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(To be uploaded on the website of the Commission https://ssc.gov.in on 05.06.2026)

भारत सरकार,
कार्मिक,लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक सं-12,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, BlockNo.12, CGO Complex, Lodhi Road, New Delhi – 110003.

**NOTICE**

## Senior Secretariat Assistant /Upper Division Clerk Grade Limited Departmental Competitive Examination, 2025

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|---|---|
| **Dates for submission of online applications** | **05.06.2026 to 26.06.2026** |
| **Last date and time for receipt of online applications** | **26.06.2026 (2300hours)** |
| **Schedule of Computer Based Examination** | **Jul-Aug-2026** |

**No. 4/1/2026-CONF-5**: The Staff Selection Commission will hold a Limited Departmental Competitive Examination tentatively in the month of Jul-Aug, 2026 in Delhi NCR only for making additions to the Select List of Senior Secretariat Assistant/ Upper Division Clerk Grade [Pay Level-4 Group 'C' Non-Gazetted (Rs. 25,500- Rs. 81100)] of the following Services/ Cadres (Subject to the availability of vacancies): -

| Sl. No. | Name of Service/Cadre/Organization |
|---|---|
| 1 | Central Passport Organisation, Ministry of External Affairs |
| 2 | Armed Forces Headquarters Clerical Service |
| 3 | Railway Board Secretariat Clerical Service, Ministry of Railways |
| 4 | Central Administrative Tribunal |
| 5 | Central Vigilance Commission |
| 6 | Election Commission of India |
| 7 | Forest Survey of India, Ministry of Environment, Forest and Climate Change |
| 8 | National Technical Research Organisation |

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|---|---|
| **9** | **Directorate General, Defence Estates** |
| **10** | **Office of Development Commissioner, Ministry of Micro, Small & Medium Enterprises** |

**2. Vacancies**: Details of tentative vacancies for recruitment year 2025 in respect of above mentioned Services/ Cadres, as reported by their respective Service/ Cadre Controlling Authorities (CCAs), are as under: -

| Sr. No. | Name of Service/Cadre | UR | SC | ST | Total | PwBD |
|---|---|---|---|---|---|---|
| 1. | Central Passport Organisation, Ministry of External Affairs | 46 | 19 | 11 | **76** | 04 |
| 2. | Armed Forces Headquarters Clerical Service | 31 | 07 | 04 | **42** | 03 (VH, HH & OH) |
| 3 | Railway Board Secretariat Clerical Service | 13 | 04 | 02 | **19** | 03 PH (2B/LV, 01 D/HH) [For 1 B/LV &1 D/HH, if respective category is not available, it can be exchanged with any other available PwBD category] |
| 4 | Central Administrative Tribunal | 15 | 06 | 03 | **24** | 02 (01-OH, 01-VH) |
| 5 | Central Vigilance Commission | 05 | 01 | - | **06** | 01 (any category) |
| 6 | Election Commission of India | 09 | 02 | 01 | **12** | 01 (UR-OH) |
| 7 | Forest Survey of India, Ministry of Environment, Forest and Climate Change | 03 | 01 | - | **04** | - |
| 8 | National Technical Research Organisation | 07 | 01 | - | **08** | - |
| 9 | Directorate General, Defence Estates | 07 | 01 | - | **08** | - |
| 10 | Office of Development Commissioner, Ministry of Micro, Small & Medium Enterprises | 22 | 04 | 02 | **28** | 01 (VH) |

3. Place(s), Centre(s), Date and Time of examination are liable to be changed at the discretion of the Commission. The Commission may allot a different Centre to a candidate if circumstances so warrant. Changes of schedule of the examination, if any, would be uploaded on the website of SSC-HQ (https://ssc.gov.in) / SSC-NR (https://sscnr.nic.in).

**Note-I**: - **Candidates should note that no request for change of Centre will be entertained under any circumstances.**

**Note-II: -If any candidate appears at a Centre other than the one indicated by the Commission in the admission certificate, the papers of such a candidate will not be evaluated and his/her candidature will be liable to be cancelled.**

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4. Reservation of posts for Scheduled Caste (SC), Scheduled Tribe (ST) and Persons with Benchmark Disability (PwBD) candidates will be as per the vacancy position in respective categories reported by the Service/ Cadre Controlling Authorities (CCA).

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

6. Candidates seeking admission to the examination must apply online on the website of Staff Selection Commission; i.e. https://ssc.gov.in. The process of filling online Application Form for the examination consists of two parts**:**

i. **One Time Registration**
ii. **Filling of online Application for the Examination.**

7. Candidates should submit only one application form in response to this Notice. Submission of multiple applications may lead to rejection of the candidature.

8. The candidates are advised to opt for Aadhaar-Based Authentication, in terms of the Aadhaar Policy as published on the website of the Commission, while completing their OTR process.

9. After completion of online Application Form, the printed copy of the same accompanied with necessary documents, complete in all respects, in accordance with the "Instructions to Candidates" **(Annexure-I)** should be duly forwarded by their respective Service/ Cadre Controlling Authority to **"The Regional Director**, **Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003"** so as to reach by **03.07.2026 (1800hrs).**

10. The candidates residing abroad, Andaman & Nicobar Islands and Lakshadweep should note that the printed copy of the online application form accompanied with necessary documents, complete in all respects, in accordance with the "Instructions to Candidates" **(Annexure-I)** should be duly forwarded by their respective Service/ Cadre Controlling Authority to **"The Regional Director**, **Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003"** so as to reach by **10.07.2026 (1800hrs).**

**NOTE-I: -**Only those candidates whose application is forwarded by their Head of Department/ Head of Office will be considered for admission to this Examination. They should further note that the Commission will in no case be responsible for non- receipt of their application or any delay in receipt thereof on any account whatsoever. No application, received after the prescribed last date and time for receipt of the application in the Commission through proper channel, will be entertained under any circumstances. Application(s) received after closing date and time will be summarily rejected. Candidates, in their own interest, are advised to ensure that their applications duly verified and endorsed by the Competent Authority, are forwarded by their Head of Department or Head of Office in a manner that their applications reach well before the prescribed last date and time.

**NOTE-II**: - Head of Department/ Head of Office of the Applicants must forward the application forms, complete in all respects, in a manner so as to reach by the prescribed date and time to the aforesaid Regional Office of the Staff Selection Commission.

**NOTE-III: -**While forwarding the application(s) of the candidate(s), **the concerned authorities should ensure that the parent Service/ Cadre of the candidate(s) applying for the examination is one of the participating Service(s)/ Cadre(s) and the candidate is fulfilling the eligibility condition for appearing in this examination.**

11. All communications in respect of this Examination should be addressed to **"The Regional Director, Staff Selection Commission (Northern Region), Block No. 12, C.G.O. Complex, Lodhi Road, New Delhi-110003"** and should contain the following particulars: -

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(i) Name and year of examination

(ii) Name of candidate (in full and in block letters)

(iii) Name of father/ husband of candidate

(iv) Roll number or date of birth (if roll number not received by the candidate)

(v) Postal address as given in application.

12. Communications, without above details as in Para 11, will not be entertained. In all correspondence with the Staff Selection Commission related to this examination, candidates should invariably super scribe their envelope and correspondence with the words and figures, "**Senior Secretariat Assistant/ Upper Division Clerk Grade Limited Departmental Competitive Examination, 2025**".

(Under Secretary)
Staff Selection Commission (HQ)

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**Annexure-I**

**INSTRUCTIONS TO CANDIDATES**

The Candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz., Computer Based Examination, Written Examination and Evaluation of Service Records will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification, at any time before or after the Computer Based Examination, Written Examination and Evaluation of Service Records, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

**2.** Before filling the Online Application Form, the candidates must carefully go through the Notice of the examination to ensure that they fulfill all eligibility conditions for the post applied. The eligibility conditions prescribed in the Notice shall not be relaxed under any circumstances. Further, the candidates must go through the instructions to the candidates for filling up online application form as per **Annexure-IV (One-Time Registration)** and **Annexure-V (Online Application Form)**.

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

**4.** The Application Form must be submitted only in online mode, on the website of SSC (HQ) (https://ssc.gov.in). For detailed instructions, please refer to **Annexure-IV** and **Annexure-V** of this Notice. Sample proforma of One-time Registration and Online Application Form are attached as **Annexure-IVA and Annexure-VA.**

**5.** The candidates are advised to opt for Aadhaar-Based Authentication, in terms of the Aadhaar Policy as published on the website of the Commission, while completing their OTR process.

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

a. **Find a place with good light and plain background.**
b. **Ensure the camera is at eye level before taking the photo.**
c. **Position himself directly in front of the camera and look straight ahead.**
d. **Ensure that his face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.**
e. **Candidates should not wear a cap, mask or glasses/ spectacles while capturing the photo.**

**7. The candidate should ensure that the photograph captured is clear, without a cap or spectacles, and has a full-frontal view.** The Online Application Forms with photographs not in accordance with the instructions are liable to be rejected. In no case should the candidate capture the photograph of his/her pre-existing photograph. All such Online Application Forms where the photograph of his/her pre-existing photograph is captured will be rejected summarily.

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**8. Instances of people trying to impersonate candidates during the examinations have been observed. Thus, there should not be any change in appearance of the candidate during the examination vis-à-vis the photograph submitted with the application form. Examination venue staff has been authorized not to allow any suspicious candidates to take the examination. The candidates are, therefore, advised in their own interest to ensure that their appearance during the day of the examination is as per the photograph in the application form.**

**9.** Candidates are required to upload the scanned signature in JPEG format (10 to 20 KB). The image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). Online Application Forms with inappropriate photographs or blurred/ miniature signatures, not meeting the prescribed requirement, will be rejected summarily.

**10.** Candidates should also ensure that the signatures appended by them in all the places, viz., in their online application form, in the Attendance Sheet and Commission Copy in the examination hall and in all the correspondence with the Commission should be identical and there should be no variation of any kind in the signatures appended. If any variation is found in the signatures, his candidature will be liable to be cancelled by the Commission.

**11. Candidate must upload the following documents with the application**:

i. Certified true copy of the first page of the Service Book duly attested by the Head of Department or Head of Office in which the candidate is employed at the time of making the application showing the particulars of the Government Servant viz., Name of the candidate in full, his Father's Name, Husband's Name in case of a married woman Government Servant, Nationality, Name of the Scheduled Caste/ Scheduled Tribe in case of candidates belonging to such caste or tribe, date of birth in the Christian Era (both in figures and words),

ii. Certified true copy of the particulars of service attested by the Head of Department or Head of Office in which he is working at the time of making the application showing the posts held along-with scale of pay and the capacity i.e. substantive, officiating, permanent or temporary in which the post is held.

iii. Copy of certificate of essential educational qualification, if applicable.

iv. Form of certificate for disabled Defence Personnel while in service, wherever applicable.

v. Certificate of disability in case of PwBD candidates

**Note-** The Staff Selection Commission may, if it considers necessary, call for the Service Book or other documentary evidence.

**12.** Candidates are warned that if the online application form is either incomplete or wrongly filled in or without requisite documents mentioned under Para 11 above, the application is liable to be rejected and no appeal against rejection will be entertained.

**13. Last date and time for submission of online applications is 26.06.2026 (2300 hours).**

**14.** 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. 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.

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**15.** Candidates should further note that no change in the entries made in the online application form shall be allowed by the Commission at any stage under any circumstances.

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

**17.** Candidates are warned that they should not furnish any false/ incorrect/ misleading information or suppress any material information while filling the online application form.

**18.** The Commission will not undertake detailed scrutiny of online applications for the eligibility and other aspects at the time of examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of eligibility criteria and satisfy themselves that they are eligible for the post(s).

**19.** All candidates who register and apply in response to the Notice of this Examination by the stipulated date and time and whose applications are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination.

**20.** Admission Certificate for the Computer Based Examination will be issued online by uploading on the website of the Northern Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the website of the Northern Regional Office of the Commission for any updates and information about the examination.

