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(To be uploaded on the website of the Commission https://ssc.gov.in on 22.12.2025)

भारत सरकार,
कार्मिक, लोकशिकायत एवं पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक संख्या 12, सीजीओ कॉम्प्लेक्स, 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

NOTICE

Grade "C" Stenographers Limited Departmental Competitive Examination, 2025

Dates for submission of online applications	**22.12.2025 To 11.01.2026**
Last date and time for receipt of online applications	**11.01.2026 (2300hours)**
Schedule of Computer Based Examination	**To be intimated later**

No. 4/2/2025-CONF-5: The Staff Selection Commission will hold a Limited Departmental Competitive Examination on (to be intimated later) at Delhi only for making additions to the Select List of Grade "C" Stenographers of the following Services/ Cadres:-

Sl. No.	Name of Service/Cadre/Organization
1	**Central Secretariat Stenographers Services**
2	**Election Commission of India Stenographers Service (ECI)**
3	**Railway Board Secretariat Stenographers Service (M/o Railways)**
4	**Armed Forces Headquarters Stenographers Service (AFHQ)**
5	**Indian Foreign Service Branch(B)Stenographers (M/o External Affairs)**
6	**Central Vigilance Commission (CVC)**

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, are as under:-

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Tentative vacancies for the recruitment year, 2025

Sr.No.	Name of Service/Cadre	UR	SC	ST	PwBD	Total
1.	Central Secretariat Stenographers Services	195	48	24	11	**267**
2.	Railway Board Secretariat Stenographers Service	03	02	03	01* (OH-OA, OL)	**08**
3.	Armed Forces Headquarters Stenographers Service	21	09	07	04**	**37**
4.	Election Commission of India Stenographers Service	00	00	01	00	**01**
5.	Indian Foreign Service Branch(B) Stenographers	11	01	01	1(OH), 1(HH)	**13**
6.	Central Vigilance Commission	To be intimated later				

***If OA or OL etc. category is not available, it can be exchanged with any other available PwBD Category.

**** Four (04) vacancies are horizontally reserved for PwBD candidates of each Category VH, HH, OH and PwBD- Others. Out of these four vacancies, the vacancy reserved for category OH and PwBD-Others can be interchanged with any of the available PwBD candidates.

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.

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

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as published on the website of the Commission, while completing their OTR process. The Online Application Form of the Candidates who opt for Aadhaar Authentication will not be rejected on the ground that the photograph and/or signature uploaded by the candidate are not as per the prescribed standards.**Such candidates will not be required to produce recent colour photographs, original valid Photo-Identity proof for admission to the Examination Venue at the time of the Computer-Based Examination.**

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/ Organisation/ 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 **27.01.2026 (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 (NorthernRegion), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003"** so as to reach by **03.02.2026 (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:-

a. Name and year of examination
b. Name of candidate (in full and in block letters)
c. Name of father/ husband of candidate
d. Roll number or date of birth (if roll number not received by the candidate)
e. Postal address as given in application.

12. Communications without above details 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, "**Grade "C" Stenographers 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 (Part-A), Skill Test (Part-B) and Evaluation of Service Records (Part-C) 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, Skill Test 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, either at the website of SSC (HQ) (https://ssc.gov.in) or through the '**mySSC' mobile application** (which can be downloaded from the Google Play Store). For detailed instructions, please refer to **Annexure-IV** and **Annexure-V** of this Notice as well as the **Notice dated 02.06.2025** relating to the mobile app as available on the website of the Commission. 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. The Online Application Form of the Candidates who opt for Aadhaar Authentication will not be rejected on the ground that the photograph and/or signature uploaded by the candidate are not as per the prescribed standards. **Such candidates will not be required to produce recent colour photographs, original valid Photo-Identity proof for admission to the Examination Venue at the time of the Computer-Based Examination.**

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.**

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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. **However, the Online Application Form of candidates submitted through the Aadhaar-Based Authentication process will not be rejected on the aforesaid grounds.**

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. **However, the rejection on the aforesaid grounds will not be applicable to the candidates who have used the Aadhaar-Based Authentication process for applying.**

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.

Note-I 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 11-01-2026 (2300 hours).

