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(To be uploaded on the website of the Commission on dated 01-02-2022)

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.nic.in)

Notice

Combined Higher Secondary (10+2) Level Examination, 2021

Dates for submission of online applications	**01-02-2022 to 07-03-2022**
Last date and time for receipt of online applications	**07-03-2022 (23:00)**
Last date and time for making online fee payment	**08-03-2022 (23:00)**
Last date and time for generation of offline Challan	**09-03-2022 (23:00)**
Last date for payment through Challan (during working hours of Bank)	**10-03-2022**
Dates of 'Window for Application Form Correction' and online payment of Correction Charges.	**11-03-2022 to 15-03-2022 (23:00)**
Schedule of Computer Based Examination (Tier-I)	**May, 2022**
Dates of Tier-II Examination (Descriptive Paper)	**To be notified later**

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

F. No. 3/7/2021-P&P-I (Vol.-1): The Staff Selection Commission will hold a competitive examination for recruitment to the posts of Lower Divisional Clerk/ Junior Secretariat Assistant, Postal Assistant/ Sorting Assistant and Data Entry Operators for various Ministries/ Departments/ Offices of the Government of India and various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc..The details of the examination are as under:

1. **Pay Scale:**

1.1 Lower Division Clerk (LDC)/ Junior Secretariat Assistant (JSA): Pay Level-2 (Rs. 19,900-63,200).

1.2 Postal Assistant (PA)/ Sorting Assistant (SA): Pay Level-4(Rs. 25,500-81,100).

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1.3 Data Entry Operator (DEO): Pay Level-4(Rs. 25,500-81,100) and Level-5(Rs. 29,200-92,300).

1.4 Data Entry Operator, Grade 'A': Pay Level-4(Rs. 25,500-81,100).

2. **Vacancies**:

2.1 Vacancies will be determined in due course. Updated vacancy position will be uploaded on the website of the Commission (https://ssc.nic.in->Candidate's Corner-> Tentative Vacancy).

3. **Reservation:**

3.1 Reservation for the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), Ex-servicemen (ESM) and Persons with Disabilities (PwD) etc. categories is available as per extant Govt. Orders.

3.2 The Commission makes selection of candidates in pursuance to the vacancies reported by the User Departments concerned for various posts. The Commission does not have any role in deciding the number of vacancies of any User Department. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories come under the domain of the User Departments.

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

4.1 Except for the Border Roads Organisation (BRO), the posts have been identified suitable for following disabilities, which is as per Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment:

S No	Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
1	Data Entry Operator	S, ST, W, MF, RW, SE, H	a) LV b) D, HH c) OA, BA, OL, BL, OAL,CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD, MI e) Multiple Disabilities Involving (a) to (d) above
2	Lower Division Clerk (LDC) / Junior Secretarial Assistant (JSA)	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 d) ASD (M, MoD), ID, SLD, MI e) Multiple Disabilities involving (a) to (d) above
3	Postal Assistant/ Sorting Assistant	S, ST, W, MF, SE, H, C	a) LV b) D, HH c) OL, LC, Dw, AAV d) ASD (M), ID, SLD, MI e) Multiple Disabilities involving (a) to (d) above

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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 Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness

Physical Requirements: S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

4.2 Requirement of Physical Standard, Physical Efficiency Tests and Medical Standards for the post of Lower Division Clerk in BRO is available at **Annexure-XVI**. Candidates may ensure that they fulfill all the required standards before opting for any post in BRO. Posts once allocated as per merit-cum-preference of candidates will not be changed subsequently due to failure of candidates to qualify in these Standards.

4.3 Only male candidates are eligible for the posts in the Border Roads Organization.

5. **Nationality/ Citizenship:**

5.1 A candidate must be either:

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject of Bhutan, or

(d) a Tibetan refugee who came over to India, before the 1st January,1962, with the intention of permanently settling in India, or

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

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

5.3 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/her by the Government of India.

6. **Age Limit (As on 01-01-2022):**

6.1 Age limit for the posts is 18-27 years as on 01-01-2022 i.e. Candidates born not before 02-01-1995 and not later than 01-01-2004 are eligible to apply.

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

Code No.	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ ST	5 years

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02	OBC	3 years
03	PwD (Unreserved)	10 years
04	PwD (OBC)	13 years
05	PwD (SC/ ST)	15 years
06	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST).	08 years
10	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 40 years of age
11	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications (SC/ ST).	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

6.3 Date of birth filled by 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.

6.4 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 (hereinafter may be read as 'he/ she') immediately after joining civil employment, has given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he had applied for before

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joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.

6.5 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.

6.6 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 (hereinafter may be read as 'his/ her') application for the Post/ Service the status of ex-servicemen 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 applications. 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 application.

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

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

i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or

ii. 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

iii. who has been released from such service as a result of reduction in establishment;

or

6.7.2 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 embodies service or broken spells of qualifying service;

or

6.7.3 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

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

or

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

or

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

6.8 A matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications with the Armed Forces of the Union shall be considered eligible for appointment to the Group 'C' posts against posts reserved for ESM only. Thus, those matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.

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

7. **Process of certification and format of certificates:**

7.1 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 Regional Offices concerned at the time of Skill Test/ Document Verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwD/ ESM category will not be entertained and their candidature/ application will be considered under Unreserved (UR)/ relevant category. 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.

7.2 Crucial date for claim of SC/ ST/ OBC/ EWS/ PwD 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. 07-03-2022.

7.3 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.

7.4 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/ PwD/ ESM status or avail any other benefit.

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

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

8.2 In case of remaining categories of persons with benchmark disabilities, 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

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Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I**.

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

8.4 The candidate will have the discretion of opting for his own scribe or 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.

8.5 In case a candidate opts for 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 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**. In addition, the scribe has to produce a valid ID proof (as per list given at Para-15.7) 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 the proforma at **Annexure-II**. 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.

8.6 Own scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

8.7 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed scribe as per Para 8.1 and 8.2 above.

8.8 The candidates referred at Para 8.1 and 8.2 above, who are eligible for scribe but do not avail the facility of scribes will also be given compensatory time of 20 minutes per hour of examination.

8.9 No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.

8.10 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.

8.11 The 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.

9. **Essential Educational Qualifications (As on 07-03-2022):**

9.1 **For LDC/ JSA, PA/ SA, DEO (except DEOs in C&AG)**: Candidates must have passed 12th Standard or equivalent examination from a recognized Board or University.

9.2 **For Data Entry Operator (DEO Grade 'A') in the Office of Comptroller and Auditor General of India (C&AG)**: 12th Standard pass in Science stream with Mathematics as a subject from a recognized Board or equivalent.

9.3 The candidates must possess Essential qualification on or before the closing date for receipt of online applications i.e. 07-03-2022.

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9.4 As per Ministry of Human Resource Development Notification dated 10-06-2015 published in 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 Grant 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.

9.5 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. (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.

9.6 All candidates who are declared qualified for the Document Verification will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for completion of Intermediate/ Higher Secondary/ 10+2/ Senior Secondary in original as proof of having acquired the minimum educational qualification on or before the stipulated 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 required educational qualification must have been declared by the Board/ University by the specified date. Mere processing of the result by the Board/ University by the crucial cut-off date does not fulfill the EQ requirement**.

9.7 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.

10. **How to apply:**

10.1 Applications must be submitted in only online mode at the website of SSC Headquarter i.e. https://ssc.nic.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.