**21.** The candidate must note that the Examination shall be conducted by the Staff Selection Commission in **Delhi-NCR** only. Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the website of the Northern Regional Office of the Commission i.e. https://sscnr.nic.in about 10 days before the date of examination. If any candidate does not find his/ her details on the website of Northern Regional Office of the Commission, one week before the date of examination, he/ she must immediately contact the Northern Regional Office of the Commission with proof of having submitted his/ her application failing which he/ she will deprive himself/ herself of any claim for consideration of candidature for the examination. Facility for downloading of Admission Certificates will be available 3-4 days before the examination on the website of SSC (Northern Region).

**Note: -**Candidates may note that there will be no centre at any Indian mission abroad. A candidate serving at an Indian mission abroad will have to appear for this examination in India at his/ her own expense.

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

**23.** Candidates admitted to the examination will be required to produce their Departmental Identity Card (Original) issued by the employer of the Government Servant along with hard copy of Admission Certificate for appearing in the Examination. Candidates are not entitled to receive any Travelling Allowance from Staff Selection Commission for attending the examination.

**24.** Those candidates, who have not undergone Aadhaar Based Authentication during OTR, will be required to report at the examination Center early and are mandatorily required 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 failing which they will not be allowed entry, such as:

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24.1 Voter's ID Card,
24.2 Driving License,
24.3 PAN Card,
24.4 Passport,
24.5 ID Card issued by University/ College/ School,
24.6 Employer ID Card (Govt./ PSU),
24.7 Ex-Serviceman Discharge Book issued by Ministry of Defence,
24.8 Any other photo bearing ID Card issued by the Central/ State Government.

**25.** 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. However, the above condition is not applicable for Aadhaar authenticated candidates.

**26.** PwBD/ PwD candidates availing the facility of scribe/ Technology/ Assistive Devices **as per Para 36 (a), 36(b), 36(c)** shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without Medical Certificate will not be allowed to appear in the examination.

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

**28.** Staff Selection Commission recruits personnel as per the vacancies reported by the User Ministries/ Departments/ Organizations. The Commission has no role in determination of total vacancies (Vertical & Horizontal) arising in a User Ministry/ Department/ Organization, backlog vacancies, segregation of vacancies under various reserved categories and vacancies reported to be filled up.

**29. RULES FOR THE EXAMINATION: -**

The Rules for the Limited Departmental Competitive Examination for inclusion in the Select List for Senior Secretariat Assistant/ Upper Division Clerk of the Department/ Cadre mentioned at Para 1 of the Notice, to be held by the Staff Selection Commission for the year 2025 are published for general information.

**30. CRUCIAL DATE AND CONDITIONS OF ELIGIBILITY: -**

| Name of the Service/Cadre | Crucial date for Counting of approved service | Conditions of Eligibility |
|---|---|---|
| Central Passport Organisation, Ministry of External Affairs | **1st day of July, 2025 (01.07.2025)** | Junior Passport Assistant with **6 years' service** in the grade rendered after appointment thereto on regular basis and possessing a **Bachelor's degree** of a recognized university or its equivalent. |
| Armed Forces Headquarters Clerical Service | **1st day of July, 2025 (01.07.2025)** | On the crucial date, must have rendered not less than **five years** approved continuous service in the JSA Grade<br><br>Provided that if a candidate had been appointed to the JSA Grade on the result of Competitive Examination, |

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| | | |
|---|---|---|
| | | including a Limited Departmental Competitive Examination, the results of such examination should have been announced not less than **five years** before the crucial date and he should have rendered not less than **four years'** approved continuous service in that Grade on the crucial date.<br><br>**Note: -**Junior Secretariat Assistant who are on deputation to ex-cadre posts with the approval of the competent authority, and those having lien in JSA grade of the Service will be eligible to be admitted to the examination, if otherwise eligible. |
| Railway Board Secretariat Clerical Service | **1st day of August, 2025 (01.08.2025)** | (1) Any permanent or regularly appointed temporary Lower Division Clerk/ Junior Secretariat Assistant of the Service, who, satisfies the following conditions shall be eligible to appear at the examination:-<br><br>**(A) Length of Service:-**He should have, on the crucial date, rendered not less than **five years'** approved and continuous service in the Lower Division Grade of the service.<br><br>Provided that any period of his absence of Military duties may be allowed to be counted towards the prescribed length of service in the Lower Division Grade.<br><br>Provided further that if he had been appointed to the Lower Division Grade of the Railway Board Secretariat Clerical Service on the results of the Competitive Examination, including a Limited Departmental Competitive Examination, the results of such examination should have been announced not less than **five years** before the crucial date and he should have rendered not less than **four years'** approved and continuous service in that Grade.<br><br>**Note: -**Lower Division clerks who are on deputation to ex-cadre posts with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible. Provided that it shall not apply to Lower Division clerk who has been appointed to an ex-cadre post or to other service on "transfer" and does not have a lien in the Lower Division Grade of the Service.<br><br>**(b) Typewriting Test: -**Unless exempted from passing the typewriting test held by the Union Public Service Commission or Secretariat Training School for the purpose of confirmation, in the lower division grade, he should have passed this test on or before the date of notification of the examination.<br><br>**(c) Age: He should not be more than 50 years of age on the crucial date.** |

| | | |
|---|---|---|
| | | Provided that the Upper age limit may be relaxed in respect of such categories of persons as may be notified from time to time in this behalf by the Central Government, to the extent and subject to the conditions notified in respect of each category.<br><br>NOTE: Special provision regarding eligibility of Lower Division Clerks joining military service on account of the emergency: Protection shall be afforded to Lower Division Clerks, who because of their having joined (or been called up for) military service during the emergency, cannot appear in the examination, in the manner prescribed from time to time by the Central Government in the Ministry of Railways in this behalf. |
| Central Administrative Tribunal | **1st day of January, 2025 (01.01.2025)** | Eligibility service for the Limited Departmental Competitive Examination shall be **five years** regular service in the Lower Division Clerk Grade.<br><br>**Note: -**Junior Secretariat Assistant who are on deputation to ex-cadre posts with the approval of the competent authority, and those having lien in JSA grade of the Service will be eligible to be admitted to the examination, if otherwise eligible. |
| Central Vigilance Commission | **1st day of January, 2025 (01.01.2025)** | Junior Secretariat Assistant who has rendered **five years** of regular service in the level in pay Matrix. |
| Election Commission of India | **1st day of July, 2025 (01.07.2025)** | Junior Secretariat Assistant/Lower Division Clerk who has completed a minimum of **three years** regular service in the grade is eligible for Limited Departmental Competitive Examination.<br><br>Provide that if he/she had been appointed to the grade of JSA of the ECI Secretariat service on the result of the competitive examination including limited departmental competitive examination, the result of such examinations should have been announced **not less than three years before the crucial** date and the candidate should have rendered not less than **2 years approved and continuous** service in the Grade.<br><br>**Note: -**Junior Secretariat Assistant who are on deputation to ex-cadre posts with the approval of the competent authority, and those having lien in JSA grade of the Service will be eligible to be admitted to the examination, if otherwise eligible. |
| Forest Survey of India, Ministry of Environment, Forest and Climate Change | **1st day of January, 2025 (01.01.2025)** | Lower Division Clerk having **five years** of regular service in the grade in Forest Survey of India.<br><br>**Note: -**Junior Secretariat Assistant who are on deputation to ex-cadre posts with the approval of the competent |

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|---|---|---|
| | | authority, and those having lien in JSA grade of the Service will be eligible to be admitted to the examination, if otherwise eligible. |
| National Technical Research Organisation | **1st day of January, 2025 (01.01.2025)** | Junior Secretariat Assistant/ Lower Division Clerk of NTRO having **five years** of regular service in the grade.<br><br>**Note: -**Junior Secretariat Assistant who are on deputation to ex-cadre posts with the approval of the competent authority, and those having lien in JSA grade of the Service will be eligible to be admitted to the examination, if otherwise eligible. |
| Directorate General, Defence Estates | **1st day of January, 2025 (01.01.2025)** | Hindi Typist who has rendered **five years** regular service.<br><br>**Age: He should not be more than 45 years of age on the crucial date.** |
| Office of Development Commissioner, Ministry of Micro, Small & Medium Enterprises | **1st day of January, 2025 (01.01.2025)** | Lower Division Clerk of MSME–DO in the Level-2 as per 7th CPC with **five years** of regular service in the Grade.<br><br>**Note: -**Junior Secretariat Assistant who are on deputation to ex-cadre posts with the approval of the competent authority, and those having lien in JSA grade of the Service will be eligible to be admitted to the examination, if otherwise eligible. |

**31. Age: -** Some of cadres/ Cadre Controlling Authorities have prescribed age criteria for appearing in this examination, as specified in the table above. Candidate should not be more than the age prescribed by their respective cadre/ Cadre Controlling Authority as on the crucial date for their cadre. Permissible relaxation in upper age limit is as follows:

| Code | Category | Age-relaxation permissible beyond the upper age limit |
|---|---|---|
| 01 | SC/ST | 05 Years |
| 08 | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence there of | 03 Years |
| 09 | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence there of (SC/ST). | 08 Years |

For the purposes of claiming the age concessions, a certificate from the Director General, Resettlement, Ministry of Defence will be accepted as documentary evidence in support of the claim of Disabled Defence Service Personnel **(Annexure-IX).**

**32.** Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), and Persons with Benchmark Disabilities (PwBD), wherever applicable and admissible, would be as determined and communicated by the respective Service/ Cadre Controlling Authority, as per extant Government Orders.

**33.** If sufficient number of Scheduled Castes or Scheduled Tribes or PwBD candidates with

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Benchmark Disabilities are not available on the basis of prescribed standard to fill all the vacancies (in case of promotion through Limited Departmental Competitive Examination/ Departmental Examination, etc.) reserved for them, candidates belonging to these categories may be selected on relaxed standard. The same relaxed standard should be applied for all the PwBD candidates with Benchmark Disabilities, irrespective of whether they belong to the Unreserved/ SC/ ST category. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.

**34.** The candidates belonging to Scheduled Castes or Scheduled Tribes or Persons with Benchmark Disability who have been recommended by the Commission without resorting to the relaxed standard referred to above, shall not be adjusted against the vacancies reserved for the Scheduled Castes/ Scheduled Tribes/ PwBD.

**35.** A candidate who after applying for admission to the examination or after appearing at it, resigns his/ her appointment or otherwise quits the Service or severs his/ her connection with it or whose services are terminated by his/ her Department or who is appointed to an ex-cadre post or to another Service on 'transfer' and does not have a lien in the Junior Secretariat Assistant/ Lower Division Clerk Grade will not be eligible for appointment on the result of this examination to their respective Services/ Cadres. This, however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.