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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.

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. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the 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** 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 please note that there will be no centre at any India 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

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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, will be required to report at the examination Center two (02) hours before the scheduled start of examination. 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 failing which they will not be allowed entry, such as:

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

30. RULES FOR THE EXAMINATION:-

The Rules for the Limited Departmental Competitive Examination for inclusion in the Select List for Grade "C" of the Central Secretariat Stenographers Service, Grade-II of the Stenographers Cadre of Indian Foreign Service (B), Grade "C" of the Armed Forces Headquarters Stenographers Service, Grade "C" of the Railway Board Secretariat Stenographers Service, Grade "C" of Election Commission of India Stenographers Service, and Stenographer Grade "C" of Central Vigilance Commission to be held by the Staff Selection Commission for the year 2025 are published for general information.

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31. CRUCIAL DATE AND CONDITIONS OF ELIGIBILITY:-

Name of the Service/Cadre	Crucial date for Counting of approved service	Conditions of Eligibility
Central Secretariat Stenographers Service(CSSS)	For the year, 2025- **1st day of July, 2025 (01.07.2025)**	(1) Any regularly appointed Stenographer Grade "D" of the Service who satisfies the following conditions shall be eligible to appear at the examination:- **(A) Length of Service:-**He/ She should have on the crucial date, rendered not less than six years' approved service as Stenographer Grade "D". Note:-Stenographers Grade "D" who are on deputation to ex-cadre post with the approval of the competent authority, and those having a lien in Stenographer Grade "D" of the service will be eligible to be admitted to the examination, if otherwise eligible. Provided that if the official had been appointed to Stenographer Grade "D" of the Central Secretariat Stenographers' 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 six years before the crucial date and the official should have rendered not less than five years' approved and continuous service in that grade. **Relaxation for DR Steno Gr D of Select List Year (SLY) 2018:** As per Order No. 6/2/2024-CS.II(C) dated 29.07.2025 of DoPT following relaxations in the eligibility conditions in respect of DR Steno Gr D of SLY 2018 has been provided to enable them to participate in this examination: (i) One year in approved service (ii) One year and five months in duration between date of result and crucial date (iii) Up to One year and six months in continuous service **(B)Computer Literacy–** Any Stenographer Grade "D" appearing in the Limited Departmental Competitive examination for promotion to Personal Assistant shall be required to transcribe his/ her shorthand notes on Computers.
Indian Foreign Service Branch(B) Stenographers Service	For the year, 2025- **1st day of July, 2025 (01.07.2025)**	**Eligibility criteria as per IFS Branch "B"Rules, 2017-** The candidates should have rendered not less than six years approved service and undergone and successfully completed such mandatory training programme (s) as may be prescribed by the Ministry of External Affairs: Provided that eligibility service for the above purpose shall continue to be five years approved service for persons

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		holding Stenographer Grade 'D' posts on regular basis before the date of commencement of these rules.
Armed Forces Headquarters Stenographers Service	For the year,2025- **1st day of July, 2025 (01.07.2025)**	He/ she should have on the crucial date, rendered not less than three years' approved and continuous service in Grade–'D' of the Service. Provided that if he/ she had been appointed to Grade – 'D' of the Armed Forces Headquarters Stenographers' Service on the result of the competitive examination including of Limited Departmental Competitive examination, the result of such examination should have been announced not less than three years (3 years) before the crucial date and the candidate should have rendered not less than 2 years Approved and continuous service in that Grade. Stenographers Grade "D" who are on deputation to ex-cadre post with the approval of the competent authority, and those having a lien in Stenographer Grade "D" of the service will be eligible to be admitted to the examination, if otherwise eligible.
Railway Board Secretariat Stenographers Service	For the year, 2025- **1st day of July, 2025 (01.07.2025)**	(1) Any regularly appointed Stenographer Grade "D" of the Service who satisfies the following conditions shall be eligible to appear at the examination:- **(a) Length of Service:-** The candidate on the crucial date, should have rendered not less than six years' approved service as Stenographer Grade "D". Note: Stenographers Grade"D" who are on deputation to ex-cadre posts with the approval of the competent authority, and those having a lien in Stenographer Grade "D" of the Service will be eligible to be admitted to the examination, if otherwise eligible. Provided that if the official had been appointed to Stenographer Grade "D" of the Railway Board Secretariat Stenographers' Service on the results of the competitive examination, the results of such examination should have been announced not less than six years before the crucial date and the officer should have rendered not less than five years' approved and continuous service in that grade: Provided further that eligibility service shall continue to be three years' of approved service for officials holding Stenographer Grade 'D' posts on regular basis before the date of commencement of the Rules. **(b) Computer Literacy–** Any Stenographer Grade "D" appearing in the Limited Departmental Competitive examination for promotion to Personal Assistant shall be required to transcribe his/ her shorthand notes on Computers.