10.2 In the online Application Form, candidates are required to upload the scanned colour passport size photograph in JPEGs format (20 KB to 50 KB). **The photograph should not be more than three months old from the date of publication of the Notice of Examination.** Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and both ears should be visible.

10.3 **If the proper photograph is not uploaded by a candidate, his candidature will be**

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cancelled. Specimen of photographs which are acceptable/ not acceptable is given at Annexure-V.

10.4 Last date and time for submission of online applications is 07-03-2022 (23:00).

10.5 **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.**

10.6 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.

10.7 Before submission of the online application, candidates must check that they have filled correct details in each field of the form.

11. **Application Fee:**

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

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

11.3 Fee can be paid online through BHIM UPI, Net Banking or by using Visa, MasterCard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan.

11.4 Online fee can be paid by candidates up to 08-03-2022 (23:00 hours). However, candidates who wish to make cash payment through the challan of SBI, may make payment in cash at the Branches of SBI within the working hours of bank up to 10-03-2022 provided the challan has been generated by them before 09-03-2022 (23:00 hours).

11.5 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.

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

12. **Window for Application Form Correction [11-03-2022 to 15-03-2022 (23:00 hours)]:**

12.1 After the closing date for receipt of online applications, the Commission will provide a period of 5 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.

12.2 A candidate will be allowed to correct and re-submit his modified/ corrected application two times during the 'Window for Application Form Correction'

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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.

12.3 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.

12.4 **Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates will be cancelled.**

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

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

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

12.8 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.

13. **Centres of Examination:**

13.1 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)

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2	Port Blair (4802), Bokaro(4201), Hazaribagh(4204), Jamshedpur(4207), Ranchi(4205), Balasore(Odisha) (4601), Berhampore(Odisha) (4602), Bhubaneswar(4604), Cuttack(4605), Dhenkenal(4611), Rourkela(4610), Sambalpur(4609), Gangtok(4001), Asansol(4417), Burdwan(4404), Durgapur(4426), Kalyani(4419), 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	Kavaratti(9401), Belagavi (9002), Bengaluru (9001), Hubballi (9011), Kalaburagi (Gulbarga) (9005), Mangaluru (9008), Mysuru (9009), Shivamogga (9010), Udupi (9012). Ernakulam (9213), Kannur (9202), Kollam (9210), Kottayam (9205), Kozhikode (9206), Thrissur (9212), Thiruvananthapuram (9211).	**Karnataka, Kerala Region (KKR)/** Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1st Floor, "E" Wing, Kendriya Sadan, Koramangala, 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 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), Churachandpur(5502), Imphal(5501), 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), Haridwar(2005), Roorkee(2006), Delhi(2201), Ajmer(2401), Alwar(2402), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Kota(2407), Sriganganagar(2408), Udaipur(2409), Sikar(2411)	**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), Ambala(1801), Hamirpur(1202), Shimla(1203), Jammu(1004), Samba(1010), Srinagar(J&K)(1007), Leh(1005), Amritsar(1404), Jalandhar(1402), Ludhiana(1405), Patiala(1403),	**North Western Region (NWR)/** Chandigarh, Haryana, Himachal Pradesh, Jammu	Regional Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 (www.sscnwr.org)

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		and Kashmir, Ladakh and Punjab	
8	Chirala(8011), Cuddapah(8013), Guntur(8001), Kakinada (8009), Kurnool(8003), Nellore (8010), Rajahmundry(8004), Tirupati(8006), Vizianagaram(8012), Vijayawada(8008), Vishakhapatnam(8007), Puducherry(8401), Chennai(8201), Coimbatore(8202), Krishnagiri(8209), 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), Anand(7011), 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)

13.2 A candidate has to give option for three centres, in the order of priority, within the same region. No request for change of Centre will be considered later under any circumstances. Hence, the candidates should select the centers, carefully and indicate the same correctly in their applications.

13.3 The Commission will endeavour to accommodate the candidates in centers 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.

14. Scheme of Examination:

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

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

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

14.4 There shall be no provision for re-evaluation/ re-checking in the examination. No correspondence in this regard shall be entertained.

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14.5 **Tier-I (Computer Based Examination):**

Part	Subject (Not in sequence)	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
I	English Language (Basic Knowledge)	25/ 50	60 Minutes (80 Minutes for candidates eligible for scribe as per Para 8.1 and 8.2)
II	General Intelligence	25/ 50	
III	Quantitative Aptitude (Basic Arithmetic Skill)	25/ 50	
IV	General Awareness	25/ 50	

14.5.1 The Tier-I Examination will consist of Objective Type, Multiple choice questions only. The questions will be set both in English & Hindi for Part-II, III & IV.

14.5.2 There will be negative marking of 0.50 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

14.5.3 Marks scored by candidates in the Computer Based Examination 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.

14.5.4 Tentative Answer Keys of the Computer Based Examination 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 time limit given by the Commission, on payment of Rs 100/- per question. Any representation regarding the Answer Keys received through the online modality within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. Representations on the matter received through any other modalities e.g. letter, application, email, etc. will not be entertained.

14.5.5 **Indicative Syllabus for the Computer Based Examination (Tier-I):**

14.5.5.1 **English Language:** Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

14.5.5.2 **General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural

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Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any .

14.5.5.3 **Quantitative Aptitude:**

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

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

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

14.5.5.3.4 **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.

14.5.5.3.5 **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.

14.5.5.3.6 **Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin^2\theta + \text{Cos}^2\theta=1$ etc.,

14.5.5.3.7 **Statistical Charts:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

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

14.5.6 For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence and Quantitative Aptitude parts.

14.6 **Tier-II (Descriptive Paper):**

14.6.1 Tier-II Paper will be a descriptive Paper of 100 Marks in 'Pen and Paper' Mode. The duration of the Descriptive Paper will be for one hour (20 minutes compensatory time will also be provided to the candidates eligible for scribe as per Para 8.1 and 8.2 above). The Paper will comprise of writing Essay/ Letter/ Application/ Precis etc.

14.6.2 The minimum qualifying marks in Tier-II would be 33 per cent.

14.6.3 The paper will have to be written either in Hindi or in English. Part paper

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written in Hindi and Part in English will be awarded zero marks.

14.6.4 Candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.

14.6.5 Candidates shall not write any personal identity e.g. name, roll number, mobile number, address, etc. inside the Answer Book. Failure to adhere to these instructions will be treated as unfair means (UFM) and such candidates will be awarded zero marks and their candidature will be rejected.

14.7 **Tier-III (Skill Test/ Typing Test):**

14.7.1 Skill Test/ Typing Test for the shortlisted candidates will be conducted on the computers provided by the Commission or its authorized agency.

14.7.2 Skill Test/ Typing Test will be conducted in the cities where Regional Offices of the Commission are located or as decided by the Commission.

14.7.3 Skill Test/ Typing Test will be of qualifying nature.

14.7.4 Errors in the Skill Test will be calculated up to 2 decimal places.

14.7.5 Skill Test/ Typing Test will be conducted as per the following scheme:

14.7.6 **Skill Test for Data Entry Operator:**

14.7.6.1 Skill Test is mandatory for Data Entry Operators. No candidate is exempted from appearing in the Skill Test.

14.7.6.2 'Data Entry Speed of 8,000 (Eight Thousand) Key Depressions per hour on Computer' will be adjudged on the basis of the correct entry of words/ key depressions as per the given passage. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 2000-2200 key-depressions would be given to each candidate who would enter the same in the Computer. The passage to be entered in the Computer may also be displayed on the computer screen.