**36. Provision of Compensatory Time and Assistance of Scribe / Technology / Assistive devices:**

a. In case of Persons with Benchmark Disabilities in the category of Blindness and Cerebral Palsy, the assistance of scribe/ Technology / Assistive devices will be provided, subject to such requests being made to the Commission while filling up the online application form, uploading of requisite Disability certificate (**Annexure-VII**/ **Annexure-VIII** of Notice) while filling up the Application form and subject to the posts being identified suitable for these categories of disability.

b. In case of remaining categories of persons with benchmark disabilities, the assistance of scribe/ Technology / Assistive devices will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and assistance of scribe / Technology / Assistive devices is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-II**. **Also, the requisite certificate (Annexure-II/ Disability Certificate as per Annexure-VII**/ **Annexure-VIII) is required to be uploaded while filling up the Application form.** The genuineness of PwBD certificate may be verified by the Commission in respect of **Annexure-II/ Disability Certificate** submitted by the candidates at any period of time.

c. The assistance of scribe / Technology / Assistive devices will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-III**. Also, the requisite certificate (**Annexure-III/Disability Certificates per Annexure-VII**/ **Annexure-VIII) is required to be uploaded while filling up the Application form.** The genuineness of PwD certificate may be verified by the Commission in respect of **Annexure-III/ Disability Certificate** submitted by the candidates at any period of time.

d. The assistance of Scribe / Technology / Assistive devices will be provided to the PwBD/ PwD candidates only if he/ she has opted for the same in the online application form.

e. A compensatory time of 20 minutes per hour of examination will be provided to the persons who

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are eligible for the assistance of Scribe / Technology / Assistive devices as per **para 36 (a), 36 (b) & 36(c) above.**

f. The candidates referred to at **para 36 (a), 36 (b) & 36(c) above** who are eligible for getting Scribe / Technology / Assistive devices but not availing the facility will also be given compensatory time of 20 minutes per hour of examination.

g. The PwBD / PwD candidates who have availed the Scribe / Technology / Assistive devices and or compensatory time must produce relevant documents for the eligibility of the assistance of Scribe / Technology / Assistive devices compensatory time. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

**37.** **Scheme of Examination**: The examination shall be conducted according to the following plan and syllabus:

**PART-I: COMPUTER BASED & WRITTEN EXAMINATION (300 MARKS)**

| Subject | Paper No. | No. of Questions | Maximum marks | Time Duration |
|---|---|---|---|---|
| (a) General Awareness | I | 100 | 200 | 2 hours (2 hour 40 minutes for the candidates eligible for scribe*) |
| (b) English Language and Comprehension | | 100 | | |
| (c) Noting, Drafting & Office Procedure (Conventional type) | II | -- | 100 | 2 hours (2 hours 40 minutes for the candidates eligible for scribe*) |

* As per **para 36 (a), 36 (b) & 36(c) above**.

i. Part-I consists of two papers; viz., Paper-I-Computer Based Examination (200 marks) and Paper-II- Written Examination (100 marks). Questions in Paper-I will be of Objective Type Multiple Choice only whereas Paper-II will be of descriptive type. There will be negative marking of 0.25 marks for each wrong answer in Computer Based Examination i.e. Paper-I.

ii. The candidates have to attempt the examination in the language (English/ Hindi) as opted in the online Application Form. There will be no Question Paper in Braille for Visually Handicapped candidates.

iii. Tentative Answer Keys of 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. 50/- per question which is non-refundable. Representations on the matter received through any other modality i.e., letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. Final answer keys of Computer Based Examination will be published after declaration of the result.

iv. Detailed guidelines regarding challenge/ objection/ representation management system have been published on the website of the Commission vide Notice dated 10.04.2026. Candidates may go through the same as challenge/ objection/ representation management will be handled according to these guidelines.

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

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

**PART-II EVALUATION OF RECORD OF SERVICE (100 Marks):**

i. 100 marks are earmarked for evaluation of record of service (APARs). Marks obtained in Part-II would be added for ascertaining the rank of the candidate.

ii. Once the APARs have been evaluated, no request for change in APAR grading, etc. at a subsequent date will be entertained by the Commission under any circumstances.

**38. Syllabus and Standards of the Examination:** Syllabus of the examination shall be as follows:-

**Paper-I**

**(a) General Awareness:** Questions will be aimed at testing the candidates General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries, especially pertaining to History, Culture, Geography, Economics, Science, General Politics and Scientific research.

**(b) English Language and Comprehension:** Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words, etc. There will be questions on comprehension of a passage also. The questions will be of matriculation level.

**Paper-II**

**Noting Drafting and Office Procedure:** The paper on Noting, Drafting and Office Procedure will be designed to test the candidates knowledge of office procedure in the Secretariat and Attached Offices and, in general, their ability to write and understand notes and drafts. Candidates are required to study the Manual of Office Procedure / Manual of Office Procedure issued by Ministry of Railways, the Rules of Procedure and Conduct of Business in the Lok Sabha and the Rajya Sabha, Hand Book of orders issued by the Ministry of Home Affairs regarding use of Hindi for official purpose of the Union and Reservation Policy for SC/STs in services, and orders issued by Government thereon from time to time.

**39. Mode of Selection**

i. The Commission in their discretion may fix minimum qualifying marks individually for Paper-I (i.e. CBE) and Paper-II (i.e. Descriptive Paper) of Part-I.

ii. Based on the performance in Paper-I (i.e. CBE) of Part-I, candidates will be shortlisted for evaluation of Paper-II (i.e. Descriptive Paper) of Part-I. The candidates who are not qualified in Paper-I (i.e. CBE) of Part-I will not be eligible for evaluation of Paper-II (i.e. Descriptive Paper) of Part-I and they will not be considered for further selection process.

iii. Based on the aggregate performance in Paper-I and Paper-II of Part-I, candidates will be shortlisted for evaluation of record of service i.e. Part-II. The candidates who are not qualified in Paper-I + Paper-II of Part-I will not be eligible for evaluation of record of service i.e. Part-II and they will not be considered for further selection process.

iv. Final selection will be made on the basis of the aggregate performance of candidates in Paper-I (i.e. CBE) & Paper-II (i.e. Descriptive Paper) of Part-I and Part-II (APAR Evaluation).

v. After the examination, the names of finally selected candidates will be arranged by the Commission, in separate lists, for the participating Cadres/ Services in the order of merit along

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with the aggregate marks finally awarded to each candidate so that candidates who are found by the Commission to be qualified in the examination shall be recommended for inclusion in the Select lists for Senior Secretariat Assistant/ Upper Division Clerk Grade of the Ministries/ Departments/ Organizations/ cadres listed at Para 01 of the Notice of the Examination up to the required number of vacancies.

vi. Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes or Persons with Benchmark Disability shall, to the extent of the number of vacancies reserved for the Scheduled Castes/ Scheduled Tribes, be recommended by the Commission by a relaxed standard, subject to the fitness of these candidates for selection to the service.

vii. Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes or Persons with Benchmark Disability who have been recommended by the Commission without resorting to the relaxed standard referred to in this sub rule, shall not be adjusted against the vacancies reserved for the Scheduled Castes and Scheduled Tribes.

viii. Selection to the Grade of Senior Secretariat Assistant/ Upper Division Clerk in different services/cadres shall be made to the extent of the available vacancies, as intimated by the indenting service/ cadre, in order of merit, subject to the reservation for candidates of the Scheduled Castes and Scheduled Tribes and Persons with Benchmark Disabilities, in accordance with the orders issued from time to time by the Central Government in the Department of Personnel and Training. The candidates who have not been recommended are below the cut-offs marks i.e. not making to the merit list and are not qualified in the examination.

ix. Candidates should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in the Select List for Senior Secretariat Assistant/ Upper Division Clerk Grade of the Ministries/ Departments/ Organizations/ cadres listed at Para 01 of the Notice of the Examination on the basis of result of the examination is entirely within the competence of Government to decide. No candidate will, therefore, have any claim for inclusion in the Select List on the basis of performance in the examination as a matter of right.

x. Success in the examination confers no right to selection unless the cadre authority is satisfied, after such enquiry as may be considered necessary that the candidate having regard to his/ her conduct in service is suitable in all respects for selection.

**40. <u>Resolution of Tie Cases:</u>**

In cases where more than one candidate secures the equal aggregate marks, tie will be resolved by applying the following methods one after another till the tie is resolved:-

i. Marks obtained in Paper-II
ii. Marks obtained in part (b) of Paper-I
iii. Date of birth, with older candidates placed higher
iv. Alphabetical order in which the names of the candidates appear

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

i. The Commission undertakes comprehensive post-examination analysis to ensure the integrity and fairness of the examination process. This includes detailed scrutiny through log analysis, photo and biometric verification, and CCTV footage review. Candidates found to be involved in any form of malpractice or unfair means during any stage of the examination are liable to strict action, including cancellation of candidature and debarment from future examinations, as per the policy of the Commission.

ii. If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of the Examination or thereafter, their candidature for this Examination will be

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cancelled and, in addition to the legal action that may be taken in accordance with the law in force, 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 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. | 1-2 Years |
| 2 | Leaving the Examination Venue before completion of the due procedure for exists. | 1 Year |
| 3 | Misbehaving with, intimidating or threatening in any manner, the examination functionaries, i.e., Supervisor, Invigilator, Security Guard or Commission's representatives etc. | 2-3 Years |
| 4 | Obstruct the conduct of examination/ instigate other candidate/ candidates not to take the examination. | 3 Years |
| 5 | Deliberately making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc. | 1-3 Years |
| 6 | Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature. | 3 Years |
| 7 | Possession of Mobile Phone, Bluetooth devices, wireless devices, Spy Cameras or any other electronic gadgets in the examination. | 3-5 Years |
| 8 | Appearing or attempting in the same examination more than once in contravention of the rules. | 2-5 Years |
| 9 | A candidate who is also working on examination related matters in the same examination. | 3 Years |
| 10 | Deliberately damaging examination related infrastructure/equipment. | 1-3 Years |
| 11 | Appearing in the Exam with forged Admit Card, identity proof, etc. | 5 Years |
| 12 | Possession of fire arms/ weapons or threatening/ intimidating examination functionaries with weapons/ fire arms or assault, use of force causing bodily harm in any manner to the examination functionaries like Supervisor, Invigilator, Security Guard or Commission's representatives etc. | 7 Years |
| 13 | 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 |
| 14 | Impersonate/ Procuring impersonation by any person. | 7 Years |
| 15 | Taking snapshots, making videos of question papers or examination material, labs, etc. | 7 Years |
| 16 | Sharing examination terminal through remote desktop software/ Apps/ LAN/ VAN, etc. | 7 Years |
| 17 | Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination. | 7 Years |
| 18 | Candidate acting as scribe in same examination or providing false declaration about scribe. | 3-5 years |
| 18A | Candidate/ Scribe acting as 'own scribe' in the same examination more than once. | 3 Years |
| 18B | Candidate availing services of a Scribe, who is debarred from the Recruitment Process. | 3 Years |
| 19 | During the examination, at any stage, if it is found that the scribe is independently answering the questions or prompting answers in any direct/ indirect manner to candidate. | 7 Years |
| 20 | Candidate applying with different Father's name, DoB etc. in different | 1-5 Years |

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| | | |
|---|---|---|
| | Recruitments or vice a versa. | |
| 21 | Impersonator (as per the records of Staff Selection Commission) appearing as scribe for candidate. | 7 Years |
| 22 | The scribe appearing for more than one candidate in the same examination of SSC or candidate engaging such scribe. | 5-7 Years |

**Note:- The list of malpractices mentioned above is only illustrative and not exhaustive. The Commission reserves the right to take action against any candidate if he/she found to be indulging in any practice which the Commission may consider as "malpractice".**

iii. Attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself/ herself to criminal prosecution, be liable for:-

(I) Disqualification by the Commission from the examination for which he/ she is a candidate, or

(II) Debarment either permanently or for a specified period: -

a) By the Commission from any examination or selection held by them;
b) By the Central Government from any employment under them, and
c) Disciplinary action under the appropriate rules and other appropriate legal action.

iv. 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 concerned authorities/ forensic experts, etc.

v. Any attempt on the part of the candidate to obtain support to his/ her candidature by any means would disqualify him/ her for admission to the examination.

**42.** Candidates may contact following Help Lines for clarifications, if any, in respect of filling/ submitting applications and computer- based examination:

i. Help Desk (SSC-HQ) 1800 309 3063 (Toll free)
ii. SSC (NR), New Delhi 011-24363343

**43. 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 and allocation of posts/ departments, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

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

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**Annexure-II**

**Certificate regarding physical limitation in an examinee to write**

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

Signature Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution Name & Designation Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability- Orthopaedic specialist/ PMR)

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Annexure-III

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

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

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

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

Signature of medical authority

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

Name of Government Hospital/ HealthCare Centre with Seal

Place:

Date:

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**Annexure-IV**

**(PROCEDURE FOR FILLING UP ONLINE APPLICATION FORM)**

The process of filling in the Online Application Form for the Examination consists of the following two parts: -

I. One-Time Registration
II. Filling in the Online Application Form for the Examination

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

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'One-time Registration Form' and 'Online Application Form'.