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Election Commission of India Stenographers Service	For the year, 2025- **1st day of July, 2025 (01.07.2025)**	He/ she should have on the crucial date, rendered not less than three years' approved and continuous service in Grade–'D' of the Service from or after the appointed day. Provided that if he/ she had been appointed to the Grade–'D' of the Election Commission of India Stenographers' Service on the result of the competitive examination including Limited Departmental Competitive Examination, the result of such examination should have been announced not less than three years (3 years) before the crucial date and the candidate should have rendered not less than 2 years approved and continuous service in the Grade. Stenographers Grade "D" who are on deputation to ex-cadre posts with the approval of the competent authority, and those having a lien in Stenographer Grade "D" of the Service will be eligible to be admitted to the examination, if otherwise eligible.
Central Vigilance Commission	For the year, 2025- **1st day of July, 2025 (01.07.2025)**	Five years of regular service in the grade of Stenographer Grade 'D' in the Commission after appointment thereto as on crucial /cut-off date.

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 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 Stenographer Grade "D"/ Grade-III 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.

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36. Provision of Compensatory Time and Assistance of Scribe:

a. In case of Persons with Benchmark Disabilities in the category of Blindness and Cerebral Palsy, the facility of scribe 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 provision of scribe will be made on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe 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 facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IIA**. Also, the requisite certificate (**Annexure-IIA/Disability Certificateas 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-IIA/ Disability Certificate** submitted by the candidates at any period of time.

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

e. The candidate will have the discretion of opting for his/ her 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.

f. **Own scribe**:

A. In case of own scribe, the following points may be noted-

i. A person shall be allowed to act as a scribe only after completing his/ her One Time Registration (OTR) and **Aadhaar authentication** on the website of the Commission. **In case Candidate's Scribe is not Aadhaar authenticated, the Commission will provide its own Scribe to the candidate**.

ii. A scribe shall not assist to more than one candidate in the same examination.

iii. A candidate applying for an examination cannot act as a scribe for another candidate in the same examination. If a candidate is detected to have appeared or likely to appear as scribe of PwBD/ PwD candidate(s) in this examination then the candidature of both candidates will be cancelled.

iv. The qualification of the scribe shall be one step below the qualification of the candidate taking the examination.

v. Candidates must ensure that the information furnished in respect of the scribe is correct. If at any stage during or after the examination, it is found that a candidate (PwBD/ PwD) has availed himself/ herself of the facility of scribe and the scribe is found to be an impersonator and/ or any information furnished by the scribe or the candidate is found to be false/ incorrect, then the candidate shall be held liable for the

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same and candidature of such candidate (PwBD/ PwD) shall be cancelled forthwith.

vi. Candidate must ensure that details of the scribe engaged by him/ her are not appearing in the List of Debarred persons available on the website of the Commission. Therefore, candidate is advised to go through the List of Debarred persons available on the website of the Commission. Any violation of above conditions will invite cancellation of candidature, **debarment of candidate as well as scribe** as per rules, relevant action against the scribe and criminal action, if so required.

vii. In accordance with the Important Notice dated 04.11.2025 of the Commission, the age of the 'Own Scribe' brought by the candidate should normally not be above 20 years.

viii. It may be noted that a person shall be allowed to act as a scribe only after completion of his/ her OTR on the website of the Commission.