14.7.6.3 For the post of Data Entry Operator Grade 'A' in the Office of the Comptroller and Auditor General of India (C&AG): The 'speed of 15000 (Fifteen Thousand) Key Depressions per hour on Computer' will be adjudged on the basis of the correct entry of words/ key depressions as per the given passage. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 3700-4000 key-depressions would be given to each candidate who would enter the same in the Computer. The passage to be entered in the Computer may also be displayed on the computer screen.

14.7.6.4 Candidates eligible for scribe as per Para 8.1 and 8.2 will be given compensatory time of 5 minutes. Therefore, duration of Skill Test for such candidates will be 20 minutes.

14.7.7 **Typing Test for LDC/ JSA and Postal Assistant/ Sorting Assistant:**

14.7.7.1 The medium of Typing Test will be Hindi or English. The candidates will have to opt for the medium of Typing Test (i.e. either Hindi or English) in the online Application Form.

14.7.7.2 The choice of Typing Test given by the candidate in the online Application

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Form shall be treated as final and no change in the medium of Typing Test will be entertained later.

14.7.7.3 Candidates opting for English medium should have typing speed of 35 words per minute (w.p.m.) and those opting for Hindi medium should have typing speed of 30 words per minute (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively.

14.7.7.4 The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.

14.7.7.5 Candidates eligible for scribe as per Para 8.1 and 8.2 will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes.

14.7.7.6 Passage Dictators will be provided to those VH candidates for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

14.7.7.7 Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval of the Commission, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (**Annexure-XIV**) 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. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure-XI** to **Annexure-XIII** of the Notice of Examination, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Commission.

15. Admission to the Examination:

15.1 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 the Notice of Examination, will be assigned Roll numbers and issued Admission Certificates (AC) for appearing in the Computer Based Examination (Tier-I). Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.

15.2 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of examinations and, therefore, candidature will be accepted only provisionally. Candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. Physical and medical standards will be ascertained by the User Departments after the declaration of result. When scrutiny is undertaken, if any claim made in the Application Form is not found substantiated, the candidature will be cancelled and the Commission’s decision shall be final.

15.3 Admission Certificates for the Examination will be uploaded on the website of the

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Regional Office concerned of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. **https://ssc.nic.in**) and the Regional Office concerned of the Commission under whose jurisdiction the examination centres opted by the candidate are located (details at para-13.1) for updates and information about the examination.

15.4 Information about the Examination indicating the time table and City/ Centre of examination for candidates will be uploaded on the websites of the Regional Offices 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.

15.5 Candidates must write his Registration-ID, registered Email-ID and Mobile Number along with his 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.

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

15.7 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:

15.7.1 Aadhaar Card/ Printout of E-Aadhaar,

15.7.2 Voter's ID Card,

15.7.3 Driving License,

15.7.4 PAN Card,

15.7.5 Passport,

15.7.6 ID Card issued by University/ College/ School,

15.7.7 Employer ID Card (Govt./ PSU),

15.7.8 Ex-serviceman Discharge Book issued by Ministry of Defence.

15.7.9 Any other photo bearing valid ID card issued by the Central/ State Government.

15.8 **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.**

15.9 PwD candidates availing the facility of scribes as per Para 8 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination.

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

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

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16. **Document Verification (DV):**

16.1 All the candidates qualified for Document Verification (DV) are required to appear for DV along with the photocopies and original documents as mentioned at Para no: 16.4.

16.2 Detailed options for various posts and Departments will be taken from candidates either online before DV or at the time of document verification. A candidate will not be considered for a Post and Ministry/ Department/ Organization, if he has not indicated his preference for it. Options confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. **Therefore, candidates must be careful in exercise of such options.**

16.3 Candidates have to bring two passport size recent colour photographs and one original valid Photo ID Proof as listed at Para 15.7 above while appearing for the Document Verification.

16.4 Candidates will have to submit copies of various documents like:

16.4.1 Matriculation/ Secondary Certificate.

16.4.2 Educational Qualification Certificate.

16.4.3 Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.

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

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

16.4.6 For Ex-Servicemen (ESM):

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

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

16.4.6.3 Discharge Certificate, if discharged from the Armed Forces,

16.4.7 Relevant Certificate if seeking any age relaxation.

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

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

16.4.9.1 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;

16.4.9.2 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.

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

16.4.9.4 In other circumstances for change of name for both male and female: Deed

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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.

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

17. **Post Preferences:**

17.1 The Examination is being held for multiple posts for various Ministries/ Departments/ Offices. Detailed options for various posts and Ministries/ Departments/ Offices will be taken from candidates either online before document verification or at the time of document verification. A candidate will not be considered for a post/ Ministry/ Department/ Offices, if he has not indicated his preference for it. Options confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. **Therefore, candidates must be careful in exercise of such options**.

17.2 Requirement of Physical Standard, Physical Efficiency Tests and Medical Standards for the post of Lower Division Clerk in BRO is available at **Annexure-XVI**. Candidates should ensure that they fulfill all the required standards before opting for the post of Lower Division Clerk in BRO. Posts once allocated as per merit-cum-preference of the candidates will not be changed subsequently due to failure of the candidates to qualify in these Standards.

18. **Mode of Selection:**

18.1 Candidates will be shortlisted for Tier-II Examination on the basis of their performance in Tier-I Examination. Normalized scores of candidates will be used to determine merit and for final selection.

18.2 There may be separate category-wise cut-offs in Tier-I and subsequent Tiers for different posts i.e. (i) DEO, (ii) DEO Grade 'A' and (iii) LDC/ JSA and PA/ SA.

18.3 Candidates will be shortlisted for Tier-III Examination on the basis of their performance in Tier-I + Tier-II subject to having scored a minimum of 33% marks in Tier-II Examination. Tier-III Examination i.e. Skill Test/ Typing Test is qualifying in nature.

18.4 Skill Test in Tier-III for DEOs is mandatory for all the qualified candidates.

18.5 Typing Test in Tier-III for posts other than DEOs is mandatory for all candidates except those who are exempted from appearing in the Typing Test as per Para-14.7.7.7.

18.6 Candidates will be shortlisted for appearing in the Document Verification on the basis of their performance in Tier-I + Tier-II subject to their qualifying the Skill Test as per the qualifying standards fixed by the Commission.

18.7 Candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, EWS, ESM and PwD categories may be qualified by applying relaxed standards if the Commission is of the opinion that sufficient numbers of candidates of these categories are not likely to be available in order to fill up the vacancies reserved for these categories.

18.8 Final selection and allocation of Ministries/ Departments/ Offices to the candidates qualified in the Document Verification will be made on the basis of their performance in Tier-I + Tier-II Examinations and the preference of Posts/ Departments confirmed

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by them at the time of Document Verification.

18.9 Requirement of Physical Standard, Physical Efficiency Tests and Medical Standards for the post of Lower Division Clerk in BRO is available at **Annexure-XVI**. Candidates should ensure that they fulfill all the required standards before opting for the post of Lower Division Clerk in BRO. Posts once allocated as per merit-cum-preference given by candidates will not be changed subsequently due to failure of the candidates to qualify in these Standards.

18.10 Once a candidate has been allocated first available preference, as per merit, he will not be considered for any other option. **Therefore, candidates must exercise preference of Posts/ Departments very carefully.** The option/ preference once exercised and confirmed by the candidates will be treated as **FINAL** and **IRREVERSIBLE**. Subsequent request for change of Posts/ Departments by candidates will not be entertained under any circumstances.