2. The candidates are advised to opt for Aadhaar-Based Authentication, in terms of the Aadhaar Policy as published on the website of the Commission, while completing their OTR process. Candidates who do not want to authenticate themselves through Aadhaar Based system are required to upload the prescribed documents for completing their One Time Registration (OTR).

3. 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.

4. For One-Time Registration, click on 'Register Now' link provided in 'Login or Register' Section provided on new website of the Commission i.e., https://ssc.gov.in.

5. One-Time Registration process requires filling up of following information:
   a. Personal Details
   b. Password Creation
   c. Additional Details.
   d. Declaration.

6. **For filling up the 'One-Time Registration Form', please follow the following steps:**

   a. Few critical details (e.g. Aadhaar Number, Name, Father's Name, Mother's Name, Date of Birth etc.) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data column, it will not be accepted and an indication will be given in red text.
   b. S. No.-1, provide information about the Aadhaar Number. If you don't have Aadhaar Number you are required to upload the following documents: -
      i. For Proof of Name viz. Voter ID Card, PAN Card, Driving License, Govt. Identity Card, Govt. Service Identity Card, Pension document
      ii. For Proof of Date of Birth viz. Birth Certificate, School Leaving Certificate, Certificate of Date of Birth issued by a Gazetted Officer,
      iii. For Proof of Address viz. Voter Identity Card, Driving License, Bank Statement with attested photograph of the applicant, Rent Agreement, Income Tax Assessment Order.
      iv. Photograph.
      v. For Proof of Gender viz. Voter ID Card, Birth Certificate, School Leaving Certificate.
   c. S. No.-2: Fill your name **exactly** as given in Matriculation ($10^{th}$ Class) Certificate.
   d. S. No.-3: In case, you have made any changes in your name after matriculation, indicate the same at S No-3a and 3b.
   e. S. No.-4: Indicate Your Gender (Male/ Female).
   f. S. No. -5: Fill in your date of birth exactly as given in the Matriculation ($10^{th}$ Class) Certificate.
   g. S. No.-6: Fill your father's name **exactly** as given in Matriculation ($10^{th}$ Class) Certificate.
   h. S. No.-7: Fill your mother's name **exactly** as given in Matriculation ($10^{th}$ Class) Certificate.
   i. S. No.-8 to 10: Matriculation ($10^{th}$ Class) Examination Details which include:

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

j. S. No.-11: Level of Educational Qualification (highest).
k. S. No.-12: Your Mobile Number. This must be a functional mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Staff Selection 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.
l. S. No.-13: Your Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Staff Selection Commission may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number, if required.
m. When the Basic Details provided at S. No.-1 to 13 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.

**Password Creation**

p. Change your password, when prompted on first login.
q. After successful password change, you need to login again using your Registration Number and changed password.
r. 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.

**Additional details**

s. S. No.-1: Provide information about your Category.
t. S. No.-2: Provide information about your Nationality
u. S. No.-3: Provide Contact Details if other than Indian National.
v. S. No.-4: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of Examination.
w. S. No.-5: Provide information about disability, if any. If you are suffering from any specific benchmark disability identified as suitable for Government jobs, then provide Disability Certification Number.
x. S. No.- 6 to 7: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.
y. Save the information provided. Take draft print out and review the information provided thoroughly, before 'Final Submit'.
z. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.
aa. 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 the designated field to complete the Registration Process.
bb. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.

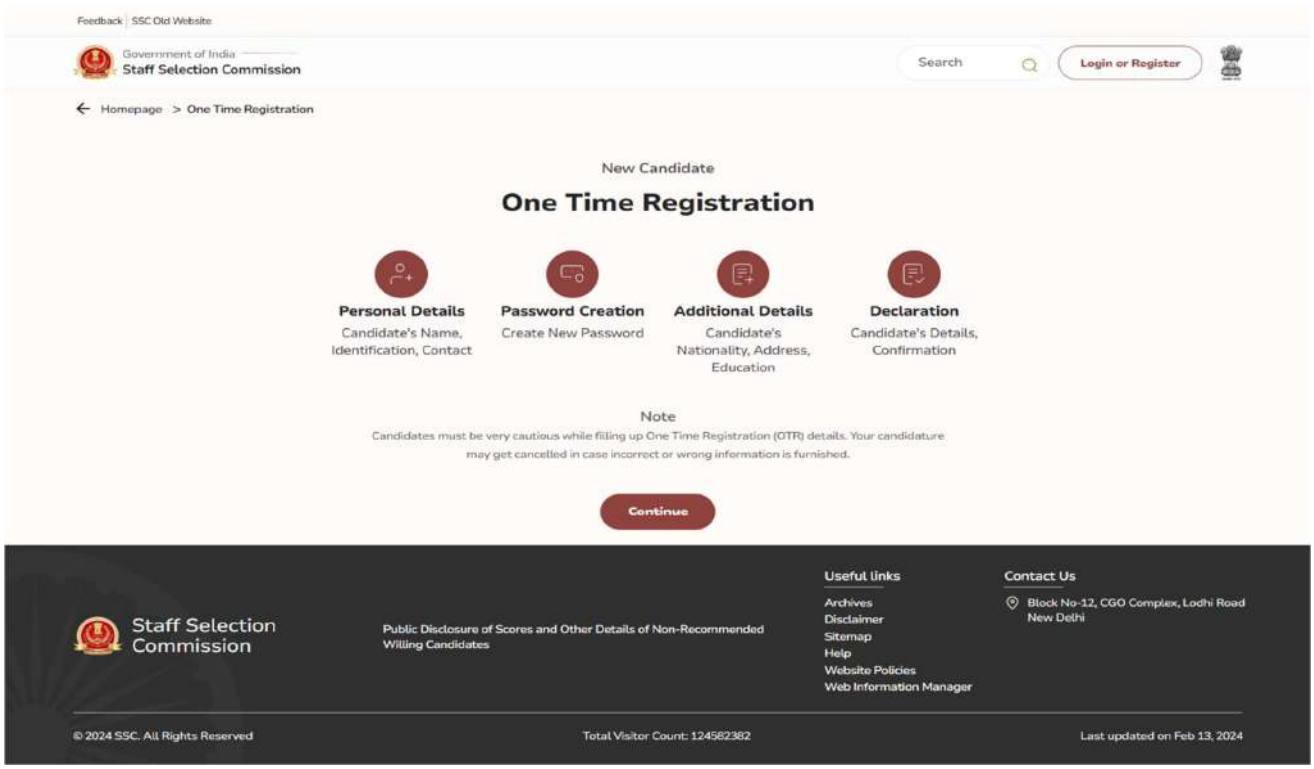
7. You cannot edit/ modify your One-time Registration (OTR) data, you must be very cautious while filling up details in the One-time Registration. Wrong/ incorrect information may lead to the cancellation of our candidature.

8. You are again cautioned that name, father's name, mother's name, date of birth, and matriculation Examination details should be filled exactly as recorded in the matriculation certificate. Your candidature may get cancelled in case of incorrect/ wrong information.

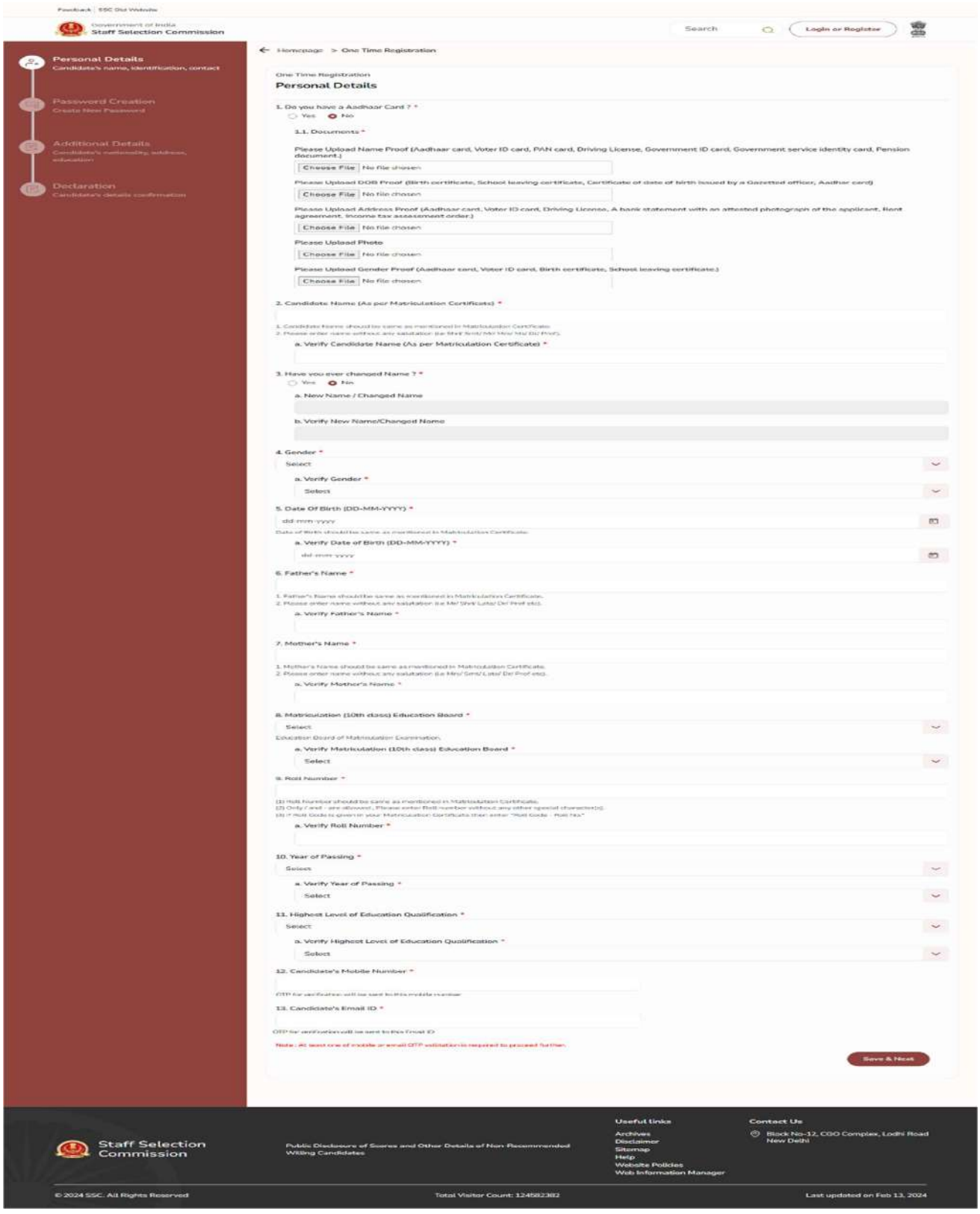
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**ANNEXURE-IVA**