B. **The procedure for registration of scribe and availing the facility of the same is as under:-**

i. Before a candidate can choose a person to act as his/ her scribe, the person (scribe) shall be required to complete the OTR on the website of the Commission. The OTR number generated on the scribe's mobile number during registration will be required to be filled up by the candidate so as to choose the person as his/ her scribe.

ii. When the Admission Certificate is live, the candidate will be required to access the same on the website of the Commission and provide the OTR number of the scribe. A one-time password will be generated and sent to the registered mobile number of the scribe. The candidate will need to get the OTP from the scribe and key in the same in the appropriate field on the portal. Requisite arrangements in this regard may be ensured by the candidate and the scribe so that the process of availing the facility of the scribe at the time of Admission Certificate generation goes smoothly.

iii. After completion of the procedure, the Admission Certificate of the candidate as well as the Entry Pass of the scribe will be generated, which can be downloaded by the candidate.

iv. In case at the time of generation of the Admission Certificate, the candidate does not wish to go for own scribe despite having opted for the same in the application form, the candidate can choose to be assisted by a scribe provided by the Commission. After making such a choice the candidate can download the admission certificate. Facility of scribe will be provided to the candidate by the Commission at the time of examination.

v. In case own scribe chosen by the candidate, who entry pass has also been generated, does not turn-up to assist the candidate during the examination due to any contingency, the Commission will provide the candidate its own scribe at the time of examination.

vi. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe during the period when Exam Date, City & Venue Intimation is live on the website of Commission. In addition to, the scribe has to produce a valid ID proof (as per list given at para-24) in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at Annexure-III/Annexure-IIIA. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

g. A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as per **para 36 (a), 36 (b) & 36(c)** above.

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

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

j. 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.

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

37. Scheme of Examination:

i. The subjects of the Computer Based Examination and the maximum marks for each subject will be as follows:-

PART-A:

[COMPUTER BASED EXAMINATION (200 MARKS)]

Subject	No. of Questions	Max. Marks	Time Allowed
General Awareness	100	100	2 Hours (2 hours and 40 minutes for the candidates Eligible for scribe As per Para- **36 (a),36(b) & 36 (c)**
Comprehension and Knowledge of English Language	100	100	

ii. Question paper will be of Objective Type Multiple Choice only. The questions will be set both in English & Hindi. However, the questions on "Comprehension and Knowledge of English Language" will be set in English only.

iii. There will be negative marking of 0.25 marks for each wrong answer in the examination.

iv. Questions relating to General awareness will be set both in Hindi and English. There will be no Question Paper in Braille for Visually Handicapped candidates.

v. 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.

vi. 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.

vii. 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.

viii. **Syllabus and Standards of the Computer based Examination**: The standard of the question paper in Part-A will be approximately that of the matriculation examination.

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Syllabus

General Awareness: - Question will be aimed at testing the candidate's General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of 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 Polity and Scientific research.

Comprehension and Knowledge of English Language:-
Questions will be designed to test the candidate's 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 question on comprehension of a passage also.

PART B:

[SHORT HAND SKILL TEST IN HINDI OR IN ENGLISH (200 MARKS)]

i) **Stenography Skill Test**: Unless exempted from passing the Stenography test for the purpose of confirmation or continuance in Grade "D"/ Grade-III of the Central Secretariat Stenographers Services (CSSS)/ Railway Board Secretariat Stenographers Service/ Indian Foreign Service Branch (B) Stenographers/ Armed Forces Headquarters Stenographers Service/ Election Commission of India Stenographers Service/ Central Vigilance Commission, they should have passed the test on or before the date of notification of the examination.

ii) Only those candidates who obtain such minimum qualifying marks in the Computer based Examination as may be fixed by the Commission in their discretion will be called for Stenography test.

iii) Candidates must indicate their medium for taking Stenography Test at relevant column of the online application form. The medium once mentioned shall be treated as final and no requests for alteration in the medium shall ordinarily be entertained.

iv) The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Skill Test for Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the online Application Form) at the speed of 100 words per minute (w.p.m.) for the post of Stenographer Grade "C". The matter will have to be transcribed on computer. The transcription time is as follows:

S. No.	Post	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe as per Para- **36(a), 36(b)& 36(c)**
1.	Stenographer Grade "C"	English	40	55
2.	Stenographer Grade "C"	Hindi	55	75

NOTE:-No exemption from Stenography test will be granted to any category of candidates on any condition/ circumstance.

v) No credit will be given for Short hand test taken in a language other than the one mentioned by the candidate and indicated in the application form.

vi) Candidates who opt to take the Stenography test in Hindi will be required to learn English Stenography and vice versa after their appointment.