18.11 The final allotment of posts is made on the basis of merit-cum-preferences of Posts/ Departments of candidates and once a post is allocated, 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 physical/medical/ educational standards of that post, his candidature will be rejected and he will not be considered for other preferences and no correspondence in this regard will be entertained by the Commission.

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

18.13 SC, ST, OBC, EWS, ESM, and PwD 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 un-reserved 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 PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

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

18.15 Success in the examination confers no right of appointment unless the 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.

18.16 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 examination, it is found that they do not fulfill any of the eligibility conditions, their

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candidature for the examination will be cancelled.

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

18.18 Candidates on final selection may be allotted a State/ UT/ Zone by the User Ministry/ Department/ Office 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/ Office concerned.

18.19 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 Regional Office concerned 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.

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

19. **Resolution of Tie Cases:** In cases where more than one candidate secures the equal aggregates marks in Tier-I + Tier-II, tie will be resolved by applying the following methods one after another:

19.1 Total marks of Tier-II Examination.

19.2 Date of birth, with older candidates placed higher.

19.3 Alphabetical order in which names of the candidates appear.

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

20.1 If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination or thereafter, 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 improper means in connection with his candidature.	3 Years
7	Possession of Mobile Phone in either 'switched on' or 'switched off' mode.	3 Years

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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 Exam 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, and 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

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

21. **Commission's Decision Final:** The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

22. In accordance with the directions issued by DoP&T 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 or on the website of National Career Service (NCS), Ministry of Labour and Employment 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/ PwD/ EWS/ 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 will be made available on the website of the Commission/ NCS.

23. **Court's Jurisdiction**: Any dispute in regard to this recruitment will be subject to courts/

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tribunals having jurisdiction over the place of the Regional Office concerned of the Commission where the candidate has appeared for the Computer Based Examination.

24. **Dis-qualifications:** 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.

25. **Important Instructions To Candidates:**

(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.
(b)	CANDIDATES IN THEIR OWN INTEREST SHOULD 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)	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 to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
(d)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ PwD/ EWS/ 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.
(e)	Candidates with only **benchmark physical disability** will be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/ reservation for Persons with Disabilities.
(f)	When application is successfully submitted, it will be accepted 'Provisionally'. 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.
(g)	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 disability (PwD) are exempted from payment of fee.
(h)	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

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	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.
(i)	After the closing date for receipt of online applications, the Commission will provide a period of 5 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-12 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.
(j)	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.
(k)	The candidates must write their name, Date of Birth, father's name and mother's name strictly as given in the Matriculation Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
(l)	Applications with blurred/ illegible Photograph/ Signature will be rejected.
(m)	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.
(n)	Candidates must carry two passport size recent colour photographs and one original valid 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-15.8) 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.** PwD candidates availing the facility of scribes as per Para-8 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.
(o)	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.
(p)	All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
(q)	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 Regional Office concerned of the Commission within two months of the declaration of the

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	result or two week prior to the conduct of next stage of the examination, whichever is earlier.
(r)	If a candidate is finally selected and does not receive any correspondence from the Commission or the User Department concerned within a period of one year after declaration of result, he must communicate immediately thereafter with the User Department concerned.
(s)	In the online application form, candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). The photograph should not be more than three months old. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and both ears should be visible. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled. Specimen of photographs which are acceptable/ not acceptable is given at **Annexure-V**.

Under Secretary (P&P-I)

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Annexure-I

Certificate regarding physical limitation for 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-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-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 '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 (10^{th}) 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 'Login' Section on https://ssc.nic.in.

4. One-Time Registration process requires filling up of following information:

    a. Basic details
    b. Additional and contact details
    c. 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 to avoid any inadvertent mistakes in filling up of the form. If there is mismatch between the original and verify data columns, it will not be accepted and an indication to this effect will be given in red text.

    b. S No-1, provide information about Aadhaar Number/ Identity Card and its Number. Any one of these Numbers is required to be given.

    c. S No-2: Fill your name **exactly** as given in Matriculation (10^{th} Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.

    d. S No-3: Fill your father's name **exactly** as given in Matriculation (10^{th} Class)

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Certificate.

e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10th Class) Certificate.

f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10th Class) Certificate.

g. S No-6: Matriculation (10th Class) Examination Details which include:

   i. Name of Education Board
   ii. Roll Number
   iii. Year of passing

h. S No-7: Gender

i. S No-8: Level of Educational Qualification (highest).

j. S No-9: Your Mobile Number which 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, if required.

k. S No-10: Your Email ID which 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.

l. Provide detail of State/ UT of your Permanent Address.

m. When the Basic Details provided at S No-1 to 10 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 first login.

p. After successful password change, you need to login 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 'Next' button at the bottom to complete your one-time Registration.

r. S No-11: Provide information about your Category.

s. S No-12: Provide information about your Nationality

t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of

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examination.

u. S No-14: Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified suitable for government jobs, then provide Disability Certification Number.

v. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to the last Part of the Registration Process.

w. Save the information provided. Take draft printout and review the information filled in the Registration Form carefully, before 'Final Submit'.

x. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.

y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.

z. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.

6. After completion of registration process, 'Basic Details' can be changed. **HOWEVER, IT IS ADVISED TO THE CANDIDATES TO BE CAUTIOUS WHILE MAKING ONE TIME REGISTRATION**.

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

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Annexure-IIIA (1/4)

1 BASIC DETAILS — 2 ADDITIONAL AND CONTACT DETAILS — 3 DECLARATION

BASIC DETAILS

NOTE: Candidates must be cautious while filling up Registration details. Your candidature may get cancelled in case incorrect/ wrong information is furnished.

1. Do you have Aadhaar ? *	○ Yes ◉ No
1a. Aadhaar Number	Aadhaar Number should be same as mentioned in Aadhaar Card
1b. Verify Aadhaar Number	
1c. Type of ID *	PAN Card Type of ID and ID Number to be provided if you don't want to give Aadhaar number
1d. ID Number *	NJUDA1212S
2a. Name *	SAMPLE NAME 1. Name should be same as mentioned in Matriculation Certificate 2. Please enter name without any salutation (i e Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof)
2b. Verify Name *	SAMPLE NAME
2c. Have you ever changed Name?	○ Yes ◉ No
2d. New Name / Changed Name	
3a. Father's Name *	SAMPLE FATHER NAME 1. Father's Name should be same as mentioned in Matriculation Certificate 2. Please enter name without any salutation (i e Mr/ Shri/ Late/ Dr/ Prof etc
3b. Verify Father's Name *	SAMPLE FATHER NAME
4a. Mother's Name *	SAMPLE MOTHER NAME 1. Mother's Name should be same as mentioned in Matriculation Certificate 2. Please enter name without any salutation (i e Mrs/ Ms/ Smt/ Late/ Dr/ Prof etc
4b. Verify Mother's Name *	SAMPLE MOTHER NAME
5a. Date of Birth (DD/MM/YYYY) *	02/01/1999 Date of Birth should be same as mentioned in Matriculation Certificate
5b. Verify Date of Birth (DD/MM/YYYY) *	02/01/1999
6. Matriculation (10th Class) Examination details :	
(i). Education Board *	Central Board of Secondary Education (CBSE) Education Board of Matriculation Examination
(ii). Verify Education Board *	Central Board of Secondary Education (CBSE)
(iii). Roll Number *	301739

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Annexure-IIIA (2/4)

1. Roll Number should be same as mentioned in Matriculation Certificate
2. Only / and - are allowed , Please enter Roll number without any other special character(s)
3. If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."

