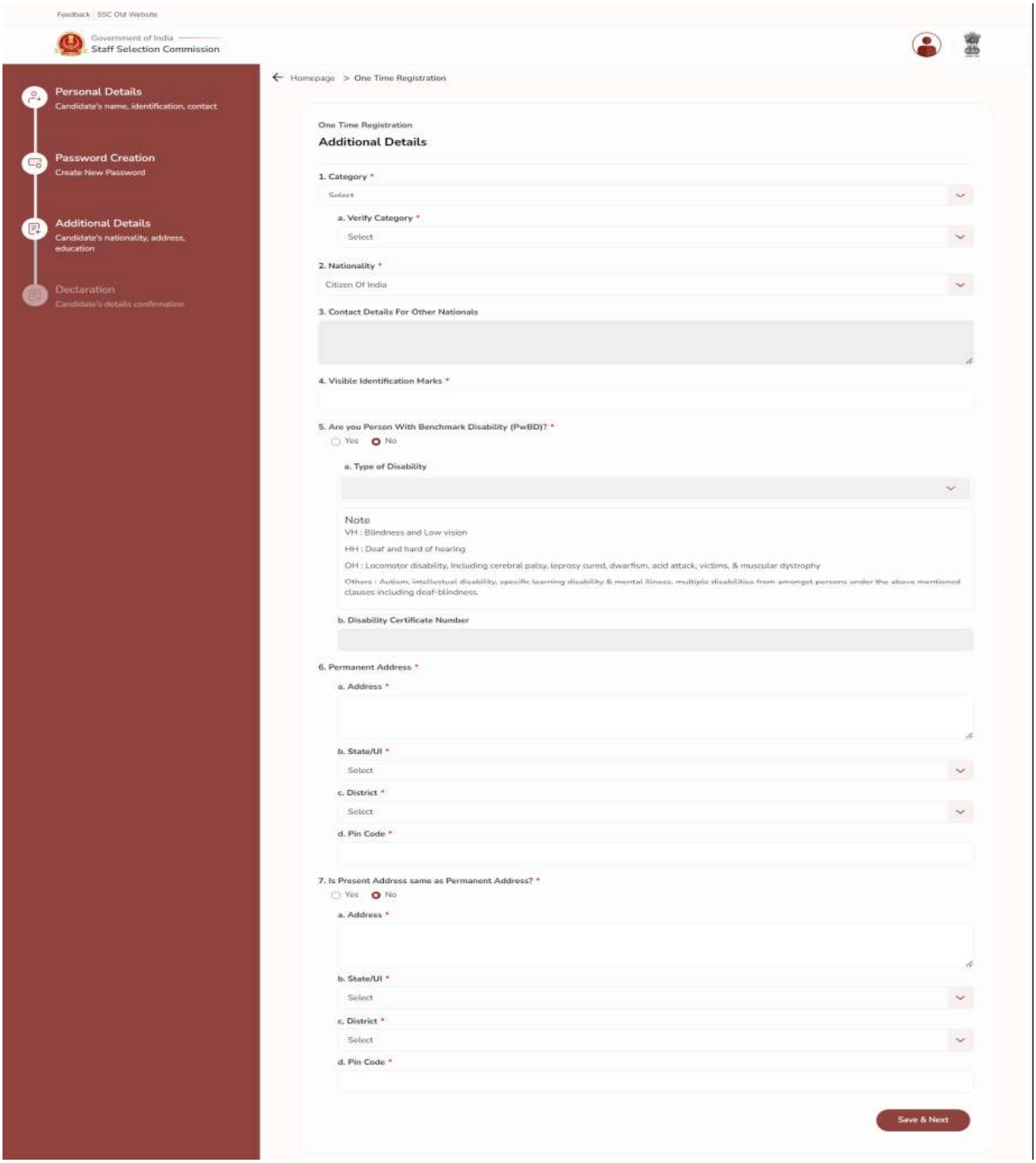
## 1.7 Additional Details Page

To complete additional details, users must provide information about their Category (S No-1), Nationality (S No-2), and, if the nationality is other than 'Citizen of India,' enable 'Contact Details for Other Nationals.' Users need to fill permanent and present address details if the nationality is 'Citizen of India,' or disable these fields if the nationality is different. Additionally, users should provide information about visible Identification Mark (S No-4) and benchmark disabilities (S No-5), along with Disability Certification Number if applicable. If the nationality is '', users should fill Permanent and Present Address details, saving the data to proceed to the last part of the registration process.



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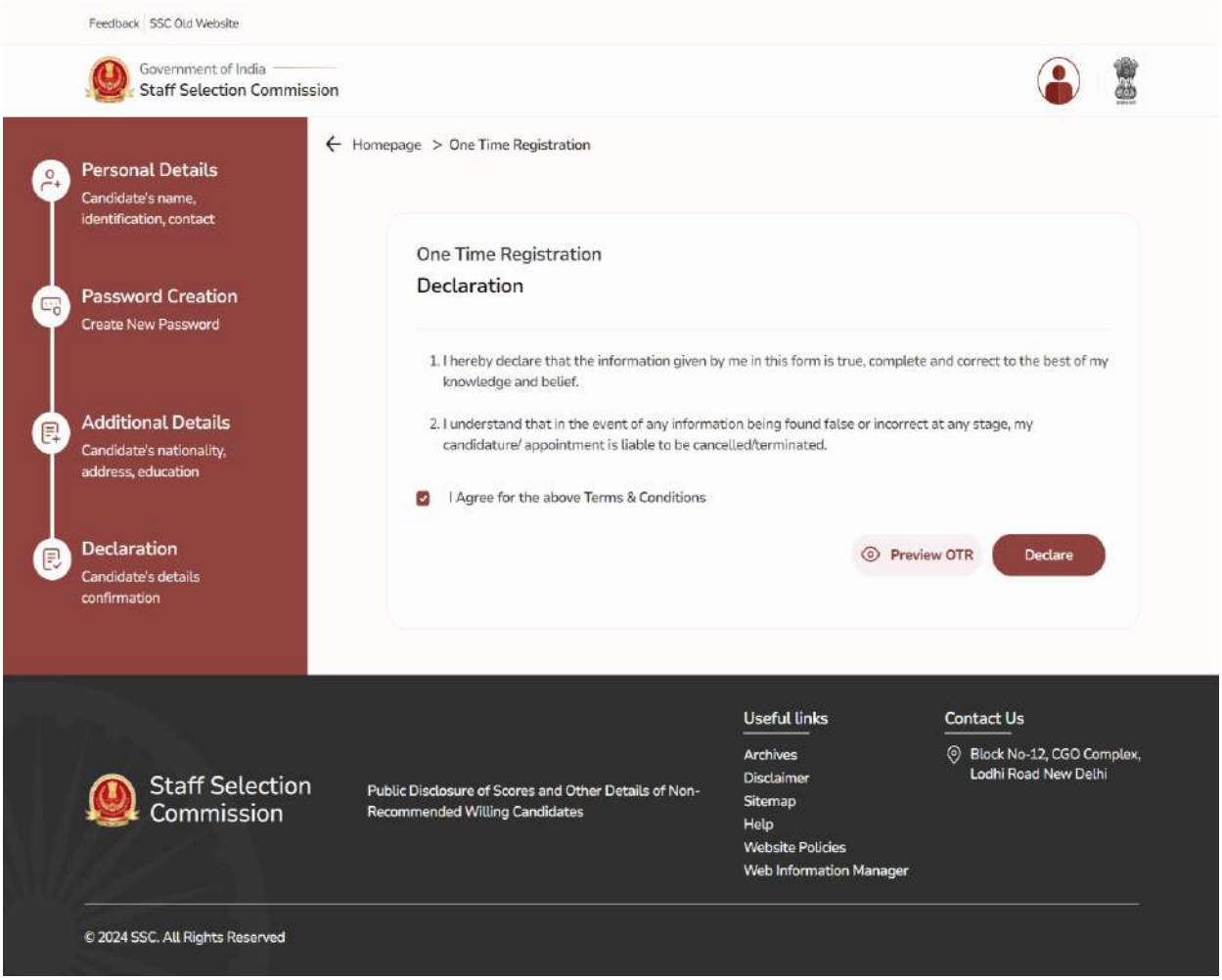
## 1.8 Declaration

After carefully reading the declaration, users should check “Preview OTR” 'I agree,' then click on 'Declare' to submit the declaration. Upon successful submission, users will be redirected to the dashboard.