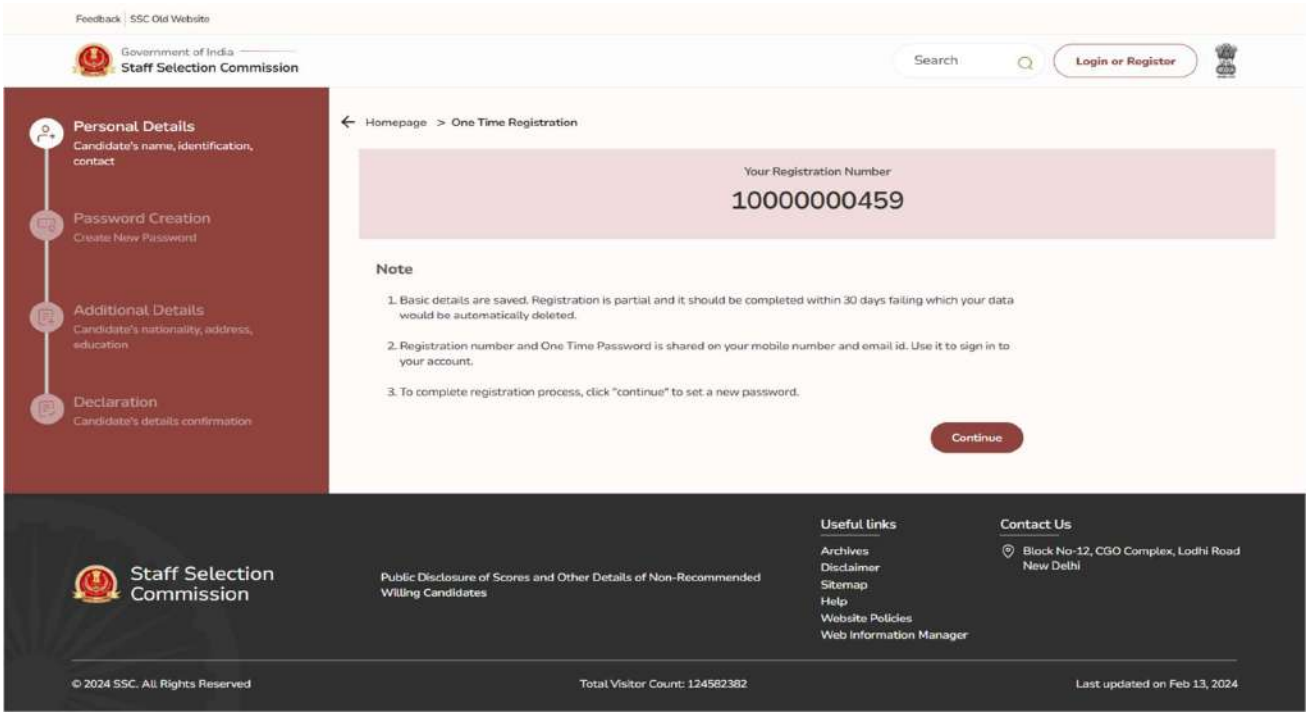
## Screenshots of One-time Registration Form



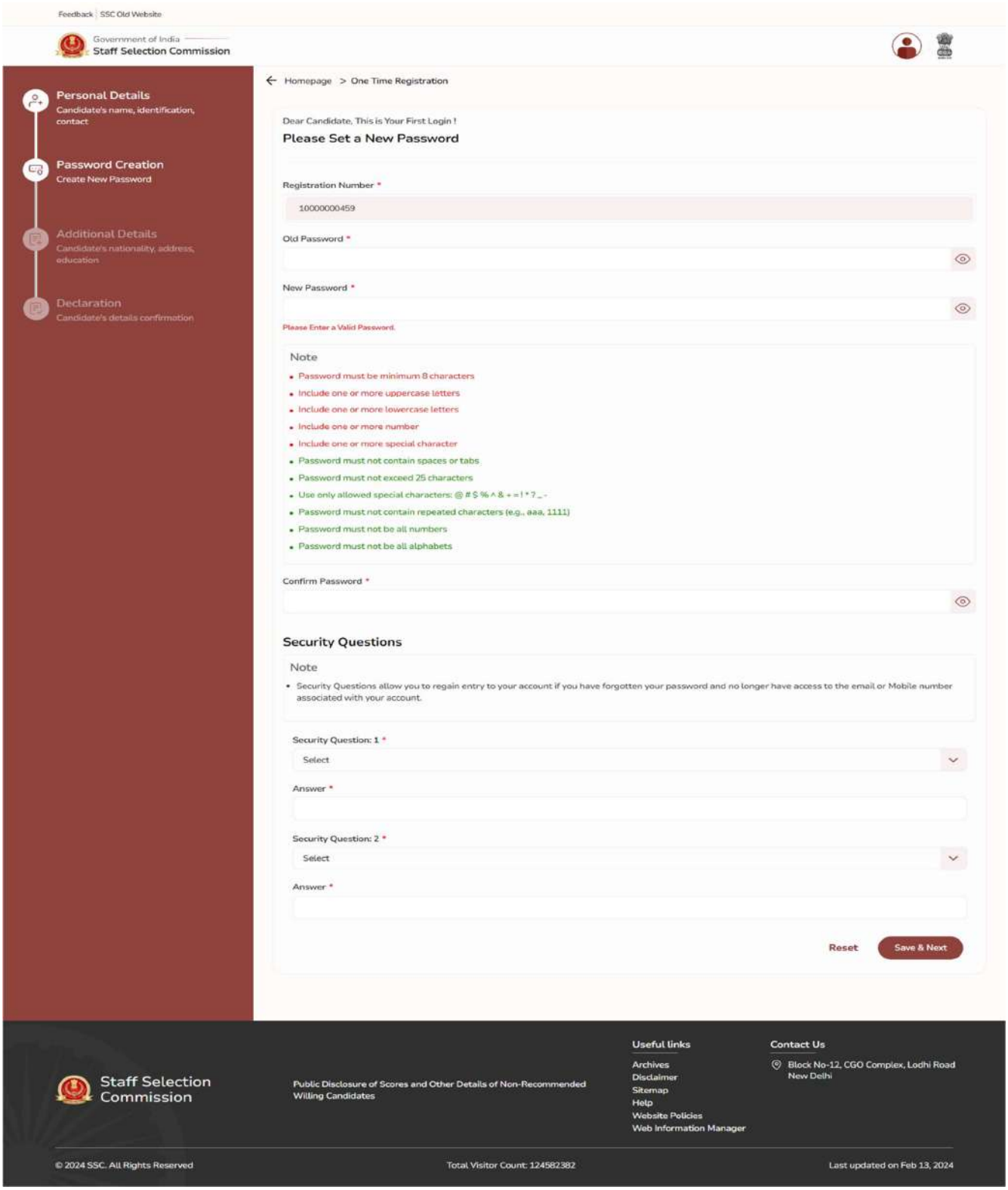
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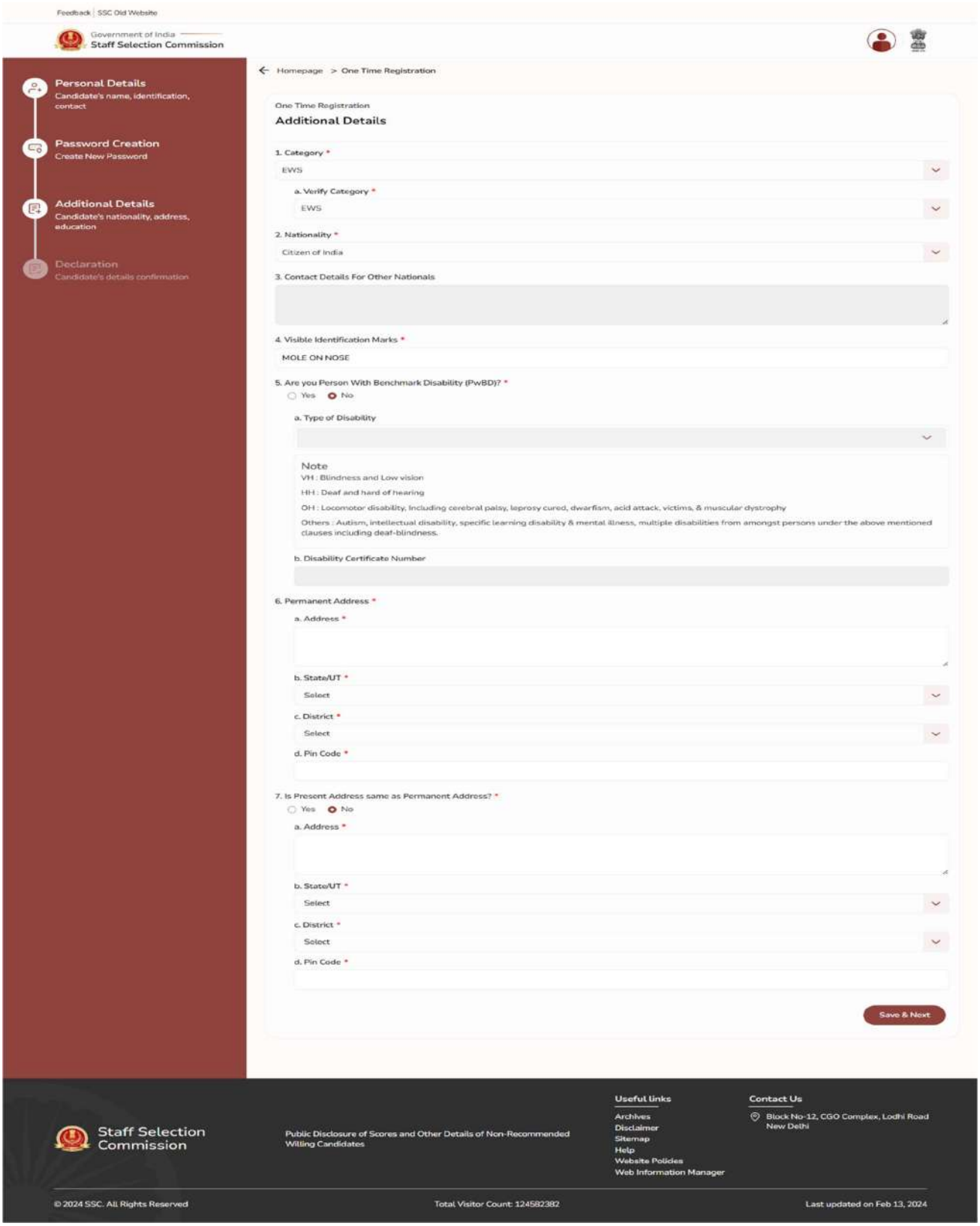
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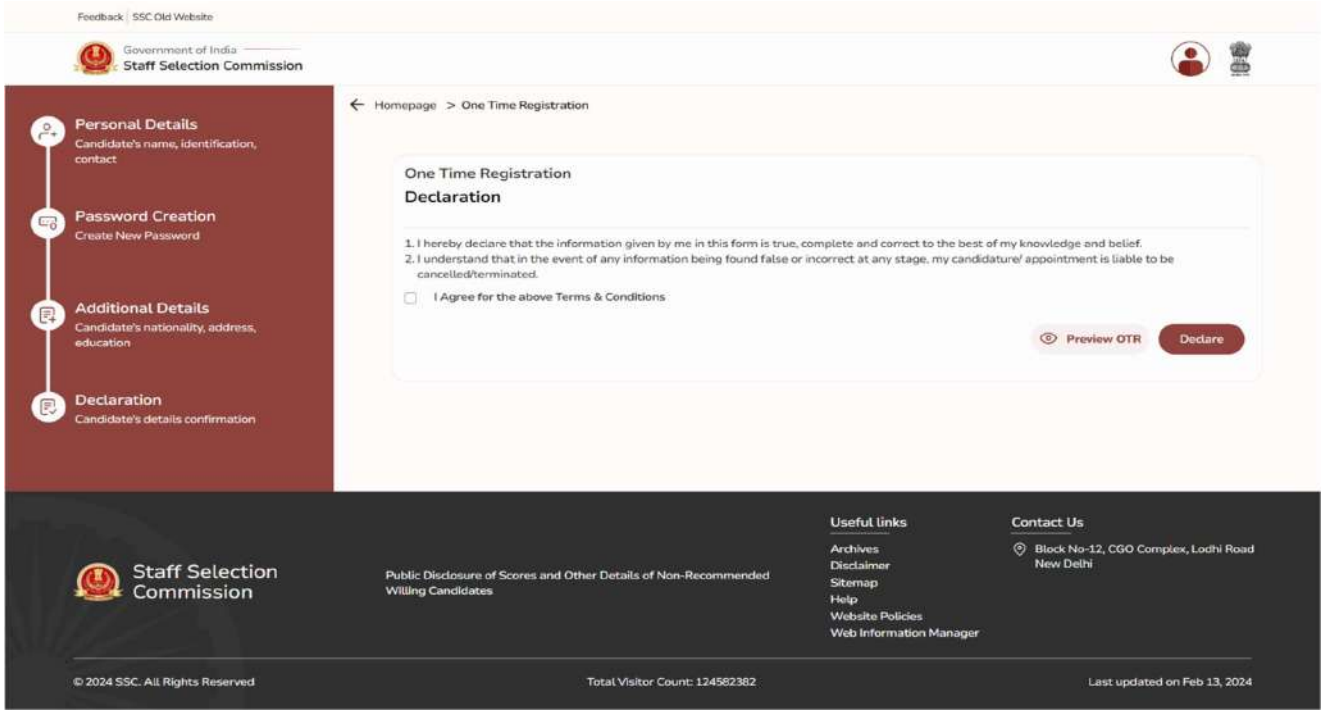
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**Annexure-V**

**Part-II (Online Application Form)**

1. Before proceeding with filling of online application, keep following data ready:
   a. The application module has been designed to capture a photograph of the candidate filling up the application form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with a full-frontal view. The specimens of acceptable/not acceptable photographs are given in **Annexure-VE**. In case the photograph captured is not as per acceptable specimen, the candidates are advised to recapture the photograph. Applications with photographs not in accordance with the acceptable specimen are liable to be rejected. The appearance of a candidate in the Examination should be as per the photograph in the application form. Candidates are advised to follow the following instructions while capturing live photographs: -
      i. Find a place with good light and plain background.
      ii. Ensure the camera is at eye level before taking the photo.
      iii. Position yourself directly in front of the camera and look straight ahead.
      iv. Ensure that your face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.
      v. Candidates not to wear a cap, mask or glasses/ spectacles while capturing the photo.
   b. Scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). Applications with illegible/ blurred/miniature signature will be rejected.