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vii) Candidates will be required to transcribe their Shorthand Notes on Computer provided by the Commission.

viii) The Commission may at its discretion hold the Shorthand Skill Test along with the Written Examination.

ix) There shall be no provision for re-evaluation/ re-checking of stenography skill test. No correspondence in this regard shall be entertained.

PART C:

EVALUATION OF RECORD OF SERVICE OF SUCH CANDIDATES, AS MAY BE DECIDED BY THE COMMISSION AT ITS DISCRETION ON THE BASIS OF PERFORMANCE IN COMPUTER BASED MODE EXAMINATION AND STENOGRAPHY SKILL TEST, CARRYING A MAXIMUM OF 100 MARKS.

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. Mode of Selection

i. Only those candidates who obtain such minimum qualifying marks in the Computer based Examination as may be fixed by the Commission in their discretion will be called for Stenography test.

ii. The Commission will fix category-wise qualifying standards in the Skill Test. The candidates who qualify the Skill Test will be considered for final selection on the basis of their merit in the Computer Based Examination, skill test and APAR evaluation.

iii. 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 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 of Central Secretariat Stenographers Services (CSSS)/ Railway Board Secretariat Stenographers Service/ Indian Foreign Service Branch (B) Stenographers/ Armed Forces Headquarters Stenographers Service/ Election Commission of India Stenographers Service/ Central Vigilance Commission up to the required number of vacancies.

iv. 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.

v. 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.

vi. Selection to the Grade "C" Stenographer in different services/cadres shall be made to the extent of the available vacancies 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.

vii. 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 Grade "C" Stenographers of Central Secretariat Stenographers Services (CSSS)/ Railway Board Secretariat Stenographers Service/ Indian Foreign Service Branch (B) Stenographers/ Armed Forces Headquarters Stenographers Service/ Election Commission of India Stenographers

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Service/ Central Vigilance Commission on the 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.

viii. 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 respect for selection.

39. Resolution of Tie Cases:

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 Skill Test
ii. Marks obtained in Computer Based Examination
iii. Date of birth, with older candidates placed higher

40. 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 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	2-5 Years

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	contravention of the rules.	
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 Recruitments or vice a versa.	1-5 Years
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

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:-

(i) By the Commission from any examination or selection held by them;
(ii) By the Central Government from any employment under them, and
(iii) 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.

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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.

41. 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

42. **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.

43. **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

SignatureChief 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-IIA

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-III

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 not one step below 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-IIIA

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

I _____, a candidate with _____(nature of disability/ condition) appearing for the_____(name of the examination) bearing Roll No._____
_____at_____(name of the centre) in the District_____
(name of the State). My educational qualification is_____.

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

3. I do hereby undertake that his qualification is_____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is not one step below my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate) (Countersignature by the parent/ guardian , if the candidate is minor)

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. The Online Application Form of the Candidates who opt for Aadhaar Authentication will not be rejected on the ground that the photograph and/or signature uploaded by the candidate are not as per the prescribed standards. Such candidates will not be required to produce recent colour photographs, original valid Photo-Identity proof for admission to the Examination Venue at the time of the Computer-Based Examination.

3. Aadhaar-Based Authentication has been implemented for current Examination. All candidates have option to authenticate themselves using Aadhaar Number at the time of One Time Registration (OTR), while filling up the Online Application Form for Examination. 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).

4. Before proceeding with One-Time Registration, keep the following information/ documents ready:
   a. Mobile Number (to be verified through OTP)
   b. Email ID (to be verified through OTP).
   c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
      i. Voter ID Card
      ii. PAN
      iii. Passport
      iv. Driving License
      v. School/ College ID
      vi. Employer ID (Govt./ PSU/ Private)
   d. Information about the Board, Roll Number and Year of Passing the Matriculation (10th) Examination.

5. 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.

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

7. 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.