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**Annexure-IV**

## Part-II (Online Application Form)

1. Before proceeding with filling of online application, note/keep the following data ready:

**For applying, the candidate is not required to have a pre-existing photograph of himself / herself. The application module has been designed to capture a photograph of the candidate filling up the application form. For this purpose, the candidate has to stand / sit before the camera when prompted by the application module and follow the following instructions while capturing the photograph:**

**(i) Find a place with good light and plain background.**

**(ii) Ensure the camera is at eye level before taking the photo.**

**(iii) Position yourself directly in front of the camera and look straight ahead.**

**(iv) Ensure that your face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.**

**(v) Candidates shouldn't wear a cap, mask or glasses/spectacles while capturing the photo.**

Candidates, who are unable to capture their photo through a camera, are advised to use the QR code provided at S. No. 1 of Upload Documents for downloading the app for Android Mobile Phones from the Google Play Store to capture their photos through mobile devices. The photo should be without a cap, without spectacles and a frontal view of the face should be visible. Applications with photographs not in accordance with the instructions are liable to be rejected.

a. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). **Applications with illegible/ blurred/miniature signature will be rejected**.
b. Details of qualifying educational qualification like passing year, roll number, percentage/ CGPA, name of university, etc.

2. Login to online system through your '**Registration Number**' and password.

3. Click 'Apply' link in '**Combined Graduate Level Examination, 2024**' Section under 'Latest Notifications' tab.

4. Information in columns at **S No-1 to 18** will be automatically filled from your One- time Registration Data which is non-editable. **However, if you want to modify any of One-time Registration details, click on 'Modify Registration' tab provided at the left-hand top corner of your dashboard and make suitable corrections before proceeding further.**

5. S No-19: Please indicate highest educational qualification possessed by you.

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6. S No-20: Please indicate details of "qualifying" educational qualification.

7. S No-21: If you are serving in Armed Forces or are an ex-serviceman, fill up the required information. Wards of servicemen/ ex-servicemen are not treated as ex- servicemen and therefore they should select 'No'.

8. S No-22: If you are seeking age relaxation, select appropriate age-relaxation category.

9. S No-23: Please see Notice of Examination, Para No. 21and fill up accordingly.

10. S No-24: Give your preference for Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference. Please see Para-12 of the Notice of Examination for more information.

11. S No-25.1: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Blindness (VH). This option will be available only to PwBD-Other candidates as per S. No 9.1. Candidates opting 'Yes' against S. No. 25.1 will be eligible for Scribe/compensatory time, however, such candidates will have to produce the Multiple Disability Certificate with at least 40% VH (B/ LV) disability at the time of examination. Please refer Para 7.1of the Notice of Examination.

12. S No-25.2: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of OH- Both Arms Affected (OH-BA) or OH- Cerebral Palsy (OH-CP). This option will be available only to PwBD-OH and PwBD-Other candidates as per S No 9.1. Candidates opting 'Yes' against S. No 25.1 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the Disability Certificate with at least 40% OH-BA or OH-CP disability at the time of examination. Please refer Para 7.1 of the Notice of Examination.

13. S No-25.3: Indicate if you have physical limitation to write as per Para 7.2 or 7.3 of the Notice and scribe is required to write on your behalf. This option will not be applicable for those candidates who are either PwBD-VH candidates as per S No 9.1or have opted 'Yes' against S No 25.1 or S No 25.2. This option will be available toall other PwBD and non-PwBD candidates. PwBD Candidates as per S No 9 opting 'Yes' against S. No 25.3 will be eligible for Scribe/compensatory time, however, such candidates will have to produce the certificate from competent authority as per format at Annexure-I of the Notice of Examination, at the time of Examination. Non-PwBD Candidates as per S No 9 (*i.e.* PwD below 40% disability) opting 'Yes' against S. No 25.3 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the certificate from competent authorities as per format at Annexure-IA to the Notice of Examination, at the time of Examination. Please go through Para-7.2 & 7.3 of the Notice of Examination for more information.

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14. S No-25.4 to 25.6: If you are eligible for availing the facility of scribe as per Para-7 of the Notice of examination, provide information about the requirement of scribe. These options will be available only to candidates opting 'Yes' against either of S No 25.1 or 25.2 or25.3.

15. S. No. 26.1: Are you also applying for the Post of Junior Statistical Officer (MoSPI).

16. S. No. 26.2: Do you possess EQ for the Post of Junior Statistical Officer (MoSPI).

17. S. No. 27.1: Are you also applying for the Post of Statistical Investigator Grade II (RGI).

18. S. No. 27.2: Do you possess EQ for the Post of Statistical Investigator Grade II (RGI).

**19. Upload your live Photograph without spectacles/cap as specified at S. No-1a above. Applications with blurred photograph will be rejected. Candidates may refer to the same. In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected.**

**20. Upload your signature as specified at S.No.-1b above. Applications with blurred/miniature signatures will be rejected.**

21. While seeing the preview, you may kindly check all the details entered are correct and that instructions regarding photograph/ signature as mentioned above at various places in the Notice are duly followed and verify the information provided by you.

22. Complete your declaration by clicking on the "I agree" check box and filling up the captcha code.

23. On verification of the correctness of your application data as visible in Preview, proceed with the Application.

24. Proceed to make fee payment if you are not exempted from payment of fee.

25. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro, RuPay Debit cards.

26. Refer to Para 10 of the Notice of Examination for further information on the payment of the fee.

27. When the application is successfully submitted, it will be accepted 'Provisionally'. Candidate must take a printout of the application form for submission to the Commission after the conduct of the Computer-Based Examination as and when called for as well as for their own records.

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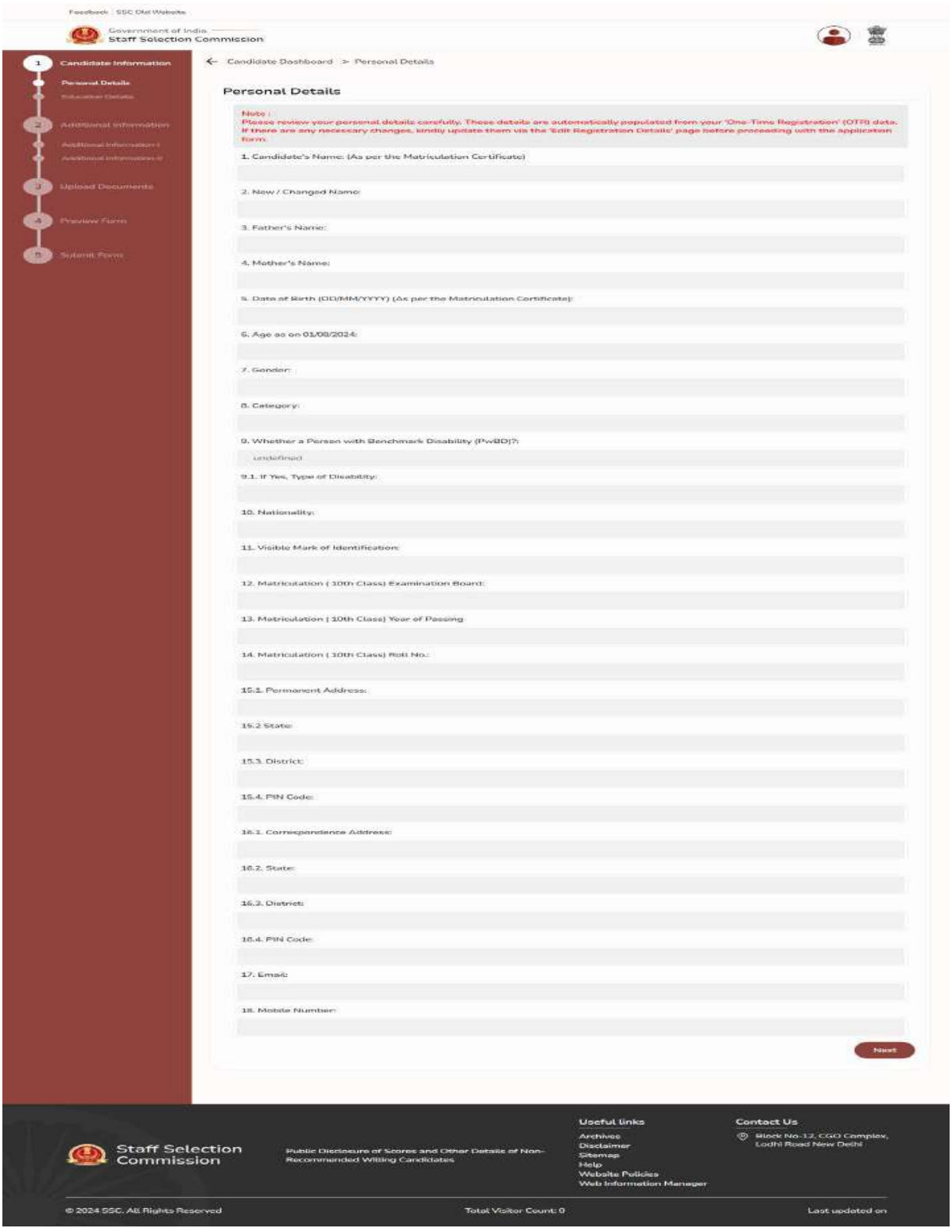
**Annexure IV A**