2. Login to online system through your "Registration Number" and Password.

3. Click "Apply" link in SSA/ UDC Grade Limited Departmental Competitive Examination, 2025 Section under "Live Exam" tab.

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

5. S.No-19: Please indicate your Department/ Cadre/ Service.

6. S. No-20: Please indicate Examination Year.

7. S No-21 & 21.1: Please indicate the joining date of the respective Feeder Service/ Cadre and length of Service.

8. S No-22: Please indicate yes or No.

9. S No-23 and 23.1: Please indicate whether seeking age relaxation and age relaxation code.

10. S No-24: The centre of examination would be Delhi NCR only.

11. S. No. 25.1: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Blindness (VH). This option will be available only to PwBD-Others candidates as per S No 9.1. Candidates opting "Yes" against S. No 25.1 will be eligible for Scribe/ Technology/ Assistive Devices and compensatory time, however, such candidates will have to produce the Multiple Disability Certificate with at least 40% VH (B/ LV) disability at the time of examination. Please refer Para 36(a) of Annexure-I of the Notice of Examination.

12. S No-25.2: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Cerebral Palsy (CP). This option will be available only to PwBD-OH and PwBD-Other candidates. Candidates opting "Yes" against S. No 25.2 will be eligible for Scribe/ Technology/ Assistive Devices and compensatory time; however, such candidates will have to upload the requisite certificate at the time of filling of Application Form and also produce the same, in original, at the time

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of examination. Please refer Para 36(a) of Annexure-I of the Notice of Examination.

13. S. No 25.3: Indicate if you have physical limitation to write as per Para 36(b) or 36(c) of Annexure-I of the Notice and the assistance of Scribe/ Technology/ Assistive Devices is essential to write the examination. This option will not be applicable for those candidates who are either PwBD-VH candidates or have opted "Yes" against S No 25.1 or S No 25.2. This option will be available to all other PwBD and non-PwBD candidates. PwBD Candidates opting "Yes" against S. No 25.3 will be eligible for Scribe/ Technology/ Assistive Devices and compensatory time, however, such candidates will have to produce the certificate from competent authority as per format at **Annexure-II** of the Notice of Examination, at the time of Examination. Non-PwBD Candidates (i.e. PwD below 40% disability) opting "Yes" against S No 25.3 will be eligible for Scribe/ Technology/ Assistive Devices and compensatory time; however, such candidates will have to upload the certificate from competent authority as per format at **Annexure III** to the Notice of Examination at the time of filling of Application Form and also produce the same, in original, at the time of examination. Please go through Para 36(b) or 36(c) of Annexure-I of the Notice of Examination for more information.

14. S. No. 25.4: Please indicate the requirement of support in the form of Scribe/ Technology/ Assistive Devices.

15. S.No.26: Please select medium of Examination.

16. S.No.27: Please provide details of Ministry/ Department/ office in which you are working at the time of applying.

17. S.No.27.1 and 27.2: Please provide details of Head of Department/ Office.

18. S.No.28.1: Please select Yes or No.

19. S.No.28.2: Indicate the name of service/ cadre to which you belong.

20. S.No.28.3 to 28.5: Please provide details of your employment.

21. S.No.29: Please provide date from which you have been continuously employed as a regular JSA in your service/ cadre.

22. S. No. 30.1 to 30.4: Please indicate other details pertaining to Ex-cadre post/ deputation/ lien.

23. S. No. 31.1 & 31.2: Please indicate details of disqualification by any Public Service Commission or any institution.

24. S. No. 32: Please indicate complete details of Service in chronological order.

25. S. No 33.1 to 31.4: Please provide the details of type-writing test.

26. S. No.34.1 to 34.5: Please upload requisite certificates/ documents.

27. Capture your Photograph following the instructions as specified at S No-1 above. Applications with blurred photograph will be rejected.

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

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

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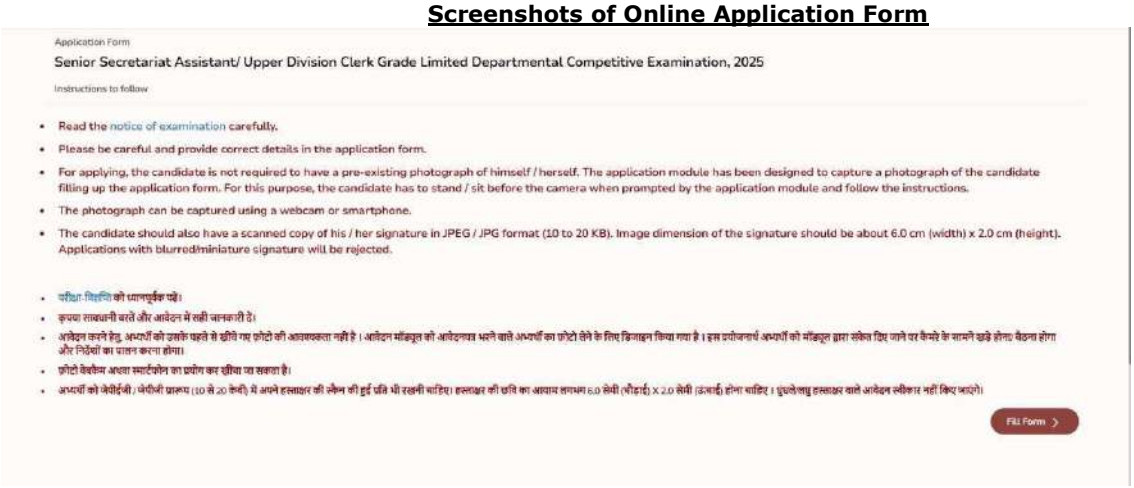
30. Complete your declaration by clicking on the "I agree" check box and filling up the captcha code. On verification of the correctness of your application data as visible in Preview, proceed with "Submit Application".

31. When the application is successfully submitted, it will be accepted provisionally. Candidates should take a printout of the application form for their own record.

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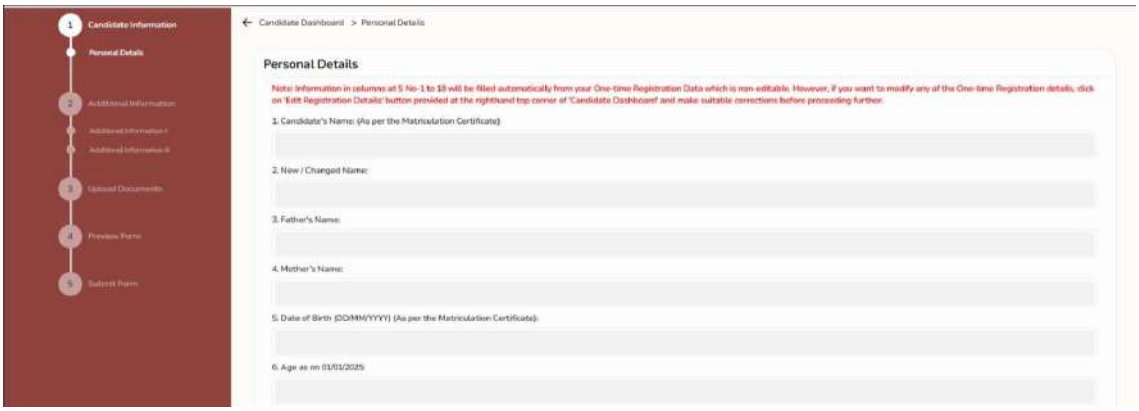
ANNEXURE-VA

**Screenshots of Online Application Form**









8. Category:

9. Whether a Person with Benchmark Disability (PwBD)?:

undefined

9.1. If Yes, Type of Disability:

10. Nationality:

11. Visible Mark of Identification:

12. Matriculation (10th Class) Examination Board:

13. Matriculation (10th Class) Year of Passing:

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

15.1. Permanent Address:

15.2 State:

15.3. District:

15.4. PIN Code:

16.1. Correspondence Address:

16.2. State:

16.3. District:

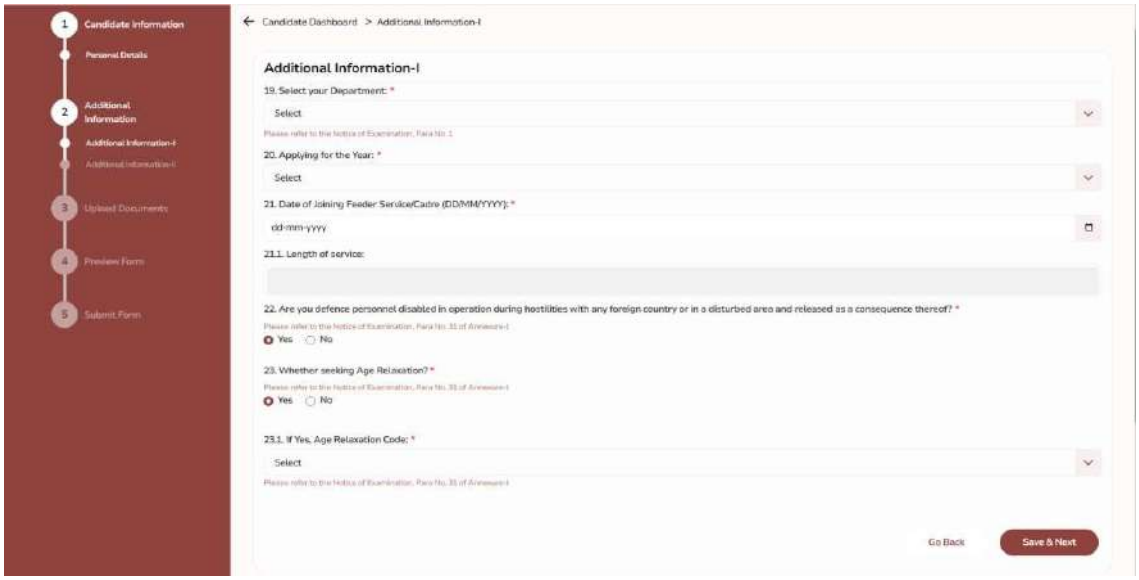
16.4. PIN Code:

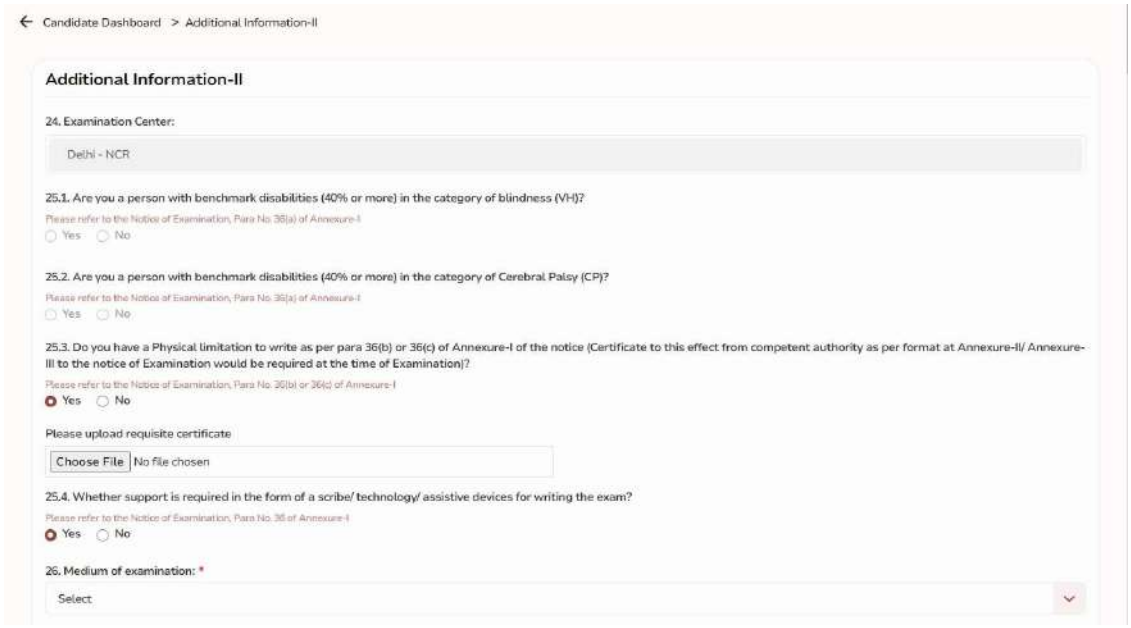
17. Email:

18. Mobile Number:

Next

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Verify medium of examination: *

Select

27. Name and full Postal Address of the Ministry/ Department/ Office in which you are working at the time of applying:*

27.1. Name and designation of Head of Department:*

27.2. Name and designation of Head of Office:*

28.1. Are you permanent, regular or regularly appointed temporary Junior Secretariat Assistant/ Lower Division Clerk of your Service/ Cadre?

Yes No

28.2. Indicate the name of the Service/ Cadre to which you belong: *

Select

28.3. Date of confirmation in the Junior Secretariat Assistant/ Lower Division Clerk Grade, if permanent (MM/DD/YYYY):

dd-mm-yyyy

28.4. Date of appointment as Junior Secretariat Assistant/ Lower Division Clerk Grade, if your appointment is temporary (MM/DD/YYYY):

dd-mm-yyyy

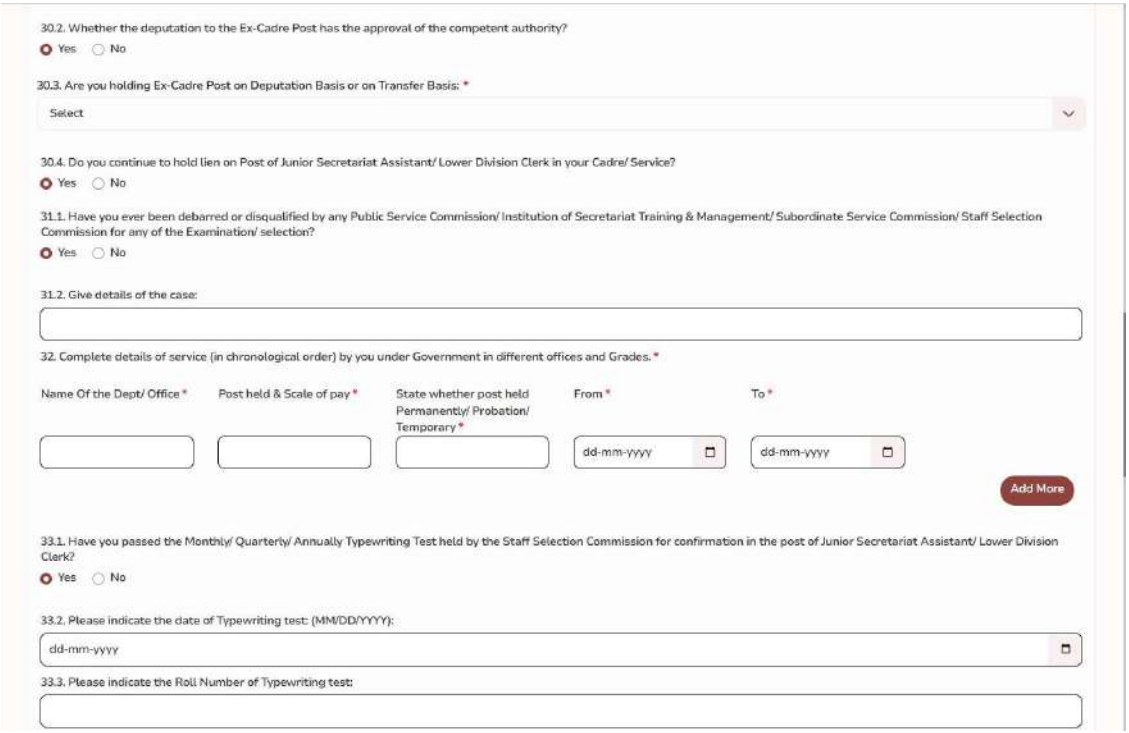
28.5. Rank and the year of the examination if appointed on the basis of Clerk Grade Examination (By Direct Recruitment/ By Promotion/ By LDCE etc.) (e.g. 23/2016):

29. From which date have you been continuously employed as a regular Junior Secretariat Assistant/ Lower Division Clerk in your Service/ Cadre (DD/MM/YYYY)?

dd-mm-yyyy

30.1. Are you holding an Ex-Cadre Post?

Yes No



30.2. Whether the deputation to the Ex-Cadre Post has the approval of the competent authority?

Yes No

30.3. Are you holding Ex-Cadre Post on Deputation Basis or on Transfer Basis: *

Select

30.4. Do you continue to hold lien on Post of Junior Secretariat Assistant/ Lower Division Clerk in your Cadre/ Service?

Yes No

31.1. Have you ever been debarred or disqualified by any Public Service Commission/ Institution of Secretariat Training & Management/ Subordinate Service Commission/ Staff Selection Commission for any of the Examination/ selection?

Yes No

31.2. Give details of the case:

32. Complete details of service (in chronological order) by you under Government in different offices and Grades. *

| Name Of the Dept/ Office * | Post held & Scale of pay * | State whether post held Permanently/ Probation/ Temporary * | From * | To * |
|---|---|---|---|---|
| | | | dd-mm-yyyy | dd-mm-yyyy |

Add More

33.1. Have you passed the Monthly/ Quarterly/ Annually Typewriting Test held by the Staff Selection Commission for confirmation in the post of Junior Secretariat Assistant/ Lower Division Clerk?

Yes No

33.2. Please indicate the date of Typewriting test: (MM/DD/YYYY):

dd-mm-yyyy

33.3. Please indicate the Roll Number of Typewriting test:

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33.4. Have you been exempted from passing the Typewriting Test? (Please quote the number and date of the order under which you were granted exemption from passing The Typewriting Test):

34. Give a list of the documents attached with the application (Please see paragraph 11) files should be (pdf/jpeg) *

34.1. Document as indicated in para 11(i) of Annexure-I *

Please refer to the Notice of Examination, Para No. 11(i) of Annexure-I

Please upload requisite certificate

Choose File No file chosen

34.2. Document as indicated in para 11(ii) of Annexure-I *

Please refer to the Notice of Examination, Para No. 11(ii) of Annexure-I

Please upload requisite certificate

Choose File No file chosen

34.3. Document as indicated in para 11(iii) of Annexure-I

Please refer to the Notice of Examination, Para No. 11(iii) of Annexure-I

Please upload certificate of essential educational qualification, if applicable

Choose File No file chosen

34.4. Document as indicated in para 11(iv) of Annexure-I.

Please refer to the Notice of Examination, Para No. 11(iv) of Annexure-I

Please upload certificate for disabled defence personnel while in service, wherever applicable.

Choose File No file chosen

34.5. Document as indicated in para 11(v) of Annexure-I.

Please refer to the Notice of Examination, Para No. 11(v) of Annexure-I

Please upload certificate of disability in case of PwBD candidate

Choose File No file chosen

Go Back Save & Next

← Candidate Dashboard > Upload Photograph & Signature

## Upload Photograph & Signature

1. Capture Your Photograph

**Instructions:**

- Find a place with good light and plain background.
- Ensure the camera is at your eye level before capturing the photo.
- Position yourself directly in front of camera and **look straight**.
- Ensure that your **face is fully inside the red rectangular area** delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.
- Candidates **shouldn't wear a cap, mask or glasses / spectacles** while capturing the photo.
- In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected.
- **Do not wear earphones or any device while capturing photo.**

Capture Live Photo

Or

2. Upload Your Signature *

**Instructions:**

- **Please read the advisory to Candidates with respect to photo and signature and common causes of rejection.**
  Click here to read
- Allowed image size: 10 KB to 20 KB in JPEG / JPG format.
- Image dimensions: about 6.0 cm (width) X 2.0 cm (height) at a resolution of 300 DPI.
- Application with blurred / miniature signature will be rejected.
- Signature should be horizontally aligned.

Upload Signature

Go Back Save & Next

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Annexure-VB

**Instructions to Candidates for uploading of signatures**

1) The major reasons for rejection of signatures are "miniature" signatures. Candidates are advised to cut the box and then sign within the box such that signature occupies at least 80% of the box.



Cut the box & Sign within the box

2) Samples of acceptable and rejected signatures are provided on the next page(Pg No 2). Candidates are advised to review these examples to understand which signatures will be accepted by the Commission and which ones may be rejected.

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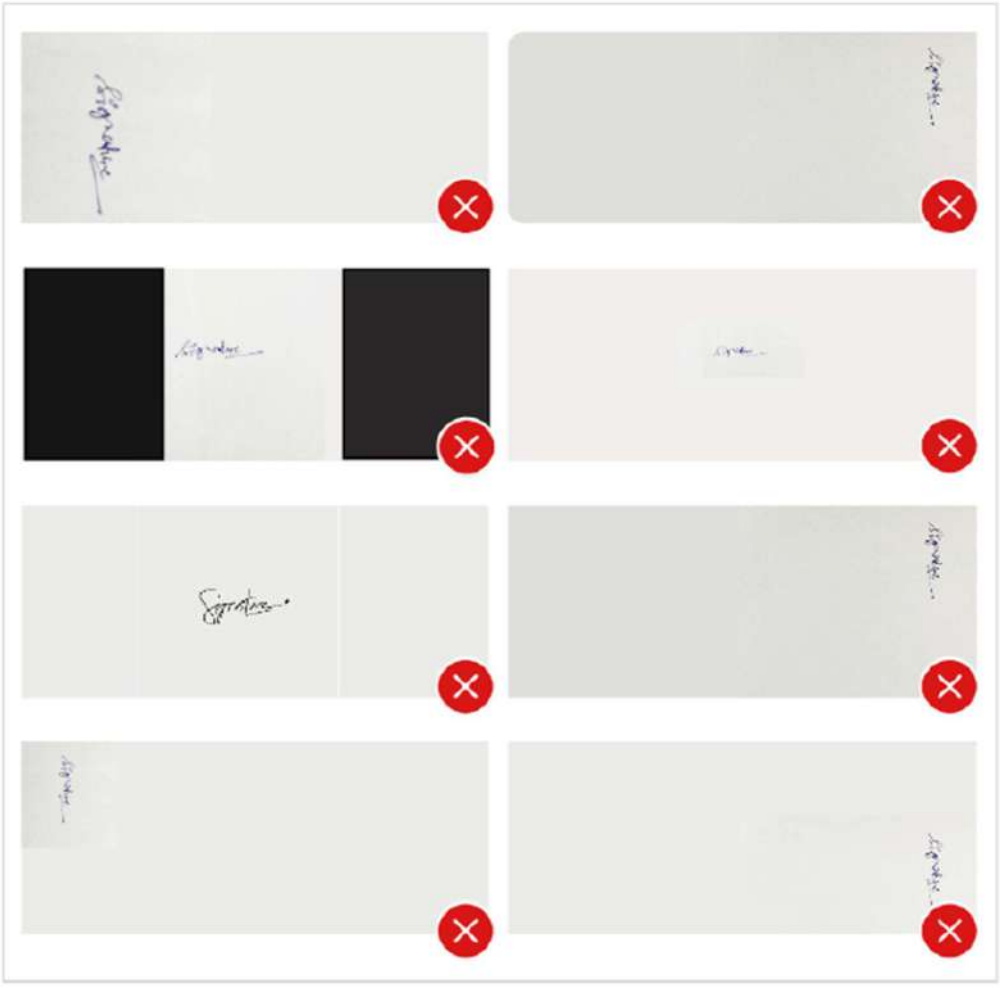
Annexure-VC

## Signature

1. Good For Approval



2. Rejected



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3) The major reasons for rejection photographs are :

(i) Photo without plain background.