(iv). Verify Roll Number *	301739
(v). Year of Passing *	2013
(vi). Verify Year of Passing *	2013
7a. Gender *	(●) Male ( ) Female ( ) Transgender
7b. Verify Gender *	(●) Male ( ) Female ( ) Transgender
8. Level of Educational Qualification *	Higher Secondary (10+2)
9a. Mobile Number *	8111111111
9b. Verify Mobile Number *	8111111111
10a. Email ID*	sample123@gmail.com
10b. Verify Email ID*	sample123@gmail.com
• State / UT of Permanent Address *	Delhi

Save Reset Close

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Annexure-IIIA (3/4)

1 BASIC DETAILS — 2 ADDITIONAL AND CONTACT DETAILS — 3 DECLARATION

Registration No: 10000000035

ADDITIONAL AND CONTACT DETAILS

Edit

11a. Category *	(●) General ( ) EWS ( ) OBC ( ) ST ( ) SC
11b. Verify Category *	(●) General ( ) EWS ( ) OBC ( ) ST ( ) SC
12. Nationality *	Citizen of India
13. Identification Marks*	MOLE ON RIGHT CHEEK
14a. Are you a Person with Benchmark Disability? *	( ) Yes (●) No
14b. Type of Disability	--Select--

NOTE
VH: Blindness and low vision.
HH: Deaf and hard of hearing.
OH: Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
Others: Autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.

14c. Disability Certificate Number	
15a. Permanent Address *	SAMPLE PERMANENT ADDRESS
15b. State/ UT *	Punjab
15c. District *	Patiala
15d. PIN Code *	140401
16. Is Present Address same as Permanent Address?	(●) Yes ( ) No
17a. Present Address *	SAMPLE PERMANENT ADDRESS
17b. State/ UT *	Punjab
17c. District *	Patiala
17d. PIN Code *	140401
18. Contact details for other nationals	

Previous | Save | Next | Reset | Close

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Annexure-IIIA (4/4)



Registration No: 10000000035

DECLARATION

Declaration : I hereby declare that the information given by me in this form is 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.

☐ I Agree.

Previous | Take Draft Print | Final Submit | Close

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Annexure-IV

Part-II (Online Application Form)

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

    a. Recent scanned colour passport size photograph (**i.e. not more than three months old from the date of publication of the Notice of Examination**) in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and both ears should be visible. **Applications with blurred photograph will be rejected. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled. Specimen of photographs which are acceptable/ not acceptable is given at Annexure-V.**

    b. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). **Applications with illegible/ blurred signature will be rejected**.

    c. 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 Higher Secondary (10+2) Level Examination 2021' Section under 'Latest Notifications' tab.

4. Information in columns at S No-1 to 14 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-15: 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-13 of the Notice of Examination for more information.

6. S No-16: Select the medium of Typing Test.

7. S No-17: Click 'Yes' if you have passed 12th Standard in Science Stream with Mathematics as a subject from a recognized Board or equivalent or else 'No'.

8. S No-18: 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'.

9. S No-19.1: Provide information on whether you are suffering from Cerebral Palsy or not.

10. S No-19.2: Indicate if you have physical limitation to write and scribe is required to write on your behalf. Please go through Para-8 of the Notice of Examination for more information.

11. 19.3 to 19.5: If you are eligible for availing the facility of scribe as per Para-8 of the Notice of examination, provide information about the requirement of scribe.

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12. S No-20: If you are seeking age relaxation, select appropriate age-relaxation category.

13. S No-21: Indicate your highest educational qualification.

14. S No-22: Provide details of the qualifying educational qualification.

15. S No-23: Please see Notice of Examination, Para No: 22 and fill up accordingly.

16. S No-24 to 26: Information with regard to Present and Permanent Address will be filled up automatically from the One-time Registration Data.

17. **Upload your recent Photograph (not more than three months old from the date of publication of the Notice of Examination) as specified at S. No-1a above. Applications with blurred photograph will be rejected. Specimen of Photographs acceptable/ not acceptable is given at Annexure-V. Candidates may refer to the same.**

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

19. S No-27: The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination. Click 'Yes', if the photograph uploaded above is not more than three months old from the date of publication of the Notice of Examination.

20. Go through the declaration carefully and click on "I agree" check box if you accept the same. Fill up Captcha code.

21. Preview and verify the information provided by you. **If you want to modify any entry, click on 'Edit/ Modify' button and make requisite corrections before proceeding further.** When you are satisfied that the information is correctly filled, preview and verify the information and submit the Application.

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

23. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, MasterCard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan. Refer Para-11 of the Notice of Examination for further information on the payment of fee.

24. When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is normally not required to be submitted to the Commission at any stage. However, you may be required to provide printout of the online application form to address grievances related to online application, if any.

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Annexure-IVA (1/3)

COMBINED HIGHER SECONDARY (10+2) LEVEL EXAMINATION, 2021

Instructions

PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM

1. Candidate's Name: (As per the Matriculation Certificate)	SAMPLE NAME
2. New / Changed Name:	
3. Father's Name:	SAMPLE FATHER NAME
4. Mother's Name:	SAMPLE MOTHER NAME
5. Date of Birth (DD/MM/YYYY)(as per Matriculation Certificate):	02/01/1999
6. Age as on 01/01/2022:	22.11
7. Gender:	Male
8. Category:	UR
9. Whether Person with Disability (PwD)?:	No
9.1. If Yes, Type of Disability:	
10. Nationality:	Citizen of India
11. Mark of Visible Identification:	MOLE ON RIGHT CHEEK
12. Matriculation (10th Class) Examination Board:	Central Board of Secondary Education (CBSE)
13. Matriculation (10th Class) Roll No.:	301739
14. Matriculation (10th Class) Year of Passing:	2013
15. Preference of Examination Centres:*	CR-Agra(3001) / CR-Bareilly(3005) / CR-Jhansi(3008)

Please see Para - 13 of the Notice

16. Medium for Typing Test:*	English
Verify Medium for Typing Test:	English
17. Whether 12th standard pass in Science Stream with Mathematics as a subject from a recognized Board or equivalent (for DEO in the office of C&AG):*	(●) Yes ( ) No
18.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? :*	( ) Yes (●) No
18.2. Date of Joining the Armed Forces (DD/MM/YYYY):	
18.3. Date of Discharge/ Likely Date of Discharge from the Armed Forces (DD/MM/YYYY):	

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Annexure-IVA (2/3)

18.4. Length of service in the Armed Forces:	
18.5. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM):	○ Yes ○ No
Please refer to the Notice of Examination, Para-6.4	
18.6. Date of Joining to Civil Post (DD/MM/YYYY):	
19.1. Whether suffering from Cerebral-Palsy:	○ Yes ○ No
19.2. Do you have a physical limitation to write and Scribe is required to write on your behalf (Certificate to this effect from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per Notice of the Examination, would be required at the time of Examination.)?:	○ Yes ○ No
19.3. Whether scribe is required?: Please see Para - 8 of the Notice	○ Yes ○ No
19.4. Will you make your own arrangement of Scribe?:	○ Yes ○ No
19.5. If Scribe is to be arranged by SSC, then indicate medium:	Please Select
20.1. Whether seeking Age Relaxation? :*	○ Yes ◉ No
20.2. If Yes, Age Relaxation code: Please see Para - 6.2 of the Notice	--Select Age Relaxation Code--
21. Highest Educational Qualification: *	Intermediate/ Higher Secondary/ 10+2(2)
22. Details of Qualifying Educational Qualification:*	12th Standard