1. Candidate Information:
   Personal Details:



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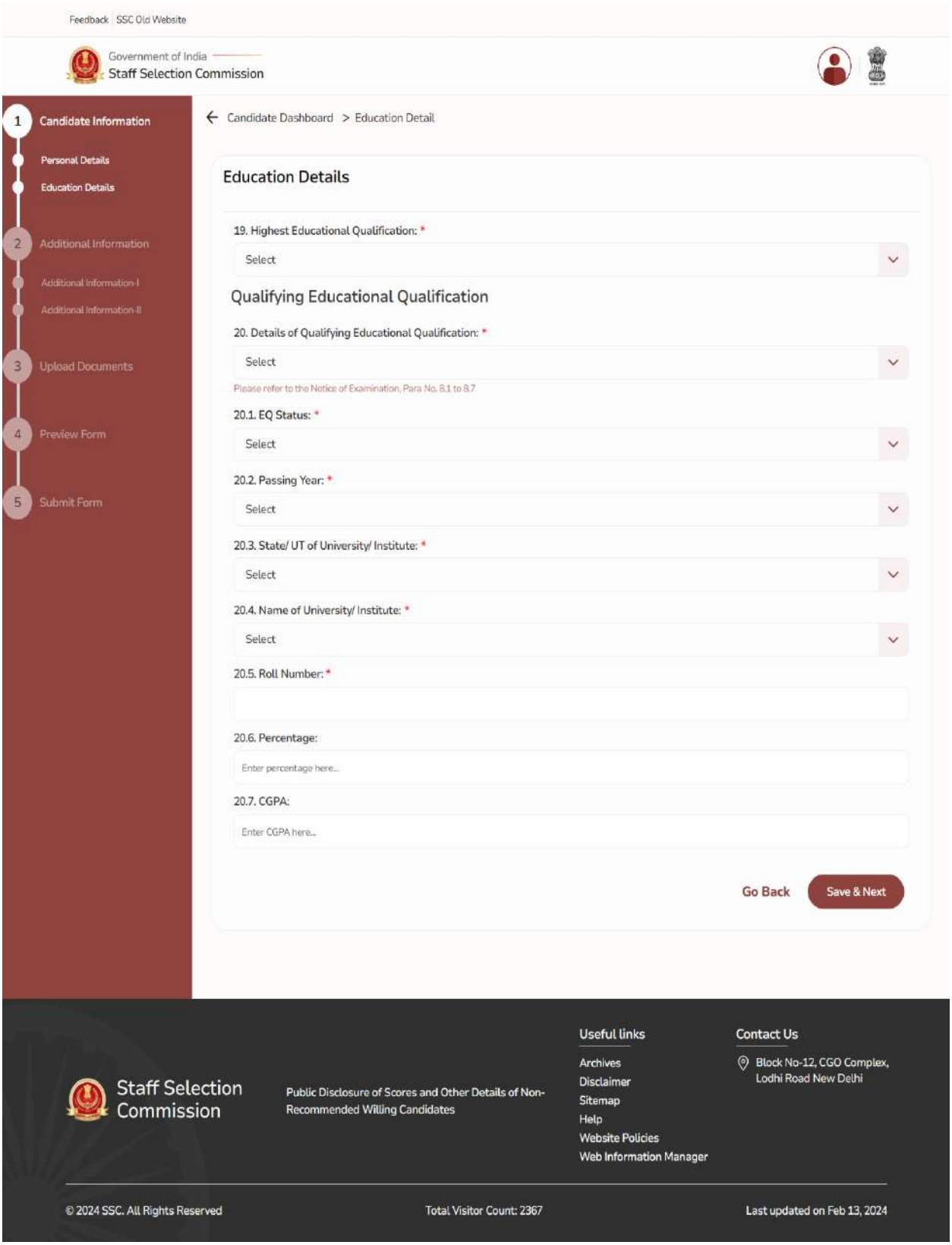
Education Details:



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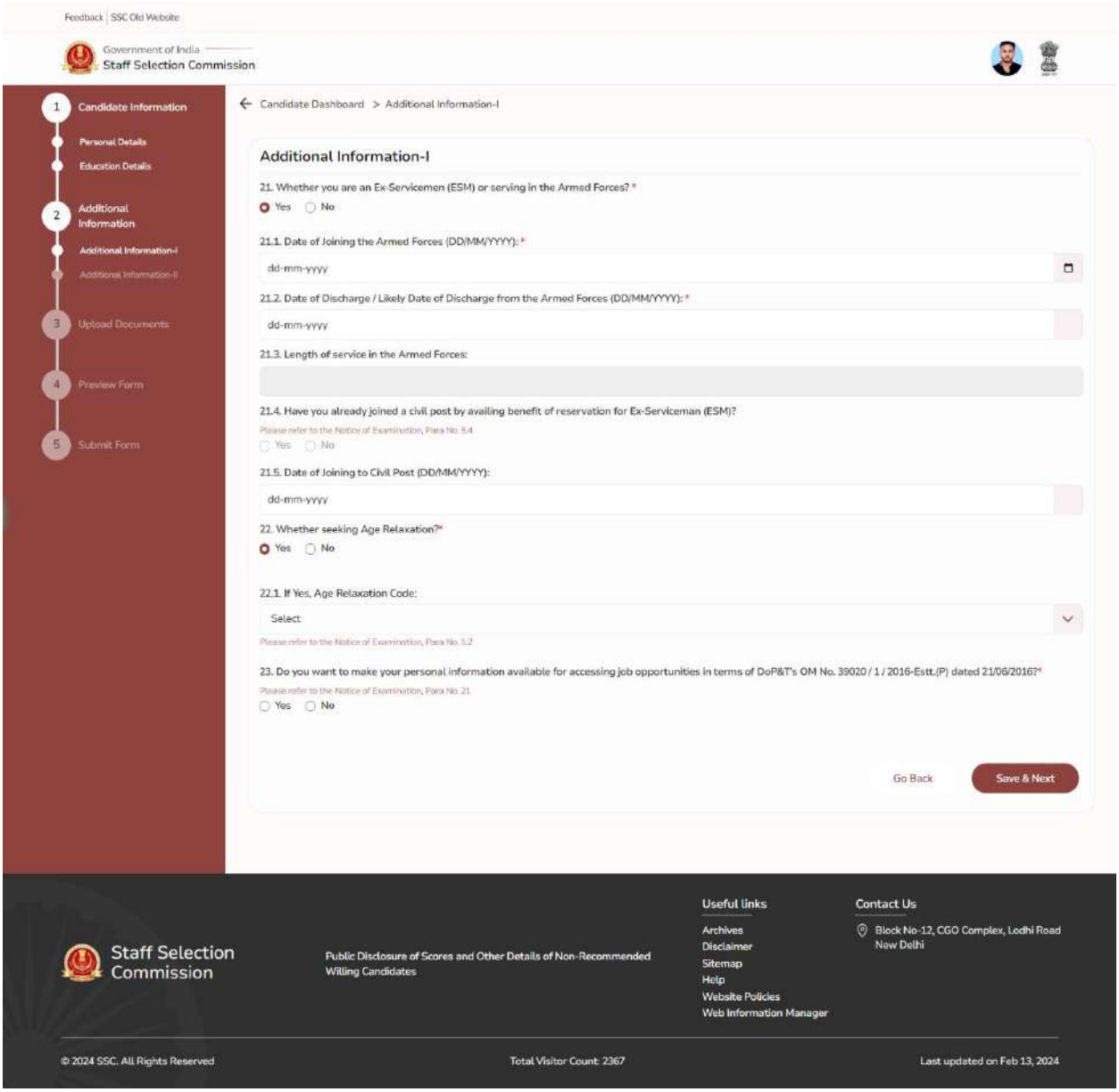
2. Additional Information:

Additional Information-I:



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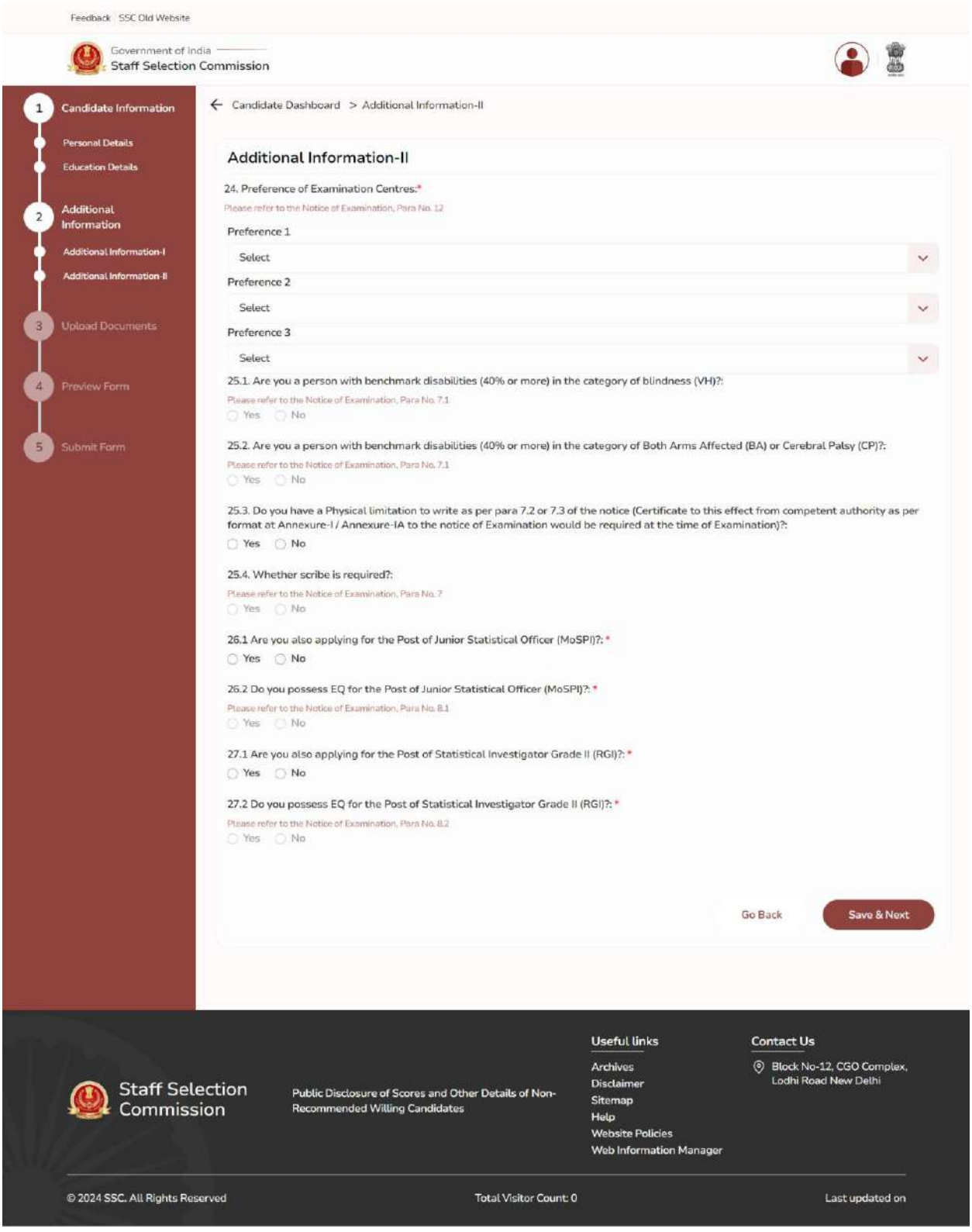
Additional Information-II:



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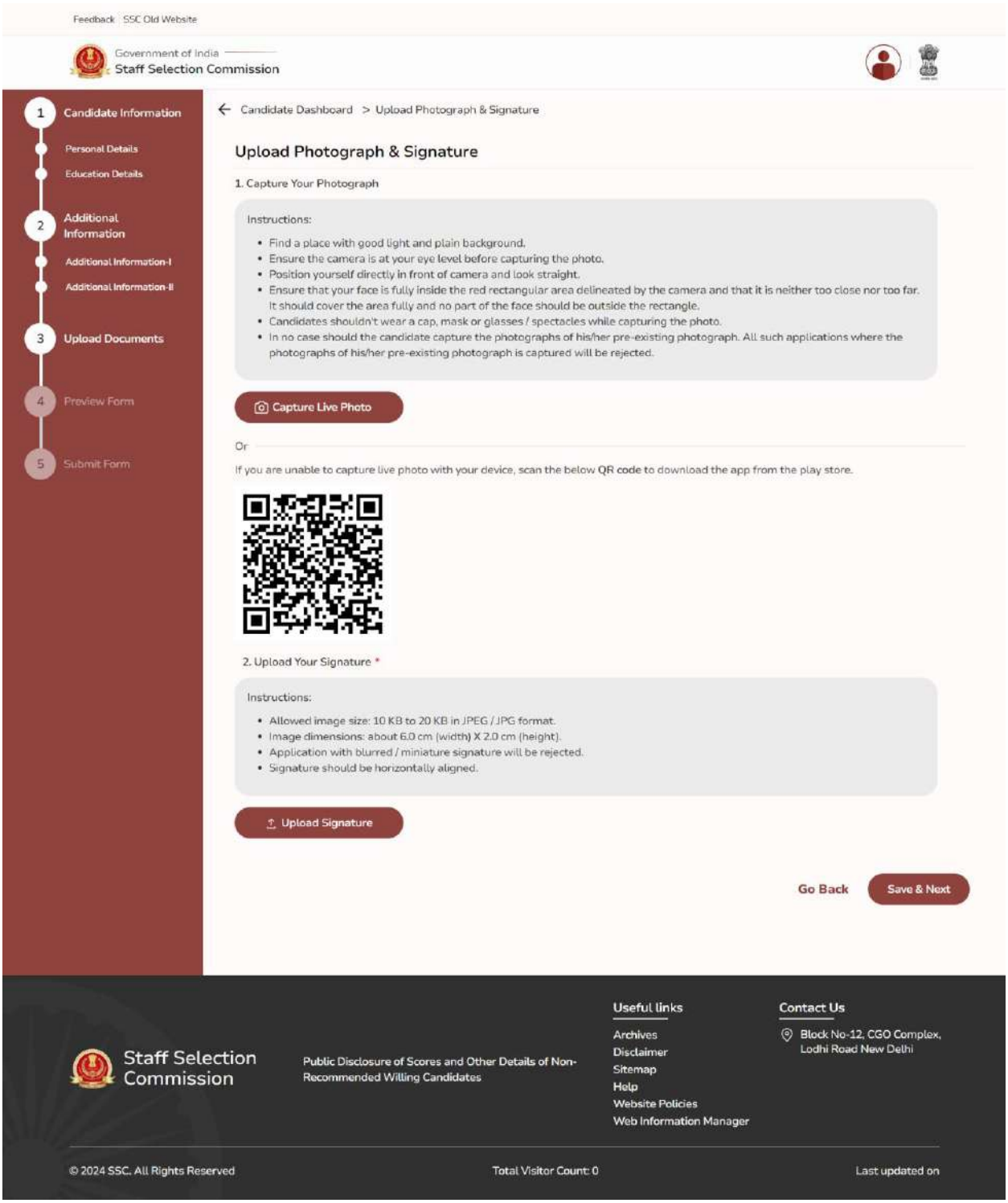
3. Upload Documents:



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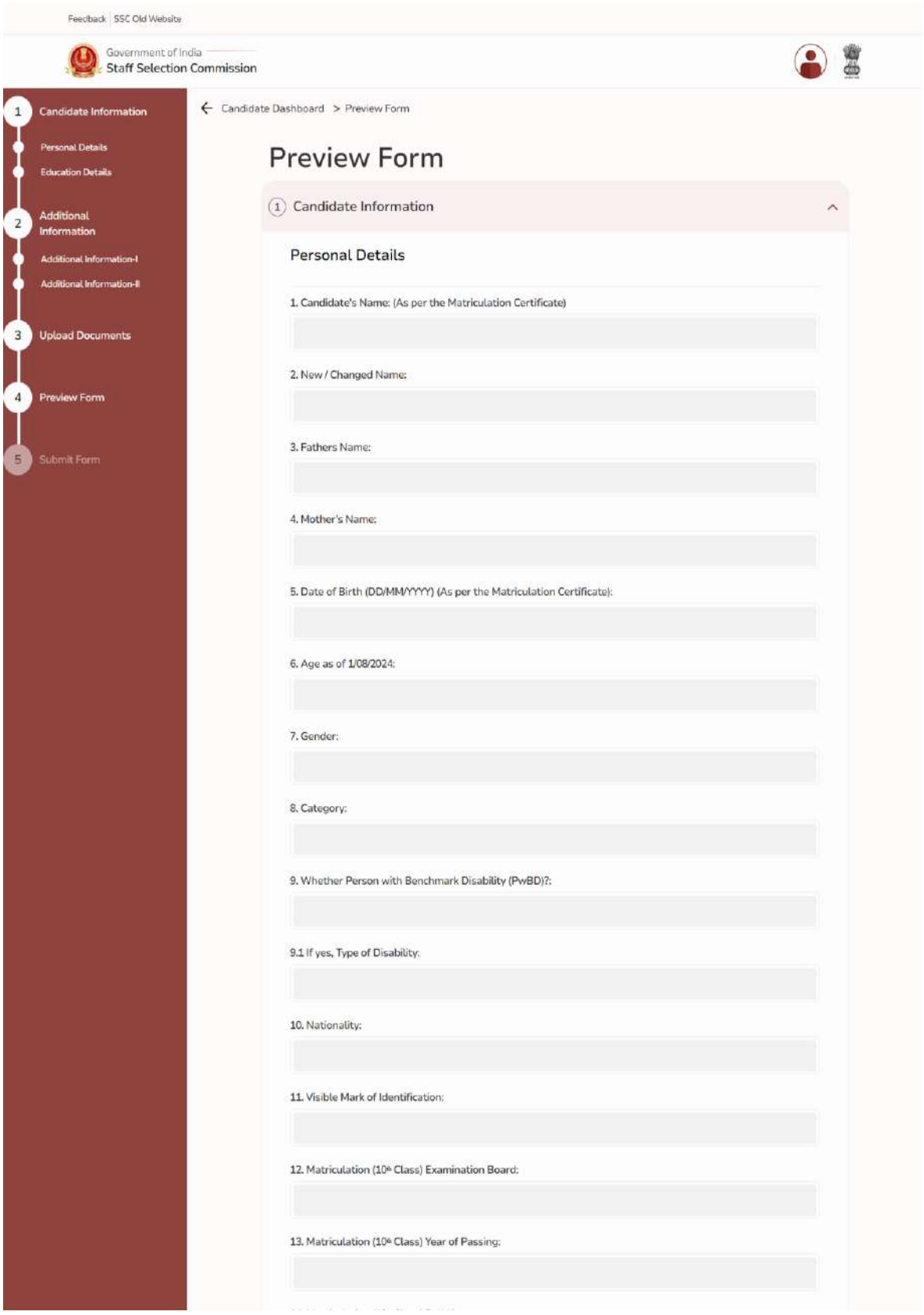
4. Preview Form:



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14. Matriculation (10th Class) Roll No.:

15.1. Permanent Address:

15.2 State:

15.3 District:

15.4 PIN Code:

16.1. Correspondence Address:

16.2. State:

16.3 District:

16.4 PIN Code:

17. Email:

18. Mobile Number:

## Educational Details

Edit

19. Highest Educational Qualification:

20. Details of Qualifying Educational Qualification:

20.1. EQ Status:

20.2. Passing Year:

20.3. State / UT of University/ Institute:

20.4. Name of University/ Institute:

20.5. Roll Number:

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20.6. Percentage:

20.7. CGPA:

## 2 Additional Details

### Additional Information-I

Edit

21. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces?:

21.1. Date of Joining the Armed Forces (DD/MM/YYYY):

21.2. Date of Discharge / Likely Date of Discharge from the Armed Forces (DD/MM/YYYY):

21.3. Length of service in the Armed Forces:

21.4. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM)?:

21.5 Date of Joining to Civil Post (DD/MM/YYYY):

22. Whether seeking Age Relaxation?:

22.1. If Yes, Age Relaxation Code:

23. Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM No. 39020 / 1 / 2016-Estt.(P) dated 21/06/2016?:

### Additional Information-II

Edit

24. Preference of Examination Centres:

24.1. Preference 1:

24.2. Preference 2:

24.3. Preference 3:

25.1. Are you a person with benchmark disabilities (40% or more) in the category of blindness (VH)?:

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25.2. Are you a person with benchmark disabilities (40% or more) in the category of Both Arms Affected (BA) or Cerebral Palsy (CP)?:

25.3. Do you have a Physical limitation to write as per para 7.2 or 7.3 of the notice (Certificate to this effect from competent authority as per format at Annexure-I / Annexure-IA to the notice of Examination would be required at the time of Examination)?:

25.4. Whether scribe is required?:

25.5. Will you make your own arrangement of Scribe?:

25.6. If Scribe is to be arranged by SSC, then indicate medium:

26.1 Are you also applying for the Post of Junior Statistical Officer (MoSPI):

26.2 Do you possess EQ for the Post of Junior Statistical Officer (MoSPI): Statistical Officer (MoSPI):

27.1 Are you also applying for the Post of Statistical Investigator Grade II (RGI): Statistical Officer (MoSPI):

27.2 Do you possess EQ for the Post of Statistical Investigator Grade II (RGI):

3 Uploaded Documents:

| Photo | Signature |
| --- | --- |
|  |  |

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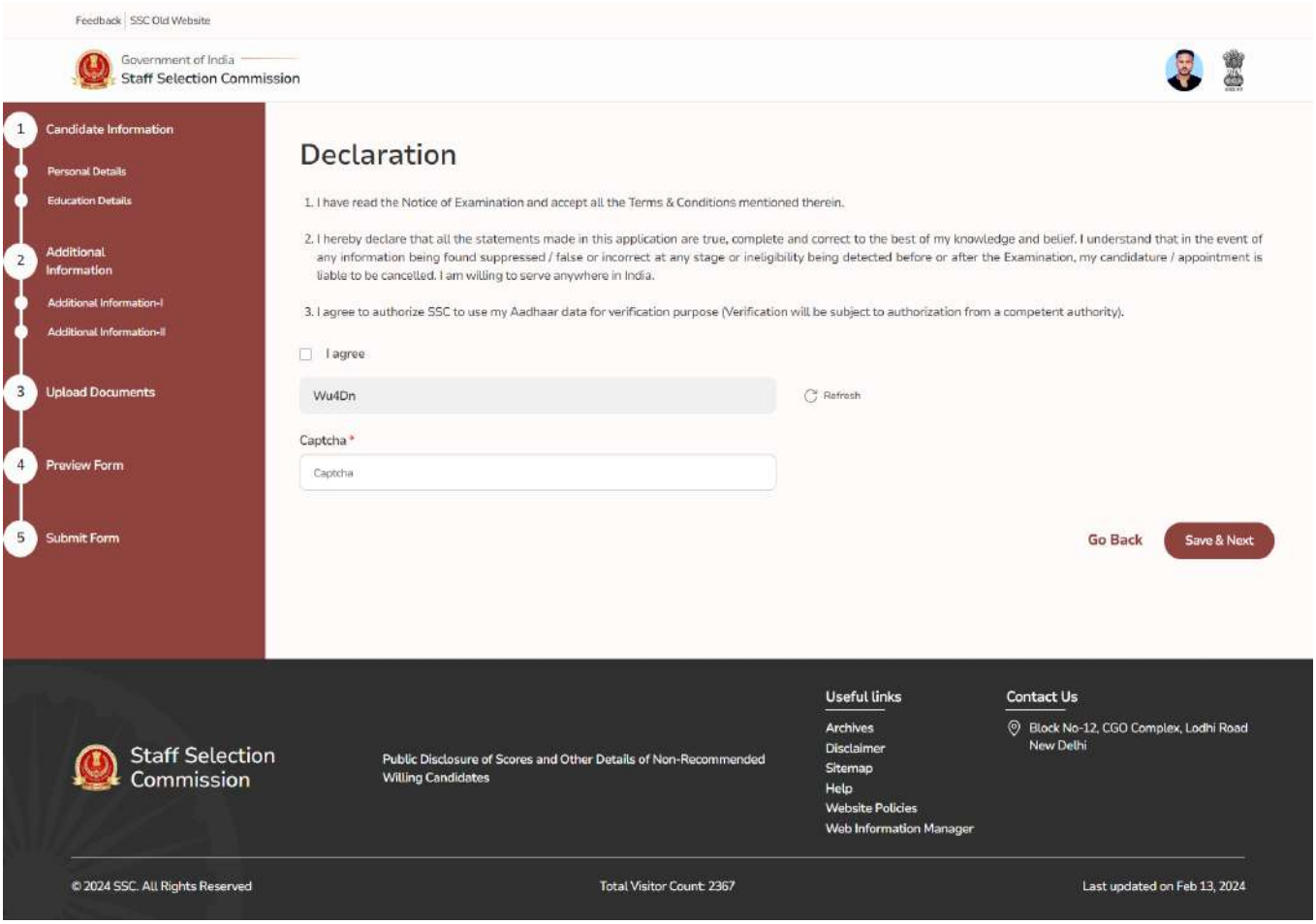
5. Submit Form:



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**Annexure-V**

## Details of benchmark disabilities allowed for different Posts

The Commission will consider the suitability of posts for various benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 in accordance with Notification No. 38-16/2020-DD-III dated 04.01.2021, as amended, issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment or as identified and intimated by the Indenting Departments/ Organizations for specific posts.

2. The following permissible benchmark disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016 are notified for the posts through CGLE-2024:

| S. No. | Post Code | Name of Department | Name of Post | As per Notification 38-16-2020-DD-III dt. 04.01.2021 issued by DoEPD / as Identified and Intimated by User Departments | |
|---|---|---|---|---|---|
| | | | | Functional Requirement | Suitable Category of Benchmark Disability |
| 1 | B03 | Central Secretariat Service, Department of Personnel and Training (DOPT) | Assistant Section Officer | S, ST, W, BN, RW, SE, H, C | a) B, LV<br>b) D, HH<br>c) OA, OL, BL, OAL, BA, MW, LC, Dw, AAV, CP, MDy, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI<br>e) OA, LV; OL, LV; OA, HH; OL, HH; LV, HH |

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| **2** | **B04** | **Intelligence Bureau** | Assistant Section Officer | S, ST, W, BN, RW, SE, H, C | a) B, LV<br>b) D, HH<br>c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) ASD(M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |
| **3** | **B05** | **Ministry of Railways** | Assistant Section Officer | S, ST, W, BN, RW, SE, H, C | a) B, LV<br>b) D, HH<br>c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI<br>e) MD involving (a) to (d) above |
| **4** | **B06** | **Ministry of External Affairs** | Assistant Section Officer | S, ST, W, RW, SE, H, C | a) B, LV<br>b) D, HH<br>c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb |

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| | | | | | dysfunction<br>d) SLD, MI<br>e) MD<br>involving (a)<br>to (d)<br>above |
| **5** | **B07** | **Office of JS & CAO, AFHQ, Ministry of Defence** | Assistant Section Officer | S, ST, W, RW,<br>SE, H, C | a) B, LV<br>b) D, HH<br>c) OA,BA, OL, BL, BLOA, OAL,<br>CP, LC, Dw, AAV, MDy, SD/SI<br>without neurological/ limb dysfunction<br>d) SLD, MI<br>e) MD<br>involving (a)<br>to (d)<br>above |
| **6** | **B08** | **Election Commission of India** | Assistant Section Officer | S, ST, W, BN, RW,<br>SE, H, C | a) B, LV<br>b) D, HH<br>c) OA,BA, OL, BL, OAL,<br>CP, LC, Dw, AAV, SD/SI<br>without neurological/ limb dysfunction<br>d) SLD, MI<br>e) MD<br>involving (a)<br>to (d)<br>above |

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| **7** | **B09** | **National Informatics Centre, Ministry of Electronics & Information Technology** | Assistant Section Officer | S, ST, W, BN, RW, SE, H, C | a) B, LV<br>b) D, HH<br>c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI<br>e) MD involving (a) to (d) above |
| **8** | **B10** | **Ministry of Electronics & Information Technology** | Assistant Section Officer | S, ST, W, BN, RW, SE, H, C | a) B, LV<br>b) D, HH<br>c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI<br>e) MD involving (a) to (d) above |
| **9** | **B11** | **Central Administrative Tribunal** | Assistant Section Officer | S, ST, W, BN, RW, SE, H, C | a) B, LV<br>b) D, HH<br>c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI<br>e) MD involving (a) to (d) |

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| | | | | | above |
| **10** | **B12** | **Ministry of Parliamentary Affairs** | Assistant | S, ST, W, BN, RW, SE, H, C, MF | a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy, SD/SI without neurological/ limb dysfunction d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above |
| **11** | **B14** | **Central Information Commission** | Assistant | S, ST, W, BN, RW, SE, H, C, MF | a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy, SD/SI without neurological/ limb dysfunction d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above |

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| **12** | **B16** | **Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance** | Inspector (CGST & Central Excise) | S, ST, BN, MF, SE, H, C | a) B, LV<br>b) D, HH<br>c) OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI<br>e) MD involving (a) to (d) above |
| **13** | **B17** | **Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance** | Inspector (Preventive Officer) | S, ST, MF, RW, SE, H, C | a) B, LV<br>b) D, HH<br>c) OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI<br>e) MD involving (a) to (d) above |
| **14** | **B18** | **Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance** | Inspector (Examiner) | S, ST, BN, MF, RW, SE, H,<br>C | a) B, LV<br>b) D, HH<br>c) OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI<br>e) MD involving (a) to (d) above |
| **15** | **B19** | **Directorate of Enforcement,** | Assistant Enforcement | | Post not identified |

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| | | **Department of Revenue, Ministry of Finance** | Officer | | suitable for PwD candidates. |
| **16** | **B20** | **Department of Post-SPN, Ministry of Communications** | Inspector of Posts | S, ST, W, RW, SE, C, H | a) LV<br>b) HH<br>c) OA, OL, OAL, LC, Dw, AAV<br>d) Multiple disabilities from amongst disabilities mentioned above. |
| **17** | **B21** | **Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance** | Inspector Of Income Tax | S, ST, W, BN, MF, RW, SE | a) B, LV<br>b) D, HH<br>c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI<br>e) MD involving (a) to (d) above |
| **18** | **B22** | **Central Bureau of Investigation** | Sub-Inspector | | Post not identified suitable for PwD candidates. |
| **19** | **B23** | **Ministry of Textiles** | Assistant | S, ST, W, BN, RW, SE, H, C, MF | a) B, LV<br>b) D, HH<br>c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy, SD/SI without |

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| | | | | | neurological/ limb dysfunction<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |
| **20** | **B24** | **Ministry of Mines** | Assistant | S, ST, W, BN, RW, SE, H,<br>C, MF | a) B, LV<br>b) D, HH<br>c) OA, BA, OL, BL, OAL,<br>CP, LC, Dw, AAV, Mdy, SD/SI without neurological/ limb dysfunction<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |
| **21** | **B25** | **India Meteorological Department, Ministry of Earth Sciences** | Assistant | S, ST, W, BN, RW, SE, H,<br>C, MF | a) B, LV<br>b) D, HH<br>c) OA, BA, OL, BL, OAL,<br>CP, LC, Dw, AAV, Mdy, SD/SI without neurological/ limb dysfunction<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) |

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| **22** | **B26** | **Central Passport Offices, Ministry of External Affairs** | Assistant / Assistant Superintendent | S, ST, W, BN, RW, SE, H, C, MF | a) B, LV<br>b) D, HH<br>c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy, SD/SI without neurological/ limb dysfunction<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |
| **23** | **B27** | **Tatrakshak Mukhyalaya (Indian Coast Guard), Ministry of Defence** | Assistant | S, ST, W, BN, RW, SE, H, C, MF | a) B, LV<br>b) D, HH<br>c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy, SD/SI without neurological/ limb dysfunction<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |

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| **24** | **B28** | **Directorate of Enforcement, Department of Revenue** | Assistant | S, ST, W, BN, RW, SE, H, C, MF | a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy, SD/SI without neurological/ limb dysfunction d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above |
| **25** | **B29** | **Department of Consumer Affairs, Ministry of Consumer Affairs & Food and Public Distribution** | Assistant | S, ST, W, BN, RW, SE, H, C, MF | a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy, SD/SI without neurological/ limb dysfunction d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above |
| **26** | **B30** | **Telecom Regulatory Authority of India** | Assistant | S, ST, W, BN, RW, SE, H, C, MF | a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy, SD/SI without |