(ii) Candidates wearing caps

(iii) Candidates taking photos without shirts.

(iv) Photo not sufficiently bright.

(v) Photo is blurred

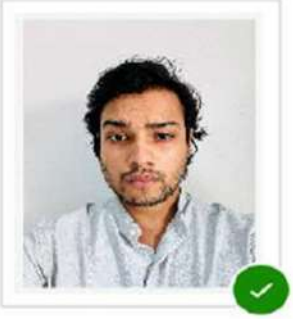
Candidates are advised to follow the instructions while capturing the photo that is displayed on the Website especially ensure plain background and photo is captured in well-lit area.

4) Samples of acceptable and rejected photographs are provided on the next page (**Page No 4**). Candidates are advised to review these examples to understand which photographs will be accepted by the Commission and which ones may be rejected.

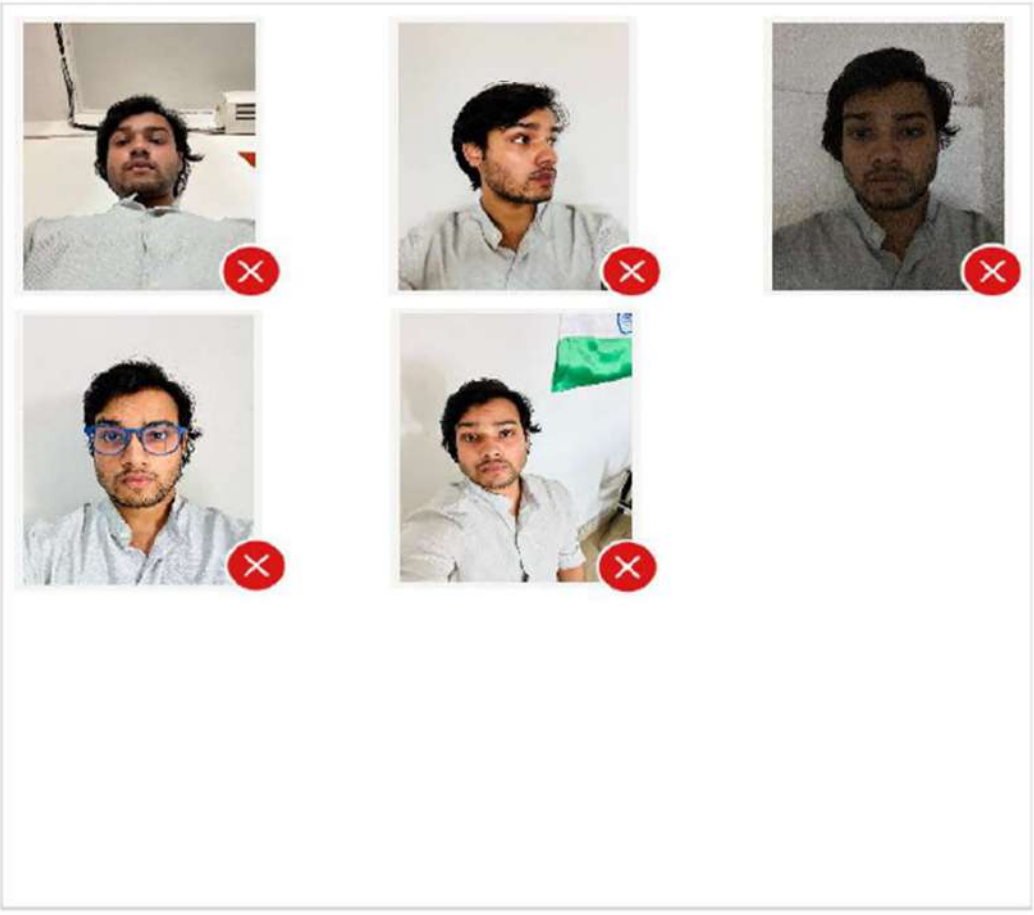
Annexure- VE

## Photograph

1. Good For Approval



2. Rejected



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**Annexure-VI**

**TO BE FILLED BY THE HEAD OF DEPARTMENT OR OFFICE IN WHICH THE CANDIDATE IS SERVING**

Certified that:

The information given by Shri/ Smt/ Kumari_____ in the application have been verified with reference to his/ her service record and are correct.

(2) It has been verified from his/ her service records that he/she belongs to Caste/Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe.

(3) There is no circumstance rendering him/ her unsuitable for promotion to the post of the Senior Secretariat Assistant / Upper Division Clerk of the Ministries/ Departments/ Organizations listed at Para 01 of the Notice of Examination.

(4) He/she is a regularly appointed temporary/quasi-permanent officer of the Junior Secretariat Assistant/ Lower Division Clerk of the Ministries/ Departments/ Organizations listed at Para 01 of the Notice of Examination with effect from _____and continues to be so employed.

(5) He/she is on deputation to Ex-Cadre post held by him/her with the approval of the competent authority.

(6) He/ she is appointed against a "transfer" post and continues to have lien on the post mentioned in the notice of examination.

(7) It has been verified from his/ her service record that he/she has been exempted from passing the Commission's typing test for the purpose of confirmation or continuance in Junior Secretariat Assistant/ Lower Division Clerk of the Ministries/ Departments/ Organizations listed at Para 01 of the Notice of Examination before the notification of the examination.

(8) It has been verified from his/her service records that he/ she has passed the Commission's typing test for the purpose of confirmation or continuance in Junior Secretariat Assistant/ Lower Division Clerk of the Ministries/ Departments/ Organizations listed at Para 01 of the Notice of Examination before the notification of the examination.

(9) Certified true copy of the first page of Service Book of the candidate is enclosed herewith. It is also certified that the candidate fulfills all eligibility conditions for the year **2025** considering the crucial date and length of service as mentioned in the Notice of **Senior Secretariat Assistant/ Upper Division Clerk, 2025** published by SSC.

(10) Certified also that he/ she has submitted his/ her application to the department/ Office on _____for onward transmission to the Staff Selection Commission and vacancy in appropriate category is available in the Department/ Organization.

**(11)** Certified that the **candidate fulfills the eligibility criteria with regard to the length of service as on the crucial date for counting of approved service.**

Signature_____

Name_____

Designation_____

Department/Office_____

Complete Postal Address_____

Date_____

**Strike out whichever is not applicable.**

**Note-1**: Forwarding Authority may sign the photograph of the candidate in printed version of online application form and also put his/her seal half on the photograph and half on printed version of online application form without defacing the photograph. Without these (photo on the application being signed by forwarding authority in addition to his seal) the application will be summarily rejected.

**Note-2**: The complete application of the candidate which will be forwarded by the Department/ Organization to the Commission after the closing date must accompany the Department/ Organization certificate that "The Application was submitted to the Department by the Candidate on or before the closing date". However, no application after the closing date mentioned in this regard will be accepted.

**Note-3**: **It will be the responsibility of the Department or Office concerned to ensure eligibility of the candidates as laid down in the Notice of "Senior Secretariat Assistant/ Upper Division Clerk, 2025".**

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**Annexure-VII**

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) 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
- Muscular Dystrophy
- Leprosy Cured
- Dwarfism
- Cerebral Palsy
- Acid Attack Victim
- Low Vision
- Blindness
- Hearing Impairment
- Speech and Language Disability
- Intellectual Disability
- Specific Learning Disabilities
- Autism Spectrum Disorder
- Mental Illness
- Chronic Neurological Conditions
- Multiple Sclerosis
- Parkinson's Diseases
- Haemophilia
- Thalassemia
- Sickle Cell Disease

(B) Name of affected body part:
(C) the diagnosis in his/her case is_____
(D) He/she has_____ % (in figure)_____ percent (in words) disability and the nature of certificate is (permanent/ temporary and valid till _____) as per guidelines for the purpose of notified by Government of India vide_____dated_____.

Signature/ Thumb impression of the Person with Disability:

Signature of notified Medical Authority Member (s):

Signature:
Name and Address of the Medical Authority Issuing the Certificate:

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**Annexure-VIII**

| Logo of Government of India | Logo of Department of Empowerment of Persons with Disabilities, GoI | Logo of Respective State or Union Territory |
|---|---|---|

**Department of Empowerment of Persons with Disabilities,**
**Ministry of Social Justice and Empowerment, Government of India**

Form-VI

**Disability Certificate**

(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) person with disability |
|---|

Certificate No. Date of Issue:

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 we are satisfied that:

(A) He/she is a case of Multiple Disabilities. His/ her extent of physical impairments/ disabilities have been evaluated as per the guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 notified by Government of India vide_____ dated_____ for the disabilities below:

| S. No. | Disability | Name of affected Body Part | Diagnosis | Disability Percentage |
|---|---|---|---|---|
| 1. | Locomotor Disability | | | |
| 2. | Muscular Dystrophy | | | |
| 3. | Leprosy Cured | | | |
| 4. | Dwarfism | | | |
| 5. | Cerebral Palsy | | | |
| 6. | Acid Attack Victim | | | |
| 7. | Low Vision | | | |
| 8. | Blindness | | | |
| 9. | Hearing Impairment | | | |
| 10. | Speech and Language Disability | | | |
| 11. | Intellectual Disability | | | |
| 12. | Specific Learning Disabilities | | | |
| 13. | Autism Spectrum Disorder | | | |
| 14. | Mental Illness | | | |
| 15. | Chronic Neurological Conditions | | | |
| 16. | Multiple Sclerosis | | | |
| 17. | Parkinson's Diseases | | | |
| 18. | Haemophilia | | | |
| 19. | Thalassemia | | | |
| 20. | Sickle Cell Disease | | | |

(Note: Only the disabilities diagnosed will be listed)

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(B) He/she has_____ % (in figure) _____ percent (in words) overall disability and the nature of certificate is (permanent/ temporary and valid till _____)

Signature/ Thumb impression of the Person with Disability:

Signature of notified Medical Authority Member (s):

Signature:
Name and Address of the Medical Authority Issuing the Certificate:

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**Annexure-IX**

**Form of certificate to be produced by the candidate**

Certified that Rank No.__ _____ _____ __ ___ _____ _____Shri___ _____ _____ _____ _____ _____of Unit_____ _____ _____ _____was disabled while in the Defence Services, in operations during hostilities with a foreign country/in a disturbed area* and was released as a result of such disability.

Signature _____ _____ _____ _____ _____

Name__ _____ _____ _____ _____ _____

Designation __ _____ _____ _____ _____

Mob. No. __ _____ _____ _____ _____ __

Date _____ _____ _____ _____ _____ _____

Place_____ _____ _____ _____ _____ ___

*Strike out whichever is not applicable.