Status	Passing Year	State/ UT of Board/ University	Name of Board/ University	Roll No	Percentage	CGPA
Passed	2015	Delhi	Central Board of Second	981213	67.00	

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? * Please see Para - 22 of the Notice	◉ Yes ○ No
24. Correspondence Address:	Sample Permanent Address
State:	Punjab
District:	Patiala
Pin:	140401
25. Permanent Address	Sample Permanent Address
State:	Punjab
Pin:	140401
Mobile Number:	8111111111

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Annexure-IVA (3/3)

Email: sample123@gmail.com

26. Contact Details for Other Nationals:

Photograph And Signature

Upload a photograph taken on or after 01-Nov-2021*
Allowed File Size: 20 KB to 50 KB
Format: JPEG/ JPG
Image Size: About 3.5 cm (width) x 4.5 cm (height)
Choose File No file chosen

Upload Signature *
Allowed File Size: 10 KB to 20 KB
Format: JPEG/ JPG
Image Size: About 4.0 cm (width) x 2.0 cm (height)
Choose File No file chosen

27. Whether the photograph has been taken on or after 01-Nov-2021?: ◯ Yes ◯ No

Declaration

1. I have read the Notice of Examination and accept all the Terms & Conditions mentioned therein.

2. I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found supressed/ false or incorrect at any stage or ineligibility being detected before or after the Examination, my candidature/ appointment is liable to be cancelled. I am willing to serve anywhere in India.

3.I declare that the photograph uploaded in the Application Form has been taken on or after the stipulated dated.

☐ I Agree



Try Another

ENTER TEXT

Preview Reset Close

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Annexure-V

Specimen of Photographs

Acceptable Photograph



Samples of photographs which are not acceptable

Extra Colour



Too close



With hat/cap



Blur Photographs







Inverted



Too dark



With goggles



Facing Sideways



Too Small



With spectacles



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ANNEXURE-VI

Form of Certificate to be submitted by Central Government Civilian Employees seeking age-relaxation

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

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.

This office has no objection for his/ her appearing in the _____Examination 20_____.

Signature _____

Name_____

Office Seal

Place:
Date:

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

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ANNEXURE- VII

Form of 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 already 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 not eligible for the benefit of reservation provided to ex-servicemen;

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

The form of 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/* _____District/Division* _____of the State/UnionTerritory* _____belongs tothe_____caste/ Tribes* which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

@The Constitution (Scheduled Castes)Order,1950
@The Constitution (Scheduled Tribes) Order,1950
@TheConstitution (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; the Scheduled Castes and Scheduled Tribes Order(Amendment) Act,1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu & Kashmir) Scheduled CastesOrder,1956
@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959as 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 (Uttar Pradesh) Scheduled Tribes Order, 1967
@The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968
@ The Constitution (Nagaland) Scheduled Tribes Order, 1970
@The Constitution (Sikkim) Scheduled Castes Order 1978
@ The Constitution (Sikkim) Scheduled Tribes Order 1978
@The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989
@ The Constitution (SC) orders (Amendment) Act, 1990
@The Constitution (ST) orders (Amendment) Ordinance 1991
@ The Constitution (ST) orders (Second Amendment) Act, 1991
@ The Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 2002
@The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment)Act, 2002
@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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%2. Applicable in the case of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

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

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 section20 of the Representation of the People Act, 1950.

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

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

+ (not below of the rank of 1st Class Stipendiary 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.

(v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).

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ANNEXURE-X

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

This is to certify that Shri / Smt. /Kumari _____son/daughter of_____ of village/town _____in District/Division_____ in the State/Union Territory_____belongs to the_____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No._____dated_____*.

Shri/Smt./Kumari ----------and/or his/her family ordinarily reside(s) in the----------District/Division of the----------State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel &Training O.M. No. 36012/22/93-Estt (SCT) dated8.9.1993, O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No.36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature----------
Designation----------$

Dated:

Seal

---

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

**- As amended from time to time.

$- List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled caste/ Scheduled Tribe Certificates.

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

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	of Issue	ls 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-XII

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			
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			

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14.	Autism Spectrum Disorder			
15.	Mentalillness			
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,

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-XIII

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			
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			

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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) ____ ____ ____
@ - 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

(Authorised 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-XIV

Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test

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:
Date:

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

Signature of candidate:
Name:
Roll Number:

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ANNEXURE-XV

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_____

Passport size attested photograph of the applicant

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

Physical Efficiency Test, Physical and Medical Standard for the Post of Lower Division Clerk in Border Roads Organization (BRO)

1 **Physical Efficiency Test**

(i) Criteria for Physical Efficiency Tests are placed as '**Schedule-I'** of the Notification The Physical Efficiency Tests will be conducted at GREF Centre or respective Recruitment Centre as applicable, by a Board of Officers, detailed by the Headquarters, Director General Border Roads.

2 **Physical Standards:** Region wise requirement of Physical Standards of personnel for recruitment in GREF (Border Roads Organisation) is placed as '**Schedule-II'** of the Notification.

3 **(A) Medical Standards:** The specified Medical Standards are requirement for recruitment of candidates for their service in GREF (BRO) as per their job profile, charter of duties and anticipated deployment, including extreme remote areas, high altitude areas and difficult areas of hilly terrain etc. Medical Standards have been specified in '**Schedule-III'** of the Notification.

(B) **Medical Examination & Medical Tests:** Medical examination and medical tests will be carried out as per guidelines of this Notification for each provisionally selected candidate. The Medical Examination will be carried out by a Medical Board nominated by HQ DGBR. The guidelines to be followed for conduct of Medical Examination and the procedure for declaring candidates as Temporary or Permanent UNFIT are enumerated in succeeding sub-paras:

(i) After detailed checking of all documents, Officer-In-Charge Recruiting Section will handover medical papers (duly affixed with passport size photograph) of selected candidates to Medical Board of respective Recruitment Centre, including GREF Centre, and the candidates will report as per schedule decided Medical examination of provisionally selected candidates will be carried out by two Medical Officers at each Recruitment Centre including GREF Centre.

(ii) Recruitment Medical Board will examine the medical fitness of the candidates as per guidelines of this Notification.

(iii) Candidates found medically fit or unfit will be informed of their medical result by the **Medical Board** themselves so that the candidates are clear about their position.

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(iv) Where the medical officer needs the opinion of a Specialist, the case will be referred to Military Hospital or any service/Army Hospitals in proximity of **respective Recruitment Centre or GREF Centre** Based on the day of the OPD of concerned Specialist, doctor would personally brief the candidate about the conduct of medical examination at Military Hospital and subsequent procedure.

(v) Medical papers in respect of fit and unfit candidates will be given to Recruiting Section/ Mobile Regional Recruitment Team by MI Room after completion of medical examination preferably on the same day of medical examination but not later than 5 days from the date of examination.

(vi) Details about cases referred to Military Hospitals or any Service/ Army Hospitals will also be informed by Medical Board to Recruiting Section simultaneously.

(vii) Referred cases returned by Medical Specialist duly reviewed by concerned Specialist will be disposed of by Regimental Medical Officer expeditiously according to the remarks of Specialist and Recruiting Section be informed simultaneously by Regimental Medical Officer.