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| | | | | | neurological/ limb dysfunction<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |
| **27** | **B31** | **National Investigation Agency, Ministry of Home Affairs** | Sub-Inspector | | Post not identified suitable for PwD candidates. |
| **28** | **B32** | **Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance** | Executive Assistant | S, ST, W, RW, SE, H, C, MF | a) B, LV<br>b) D, HH<br>c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) MI<br>e) MD involving (a) to (d) above |
| **29** | **B33** | **National Human Rights Commission** | Research Assistant | S, ST, W, RW, SE, C, MF | a) B, LV<br>b) D, HH<br>c) OA,BA, OL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction<br>d) ASD(M), MI<br>e) MD Involving (a) |

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| | | | | | to (d) above |
| **30** | **C34** | **Ministry of Statistics &Programme Implementation** | Junior Statistical Officer | S, ST, W, SE, H | a) LV<br>b) D, HH<br>c) OA, BA, OL, OAL, BL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction<br>d) ASD (M), MI<br>e) MD<br>Involving (a) to (d) above |
| **31** | **C35** | **Registrar General of India (Ministry of Home Affairs)** | Statistical Investigator Gr. II | S, ST, MF, RW, SE | a) B, LV<br>b) D, HH<br>c) OA,BA, OL, OAL, BL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) ASD (M), SLD, MI<br>e) MD<br>Involving (a) to (d) above |

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| **32** | **D38** | **Offices under Comptroller & Auditor General of India (C&AG)** | Auditor | S, W, BN, H, RW, F, SE | a) HH<br>b) OA, OL, OAL, BL, CP, LC, Dw, AAV<br>c) Multiple disabilities from amongst persons under clauses (a) and (b) above. |
| **33** | **D39** | **Offices under Comptroller & Auditor General of India (C&AG)** | Accountant | SE, ST, S, H, RW, F | a) HH<br>b) OA, OL, OAL, BL, CP, LC, Dw, AAV<br>c) Multiple disabilities from amongst persons under clauses (a) and (b) above. |
| **34** | **D40** | **Controller General of Accounts, Department of Expenditure, Ministry of Finance** | Accountant | S, ST, MF, RW, SE, C | a) B, LV<br>b) D, HH<br>c) OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction<br>d) ASD (M), SLD, MI<br>e) MD involving (a) to (d) above |

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| **35** | **D41** | **Office of Controller General of Communication Accounts, Department of Telecommunication, Ministry of Communications)** | Junior Accountant | S, ST, W, MF, SE, H, C, RW | a) LV<br>b) D, HH<br>c) OA, OL, OAL, BL,BA, CP, LC,Dw, AAV, SD/SI without neurological/ limb dysfunction<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |
| **36** | **D44** | **Military Engineering Services, Ministry of Defence** | Senior Administrative Assistant | S, ST, W, MF, RW, SE, C | a) B, LV<br>b) D, HH<br>c) OA, OL, BL, BA, OAL, CP,LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI,<br>e) MD involving (a) to (d) above |
| **37** | **D45** | **Office of the Development Commissioner, Ministry of Micro, Small & Medium Enterprises (MSME)** | Upper Division Clerk | S, ST, W, MF, RW, SE, C | a) B, LV<br>b) D, HH<br>c) OA, OL, BL, BA, OAL, CP,LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction |

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|---|---|---|---|---|---|
| | | | | | d) SLD, MI, e) MD involving (a) to (d) above |
| **38** | **D46** | **Ministry of Textiles** | Upper Division Clerk | 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/SI without neurological/ limb dysfunction d) SLD, MI, e) MD involving (a) to (d) above |
| **39** | **D47** | **Central Bureau of Narcotics, Ministry of Finance** | Upper Division Clerk | 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/SI without neurological/ limb dysfunction d) SLD, MI, e) MD involving (a) to (d) above |

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| | | | | | |
|---|---|---|---|---|---|
| **40** | **D48** | **D/o Animal Husbandry, Dairying & Fisheries (Ministry of Fisheries, Animal Husbandry And Dairying)** | Upper Division Clerk | S, ST, W, MF, RW, SE, C | a) B, LV<br>b) D, HH<br>c) OA, OL, BL, BA, OAL, CP,LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI,<br>e) MD involving (a) to (d) above |
| **41** | **D49** | **India Meteorological Department, Ministry of Earth Sciences** | Upper Division Clerk | S, ST, W, MF, RW, SE, C | a) B, LV<br>b) D, HH<br>c) OA, OL, BL, BA, OAL, CP,LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI,<br>e) MD involving (a) to (d) above |
| **42** | **D52** | **Ministry of Electronics & Information Technology** | Senior Secretariat Assistant | S, ST, W, BN, RW, SE, H, C, MF | a) B, LV<br>b) D, HH<br>c) OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) ASD (M), |

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| | | | | | |
|---|---|---|---|---|---|
| | | | | | ID, SLD, MI<br>e) MD involving (a) to (d) above |
| **43** | **D53** | **D/o Agriculture and Farmers Welfare, M/o Agriculture and Farmers Welfare** | Upper Division Clerk | S, ST, W, MF, RW, SE, C | a) B, LV<br>b) D, HH<br>c) OA, OL, BL, BA, OAL, CP,LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI,<br>e) MD involving (a) to (d) above |
| **44** | **D54** | **Department of Atomic Energy** | Upper Division Clerk | S, ST, W, MF, RW, SE, C | a) B, LV<br>b) D, HH<br>c) OA, OL, BL, BA, OAL, CP,LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI,<br>e) MD involving (a) to (d) above |

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| | | | | | |
|---|---|---|---|---|---|
| **45** | **D55** | **Ministry of Mines** | Upper Division Clerk | S, ST, W, MF, RW, SE, C | a) B, LV<br>b) D, HH<br>c) OA, OL, BL, BA, OAL, CP,LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) ASD(M, MoD), SLD, MI,<br>e) MD involving (a) to (d) above |
| **46** | **D56** | **Ministry of Science & Technology** | Upper Division Clerk | S, ST, W, MF, RW, SE, C | a) B, LV<br>b) D, HH<br>c) OA, OL, BL, BA, OAL, CP,LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI,<br>e) MD involving (a) to (d) above |
| **47** | **D57** | **Department of Food & Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution** | Upper Division Clerk | S, ST, W, MF, RW, SE, C | a) B, LV<br>b) D, HH<br>c) OA, OL, BL, BA, OAL, CP,LC, Dw, AAV, MDy, SD/SI without neurological/ limb |

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| | | | | | |
|---|---|---|---|---|---|
| | | | | | dysfunction<br>d) SLD, MI,<br>e) MD involving (a) to (d) above |
| **48** | **D58** | **Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance** | Tax Assistant | S, W, MF, SE, C | a) B, LV<br>b) D, HH<br>c) OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |
| **49** | **D59** | **Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance** | Tax Assistant | S, W, MF, SE, C | a) B, LV<br>b) D, HH<br>c) OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction<br>d) ASD (M, MoD), SLD, MI<br>e) MD involving (a) to (d) above |

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| | | | | | |
|---|---|---|---|---|---|
| **50** | **D60** | **Central Bureau of Narcotics, Ministry of Finance** | Sub-Inspector | S, ST, BN, MF, SE, H, C | a) B, LV<br>b) D, HH<br>c) OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction<br>d) SLD, MI<br>e) MD involving (a) to (d) above |

Abbreviation used:
Nature of Physical Disabilities: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Legs, OAL=One Arm and One Leg, BLOA=Both Legs and One Arm, BLA=Both Legs and Both Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, SD= Spinal Deformity, SI= Spinal Injury, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

Functional Requirements: S-Sitting, ST-Standing, W-Walking, MF-Manipulation by Fingers, RW-Reading and Writing, SE-Seeing, C-Communication, H-Hearing, SP-Speaking, PP-Pulling and Pushing, L-Lifting, KC-Kneeling and Crouching, BN-Bending, M-Mobility.

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**Annexure-VI**

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIANEMPLOYEES SEEKING AGE-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 a Central Government Civilian employee holding the post of _____ in the pay scale of Rs._____ with 3 years regular service in the grade as on closing date of receipt of Applications Forms for _____(name of examination).