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c. S. No.-2: Fill your name **exactly** as given in Matriculation (10th 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 (10th Class) Certificate.
g. S. No.-6: Fill your father's name **exactly** as given in Matriculation (10th Class) Certificate.
h. S. No.-7: Fill your mother's name **exactly** as given in Matriculation (10th Class) Certificate.
i. S. No.-8 to 10: Matriculation (10th Class) Examination Details which include:
    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 / Delhi Police 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 / Delhi Police 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. Provide detail of State/ UT of your Permanent Address.
n. 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.
o. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
p. Login using your Registration Number as username and auto generated password provided to you on your mobile and email.

Password Creation

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

t. S. No.-1: Provide information about your Category.
u. S. No.-2: Provide information about your Nationality
v. S. No.-3: Provide Contact Details if other than Indian National.
w. S. No.-4: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of Examination.
x. 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.
y. 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.
z. Save the information provided. Take draft print out and review the information provided thoroughly, before 'Final Submit'.
aa. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.
bb. 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.
cc. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.

8. 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.

9. 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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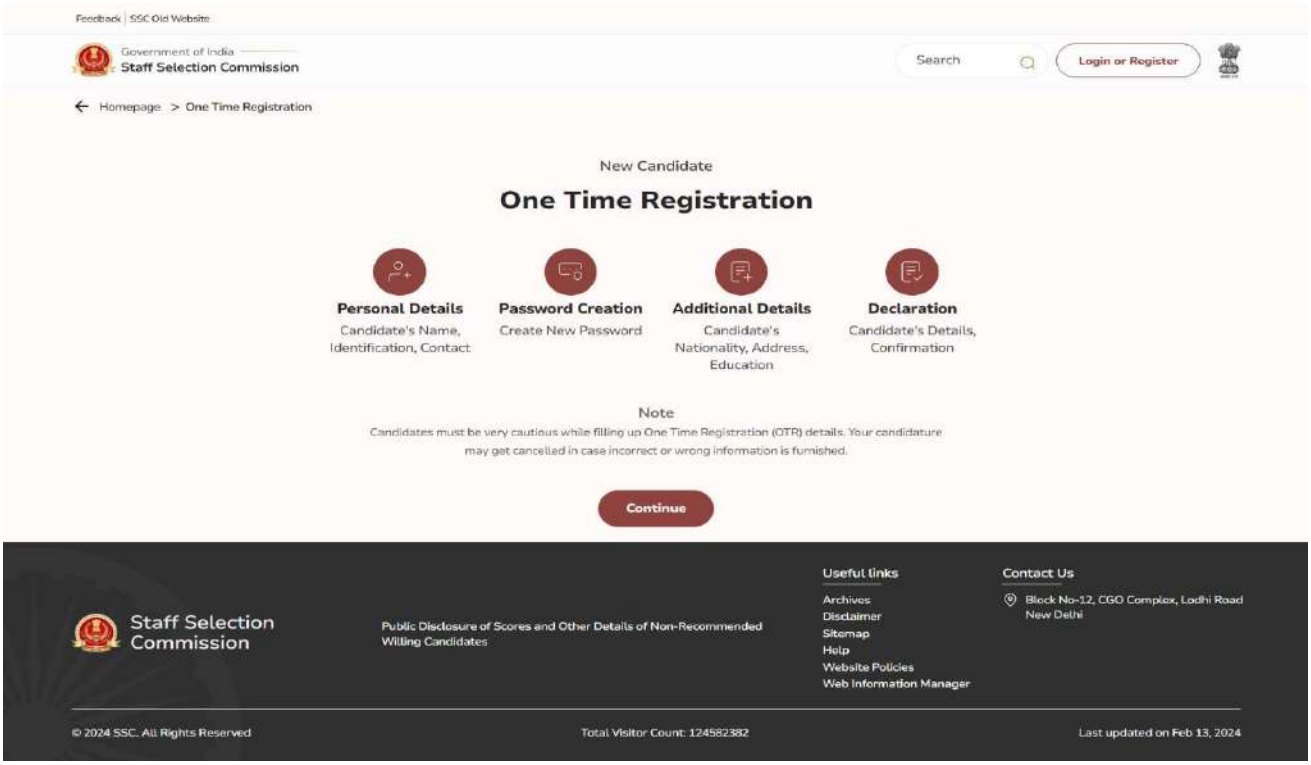
ANNEXURE-IVA