(viii) **Temporarily Unfit:** Candidates declared temporarily UNFIT will be divided in two categories:

(a) **Temporarily Unfit due to Medical Reasons:** Candidates who are declared Temporary UNFIT due to medical reasons will be informed of their disability in writing by Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Such candidates have a right to appeal against the medical examination conducted by the Recruitment Centre Medical Board and such appeal should be made within the period of 60 days from the date of being declared temporarily unfit initially by the Medical Board of Recruitment Centre. Such candidates should report for medical examination by Specialist 05 (five) days in advance with an appeal and will be referred to concerned Specialist of nearest Military Hospital/ Service Hospital on Review Certificate in duplicate. Such candidates will not be required to deposit Rs 40/- as fees for re-medical examination. If such candidates are found UNFIT again on review, no further chance will be given for re-medical examination and their candidature shall stand cancelled automatically. After re-medical

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examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(b) **Temporarily Unfit for being Below Physical Standards:** Candidates declared Temporary UNFIT due to physical standards will also be informed of their disability or shortcoming in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Candidates protesting in writing against Physical measurements will be once again measured by Medical Board of Recruitment Centre in the presence of Commandant or Officer-In-Charge Recruiting in case Medical Examination is carried out at GREF Centre and in the presence of Board of Officers in case it is carried out at Mobile Regional Recruitment Team Centre within 24 hrs of the Medical Examination. Candidates declared Temporary UNFIT for being Below Physical Standards in weight or Chest measurement only will be given a reasonable time not exceeding two months from the date of initial Medical Examination for attaining the desired standards. After re-measurement, if candidate is found FIT the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(ix) **Permanently Unfit:** Candidates declared Permanent UNFIT also will be divided in two categories:

(a) **Permanently Unfit due to medical reasons:** Candidates who are declared Permanent UNFIT by the Medical Board will be informed of their disability in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officers. Such candidates have a right to appeal against the present medical examination within a period of 60 days of their being declared permanently unfit. In case such candidates should report at GREF Centre or Recruitment Zone 05 (Five) days in advance

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with an appeal for re-medical examination, the Medical Board will refer such candidates to the nearest service hospital on Review certificate in duplicate. Such candidates will be required to deposit a sum of Rs 40/- in Govt. treasury at SBI before the re-medical examination by the service Specialist is done. All such cases which are declared UNFIT again on review by the concerned Specialist, will not be given any further chance for re-medical Examination/ Review and their candidature shall stand cancelled automatically. After re-medical examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(b) **Permanently Unfit for being Below Physical Standards:** For candidates declared Permanent UNFIT by Medical Board due to being below physical standards with respect to height, no appeal can be made against physical measurements. However candidates protesting against physical measurements will be once again measured by Medical Board in presence of Officer-In-Charge Recruiting or Commandant GREF Centre or Board of Officers or Mobile Regional Recruitment Team (MRRT) as the case may be on the very same day.

(x) **Visual standards:** Visual acuity not less than 6/12 each eye or Right eye 6/6, Left 6/24. Corrective spectacles are permitted during the visual test. Unaided vision in case of corrected vision will not be below 6/60 in each eye and on correction will be same as laid down for other recruits.

(xi) **Surgery:** Any candidate who have recently undergone abdominal surgery (e.g.: in Hernia, Muscle defect, Nephrolithotomy, Cholelithiasis, Cholecystotomy) are liable to be made Unfit for one year as per existing rules. However, the provision of medical appeal for permanent unfit cases remains the same i.e. within 2 months. In such cases same criterion as for eye surgery cases should be followed as above.

(C) **Medical Fitness:** Notwithstanding anything contained in these rules, only those persons who are medically fit shall be eligible for appointment under the provisions of these rules.

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(i) Border Roads Organisation is a Central Govt. Organisation with all India transferable liabilities. BRO is governed by Central Civil Services Rules. However, certain provisions of Army Act-1950 are also applicable to members of the Force.

(ii) The final selection of the candidates selected by Staff Selection Commission and GREF Centre will be subject to pass the Medical fitness test. Medical Board detailed by Headquarters Director General Border Roads will carry out the medical fitness test of the candidates declared selected by SSC and GREF Centre.

(iii) Candidates declared medically 'FIT' by the Medical Board, will be inducted in General Reserve Engineer Force (BRO) subject to fulfillment of all other criteria and have to undergo initial training at GREF Centre, Dighi Camp, Pune-15.

(iv) After imparting training at GREF Centre, they will be posted anywhere in India as per available vacancies.

4 **Cancellation of candidature:** If any, candidate is absent on the date of reporting for Medical Examination or during Medical Examination or does not report for Medical Review within prescribed time limit, his candidature shall be cancelled automatically. No representation/ appeal in this regard will be entertained by the department.

5 **Power to relax rules:** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6 **Saving:** Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

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Schedule-I

PHYSICAL EFFICIENCY TEST (FOR GROUP 'C' POSTS)

S No	ACTIVITY	MAXIMUM MARKS	TIME AVAILABLE
1.	ONE MILE RUN	ONLY PASSING THE TEST IS MANDATORY	10 MINUTES

NOTE: (i) ONE MILE RUN TO BE COMPLETED WITHIN THE SPECIFIED TIME.

(ii) CANDIDATES QUALIFYING THROUGH STAFF SELECTION COMMISSION WILL HAVE TO MANDATORILY PASS THE TEST IN ONE MILE RUN TO BE HELD AT GREF CENTRE, PUNE TO UNDERGO FURTHER MEDICAL EXAMINATION.

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Schedule-II

REGION-WISE PHYSICAL STANDARDS OF PERSONNEL

S/	Region	States/Region included	Physical Standards		
			Minimum Height	Chest	Minimum Weight
(a)	Western Himalayan	J&K, Himachal Pradesh, Punjab Hills (Area South and west of the Inter State Border between Himachal Pradesh and Punjab and North and East of Road of Mukerian Hoshiarpur, Garh Shankar, Ropar and Chandigarh), Uttarakhand	158 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(b)	Eastern Himalayan Region	Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam & Hill region of West Bengal (Darjeeling and Kalimpong districts and Andaman Nicobar)	152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(c)	West Plain Region	Punjab, Haryana, Chandigarh, Delhi, Rajasthan, Western UP	162.5 Cms	Minimum 76 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(d)	Eastern Plain	Eastern UP, Bihar, West Bengal & Orissa and Jharkhand	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(e)	Central Region	Gujarat, Maharashtra and Madhya Pradesh, Dadar Nagar & Haveli, Daman & Diu and Chhattisgarh	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(f)	Southern Region	Andhra Pradesh, Karnataka, Tamil Nadu, Kerala, Goa and Pondicherry, Telangana	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 kgs
(g)	Relaxation to sons of serving/Ex-GREF personnel)		2 Cms	1 Cm	2 Kgs
(h)	Relaxation in DD cases (this will be applicable to own son adopted son and not any other relative		2 Cms	1 Cm	2 Kgs
(j)	Gorkhas (Indian Domicile)		152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs

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Schedule-III

MEDICAL STANDARDS OF RECRUITMENTS FOR GREF

General

1 Every recruit must be sufficiently intelligent, free from nervous instability and be in possession of sound health. He shall have no constitutional or acquired disability as may in the opinion of Recruiting Medical Officer render him unfit for duties, in the organization, particularly at high altitude and hard areas.

General examination

2 It is absolutely essential in all cases to have the recruits stripped while carrying out medical examination. Due regard be paid to privacy and decency. It is not sufficient that the clothing be only partially removed. An underwear may be permitted except when the examination is being carried out involving private parts. Every part of the body must be examined and if a recruit does not submit to this even after persuasion, he will be rejected. Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers.)/ Comdt. GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers.)/ Comdt. GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

Responsibility for physical fitness

3 The examining Medical Board is responsible for checking the physical fitness of the recruits, the likelihood of their physical development and for their identification marks. The Board will also enter on the enrolment form any minor defects insufficient to cause rejection. In the case of fit recruits the Board will make the necessary entry on the enrolment form, the wording used being Fit-category GREF-I and return it to the enrolling officer. The signature of the examining Medical Officer on the enrolment form will be accepted as equivalent to a declaration that he has personally examined the recruit in question according to the existing instructions and that the recruit has no blemish or defect except those noted on the enrolment form. Remarks relating to any defects in the recruit will be endorsed in the medical examiner's own handwriting. When there are no distinctive marks this must be stated.