Signature _____

Name _____

Official Seal _____

Place:

Date:

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

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**Annexure - VII**

**Certificate for serving Defence Personnel**

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

(Signature of Commanding Officer)

Office Seal

Place:

Date:

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**Annexure-VIII**

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I ……..,bearing Roll No…….,appearing for the Document Verification of the …….Examination, 20……., do hereby undertake that:

a. I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
b. I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
c. I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as …….on…… in the office of …… I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
d. I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as …….on…… in the office of ……. Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....

Name: …….

Roll Number: .....

Date: …….

Date of appointment in Armed Forces: …….

Date of Discharge: …….

Last Unit/ Corps: …….

Mobile Number: …….

Email ID: …….

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**Annexure-IX**

## FORMAT FOR SC/ ST CERTIFICATE

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

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

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town*_____ in District/Division *_____ of the State/Union Territory* _____

belongs to the Caste/Tribes_____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

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

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

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956_____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@

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The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 1991@
The Constitution (ST) orders (Amendment) Ordinance 1996@
The Scheduled Caste and Scheduled Tribe Orders (Amendment ) Act 2002@
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@
The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Order (Amendment) Act 2007@
%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____Father/mother of Shri/Shrimati/Kumari*_____of village/town*_____ in District/Division* _____of the State/Union Territory*_____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the_____dated_____.

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town*_____ of _____ District/Division* _____of the State/Union Territory of _____

Signature_____

** Designation_____

(with seal of office)

Place_____

Date_____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

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

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(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy.Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

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

(iii) Revenue Officers not below the rank of Tehsildar.

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

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

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**Annexure-X**

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

This is to certify that Shri/Smt./Kumari _____son/daughter of _____ of village/town _____

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

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

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

** As amended from time to time.

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

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**Annexure-XI**

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_____PostOffice_____District_____in the State/ Union Territory_____PinCode_____whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her 'family'** is below Rs. 8 Lakh (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 in 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).

Signature with seal of Office_____

Name_____

Designation_____

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| Recent Passport size attested photograph of the applicant |
|---|

---

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2: The term 'Family' for this purpose include 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.

-

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**Annexure-XII**

Form-V
Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case 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 with disability.

Certificate No. Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____ registration No. _____permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines ( ……number and date of issue of the guidelines to be specified).

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

| Nature of Document | Date of Issue | Details of authority issuing certificate |
|---|---|---|

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

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

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**Annexure-XIII**

Form - VI
Certificate of Disability
(In cases of multiple disabilities)
[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 with disability.

Certificate No. Date:

This is to certify that we have carefully examined Shri/Smt./Kum. _____son/wife/daughter of Shri _____Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____.

Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (……number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table 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. | Dwarfism | | | |
| 5. | Cerebral Palsy | | | |

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| | | |
|---|---|---|
| 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. | Haemophilia | |
| 20. | Thalassemia | |
| 21. | Sickle Cell disease | |

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (…….number and date of issue of the 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,

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or

ii. is recommended/after ..... years ..... months, and therefore this certificate shall be valid till ----- ----- ------

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs
& e.g. Single eye
£ e.g. Left/Right/both ears

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

| Nature of document | Date of issue | Details of authority issuing certificate |
|---|---|---|

5. Signature and seal of the Medical Authority.

| Name and Seal of Member | Name and Seal of Member | Name and Seal of the Chairperson |
|---|---|---|

Signature/thumb impression of the person in

whose favour certificate of disability is issued.

-

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**Annexure-XIV**

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 passport size attested photograph (Showing face only) of the person with disability

Certificate No. Date:

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY)_____ _____ ____ Age _____ years, male/female _____ Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (……..number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

| S. No | Disability | Affected part of body | Diagnosis | Permanent physical impairment/mental disability (in %) |
|---|---|---|---|---|
| 1. | Locomotor disability | @ | | |
| 2. | Muscular Dystrophy | | | |
| 3. | Leprosy cured | | | |

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| | | | | |
|---|---|---|---|---|
| 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 | | | |

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary, or

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

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@ - eg. Left/Right/both arms/legs

& - eg. Single eye/both eyes

€ - eg. 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 |
|---|---|---|
| | | |

(Authorized Signatory of notified Medical Authority)

(Name and Seal)

Countersigned
{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Signature/thumb impression of the person in

whose favour certificate of disability 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

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**ANNEXURE - XV**

FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY OH CANDIDATES WITH BENCHMARK DISABILITY WHO SEEK EXEMPTION FROM APPEARING IN THE SKILL TEST (DEST) FOR CGLE – .

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

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

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

This disability is likely to interfere with Typewriting (specify)

---

Signature of Civil Surgeon:

Name:

(Official Stamp)

Place:

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

Date:

Signature of candidate:

Name:

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**Annexure-XVI**

**A. Physical standards for the post of Inspector (Central Excise/Examiner/Preventive Officer), Inspector & Sub-Inspector in Central Bureau of Narcotics (CBN):**

**Male Candidates:**

i. **Physical Standards:**

| | |
|---|---|
| Height 157.5 cm.<br><br>Chest 81 cm (fully expanded with a minimum expansion of 5 cm.) | Height relaxable by 5 cm in the case of Garwalis, Assamese, Gorkhas and members of Scheduled Tribes. |

ii) **Physical Test**:

Walking : 1600 metres in 15 minutes.

Cycling :8Kms. in 30 minutes. (Note: Cycling is not applicable for the post of Sub Inspector in CBN)

**Female Candidates:**

i) **Physical standards** (Minimum):

| | |
|---|---|
| Height: 152 cms.<br><br>Weight: 48 Kgs. | Height relaxable by 2.5 cms and weight relaxable by 2 Kg. for Gorkhas, Garwalis, Assamese and members of Scheduled Tribes. |

ii) **Physical Test:**

Walking: 1 Km. in 20 minutes.

Cycling: 3 Km. in 25 minutes.(Note: Cycling is not applicable for the post of Sub Inspector in CBN)

**NOTE:** For the post of Inspector (Central Excise/ Examiner/ Preventive Officer), persons with disabilities will have to meet the physical standards i.e. height, chest and weight as prescribed for the relevant post. However, for orthopedically disabled candidates, the following relaxation in Physical Test is allowed:

a. The test of "Walking" shall not be insisted in case of OL and OAL categories.
b. The test of "Cycling" shall not be insisted in case of OA, OL and OAL categories.

**B. Physical standards for the Post of Sub- Inspector in Central Bureau of Investigation:**

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a) **Height**

For men - 165 cm.
For women - 150 cm.
Height relaxable for Hillsmen and Tribals : 5 cms.

b) **Chest** :

76 cm with expansion (There shall be no such requirement in case of female candidates)

c) **Vision** :

Eye-sight (with or without glasses)
Distant vision: 6/6 in one and 6/9 in the other eye.
Near vision 0.6 in one eye and 0.8 in other eye.

**C. Physical standards for the Post of Sub-Inspector in National Investigation Agency:**

a) **Height**

For men - 170 cms.
For women - 150 cms.
Height relaxable for Hillsmen and Tribals : 5 cms.

b) **Chest**:

76 cm with expansion (There shall be no such requirement in case of female candidates)

c) **Vision**:

Eye-sight (with or without glasses)
Distant vision: 6/6 in one and 6/9 in the other eye.
Near vision 0.6 in one eye and 0.8 in other eye.

**D. Physical standards for the Post of Sub-Inspector/ Junior Intelligence Officer in Narcotics Control Bureau, Ministry of Home Affairs:**

a) **Height**

For men - 165 cm.
For women - 152 cm.

Note: Height relaxable for Hillsmen and Tribal those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahual and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Union territory of Ladakh,

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Union territory of Jammu and Kashmir, Union territories of Andaman and Nicobar Islands and Union territories of Lakshadweep: 5 cms.

b) **Chest** :

76 cm (unexpanded) with 5 cms expansion for all candidates (There shall be no such requirement in case of female candidates)

c) **Vision** :

Eye-sight (with or without glasses)
Distant vision: 6/6 in one and 6/9 in the other eye.
Near vision 0.6 in one eye and 0.8 in other eye.

**Note:** Candidates are advised to make sure before opting for any category of post that they fulfill the requirements for that category. The physical measurements (including vision test) for candidates will be conducted by the concerned Indenting Departments and only those candidates who fulfill the specified physical measurements will be eligible for the respective posts. No request from candidates for allotting to any other service/ category of post will be entertained by the Commission if the nominated candidates fail to meet the physical requirements. Thus, the onus of fulfilling the eligibility criteria will exclusively be on the candidates opting for such posts.