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Medical History Sheet GREF/ MED/ 2A

4 This is a document of great importance which is linked to claims for disability pension on soldier's discharge from the service Medical items in table No 1 of GREF/ MED/ 2A will be completed by the Medical Board GREF/ MED/ 2A.

5 Any failure of officers concerned to give attention to the preparation and maintenance of these documents, and inaccuracy in or insufficiency of the entries therein may cause considerable delay, much expense and grave injustice to the person recruited. Medical Officers will, therefore, take every care to ensure that all necessary entries are carefully and accurately made at the time of examination.

6 Marks and small defects are to be noted concisely and clearly in the space allotted for the purpose in order to facilitate the men's future identification. Special attention should always be drawn to any defects which may influence decision on possible claims for pension in the future.

RULES GOVERNING MEDICAL INSPECTION OF CANDIDATES IN GREF

Principal points in Medical Examination of Candidates

7 Principle points in medical examination of recruits. In the inspection of candidates the principle points to be attended to, are as under:

a) That the candidate is sufficiently intelligent (Any defect may be observed during the examination).

b) That his bearing is good and that there is no sign of disease of ear, nose and throat.

c) That his vision with either eye is up to the required standard, his eyes are bright, clear and with no obvious squint, nystagmus or other abnormality. Movement of eye balls should be full and free in all directions.

d) That his speech is without impediment.

e) That he has no glandular swelling.

f) That his chest is well formed, and that his heart and lungs are sound.

g) That his limbs are well formed, and fully developed.

h) That there is free and perfect action of all the joints.

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i) That his feet and toes are well formed.

j) That he has no congenital malformation or defects.

k) That he does not bear traces of previous acute or chronic diseases pointing to an impaired constitution.

l) That he possesses sufficient number of sound teeth for efficient mastication.

m) That he has no disease of the genitor-urinary tract.

Ground for permanent rejection

8 Candidates presenting with following conditions will be rejected:

a) General impaired Constitution with frail health (BMI less than 18).

b) Abnormal Gait.

c) Abnormal Posture (Kyphosis, Scoliosis or Lordosis).

d) Gross physical deformity of chest, (pigeon chest, Barrel shaped chest, pectus excavatum, Harrison's sulcus & joints (Knock knee bow, leg, flat feet etc).

e) Defective Intelligence.

f) Deafness.

g) Pronounced Stammering.

h) Mental and nervous instability includes coarse Digital Tremors, palmar & plantar Hyperhydrosis and Tachycardia (Pulse rate more than 100/ min).

j) Sexually Transmitted diseases.

k) Any degree of squint or nystagmus.

l) Cases of colour blindness.

m) Corneal Opacities effecting binocular vision of the individual.

n) Perforation of Tympanic membrane.

o) Chronic Suppurative Otitis Media/ Mastoiditis.

p) Loss or decay of teeth to such an extent as to interfere with proper mastication. Dental points less than 14.

q) Chronic Lung Infection.

r) Endocranial Disorder.

s) Cardiac murmur or Hypertension (BP>140/95 mm Hg).

t) Gross degree myopia & cases of corneal surgery for refractive error.

u) Healed fracture with implants or ankylosis of effected joints due to fracture.

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v) Any amputation effecting in the working efficiency of individual.

w) Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers.)/ Comdt. GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers.)/ Comdt. GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

Grounds for Temporary Rejection:

9 Following are the grounds for temporary rejection:

(a) Pterygium
(b) Conjunctivitis
(c) Defective Vision (corrected with glasses, 6/6 in both eyes is acceptable)
(d) Trachoma Grade III
(e) Deviated Nasal Septum
(f) Chronic Tonsillitis
(g) Few decayed teeth (corrected with denture is acceptable)
(h) Pityriasis Versicolor
(j) Tinea Cruis, Scabies, Eczema etc.
(k) Planter Warts
(l) Hydrocele, Hernia, Vericocele
(m) Vericose Veins
(n) Phimosis, Fissure in ano or abscess, Haemorrohoids
(o) Acute infection of respiratory tract
(p) Gynaecomastia
(q) Anaemia
(r) Hepatospleenomegaly
(s) BMI above 30 (Should bring down BMI to below 30 within 3 months will be accepted)

Acceptance of Candidates with Minor Defects:

10 Candidates presenting with mild degree of following defects may be accepted:

(a) Mild Flat Feet but flexible and Hammer toes.
(b) Mild knock knee (Inter malleolic distance 5 cms).
(c) Mild Bow Legs (Inter condylar distance 7 cms).
(d) Mild Degree of Sephena varix.
(e) Slight degree of Vericocele, or undescended testis (Not arrested in inguinal region).
(f) Healed perforation of Ear drums.
(g) Healed Trachoma without residual gross deformity.
(h) Slight stammering.
(j) Mild hyperhydrosis.
(k) Mild degree phimosis or Hypospodiasis.
(l) Perforation in the ear drums which has healed and closed leaving a firm healthy scar (Tympanoplasty done).
(m) Slight curvature of leg.
(n) Slight hammer toe.
(o) Mild degree of varices.
(p) Tenea versicolor (Only after treatment).
(q) DNS (Acceptable after treatment).

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(r) Any other slight defects which in the opinion of Recruiting Medical Officer will not interfere with work efficiency of the candidate in future provided the candidate conforms to the prescribed standards in all respects. The mild problem if any must be recorded in the documents.

An undertaking from the candidate be taken that there is no past history of seizure, leprosy, diabetes, tuberculosis or HIV infection. All cases of past healed operations carried out will be noted in medical case sheet.

The foregoing relaxation is permissible only in the case of recruit who conform to the prescribed standards of measurements.

Time limit for clearance of any unfit by Higher Reviewing Authority

11 (a) All cases of **permanent unfit** may be reviewed by higher medical authority and should declare him unfit/ fit within 01 month duration since the time of unfit declaration.

(b) All **temporary unfit** cases may be reviewed by higher medical authority within 3 months (90 days) to clear him fit/ unfit since the time of unfit declaration.

12 In all cases where a recruit is suffering from a minor defect is accepted, the Medical Board will fully satisfy themselves that the defect will not, in any way, affect the efficiency of the recruit as a subordinate serving in BRO.

13 Whenever recruits who are suffering from minor defects as mentioned in Para 10 above are accepted, the defects will invariably be noted in the medical history sheet GREF/ MED/ 2A.

14 Recruits suffering from minor health problems of ordinary nature such as simple sores, shoe bite, common cold coughs and similar other minor ailments which usually last only a few days may be accepted. Medical Board before accepting such a recruit must fully satisfy themselves that the disease is likely to be cured in a few days without indoor treatment. Normally, unless the recruit is required to meet some urgent demand which cannot be met readily, he should be advised to get himself treated and come again. If recruit who is suffering from a minor disease of any nature is accepted, no entry need to be made of the disease in the medical history sheet GREF/ MED/ 2A.

15 The decision of the Medical Board in all cases of rejection due to not meeting the required medical standards will be final.

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