ScreenshotsofOne-timeRegistrationForm



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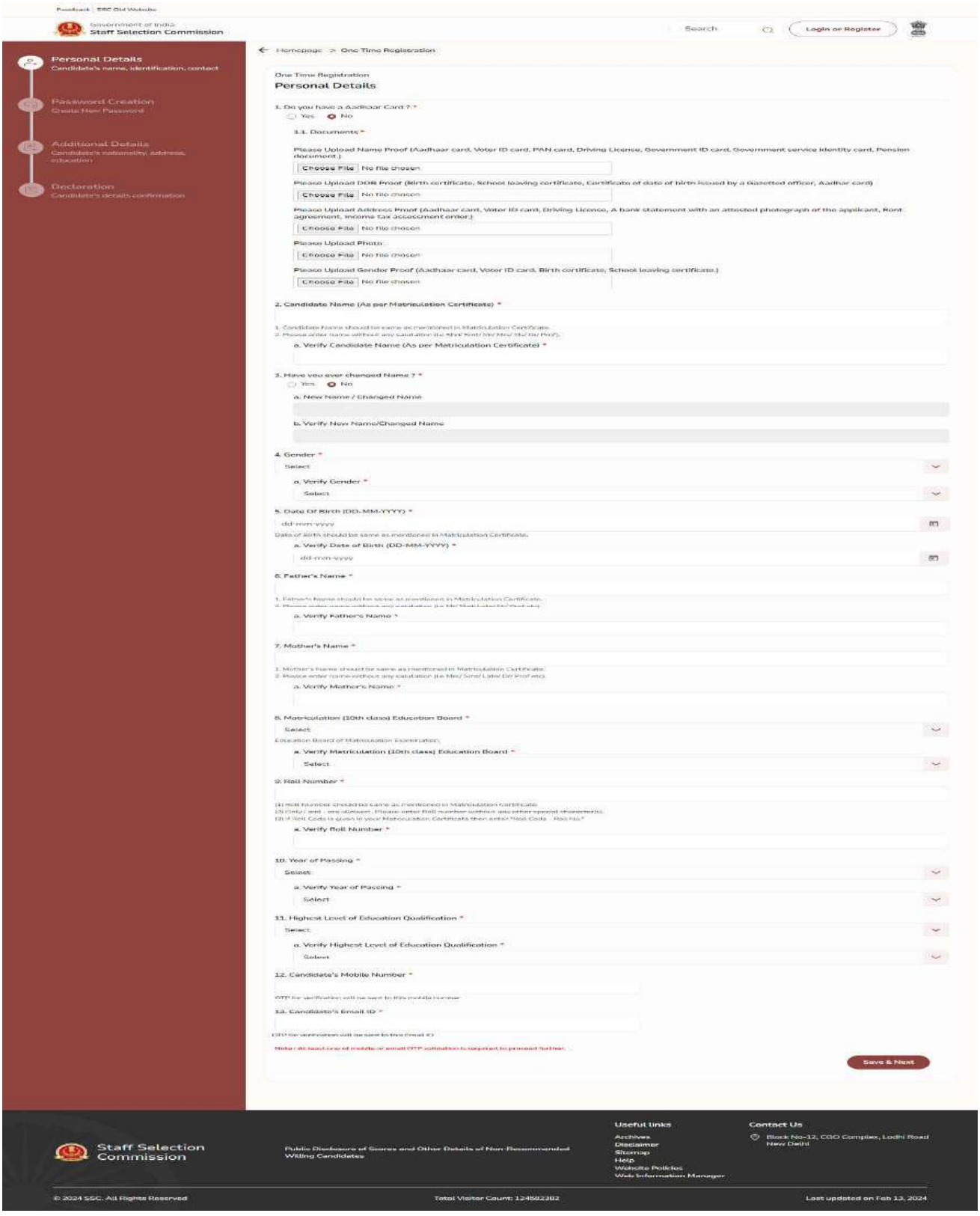

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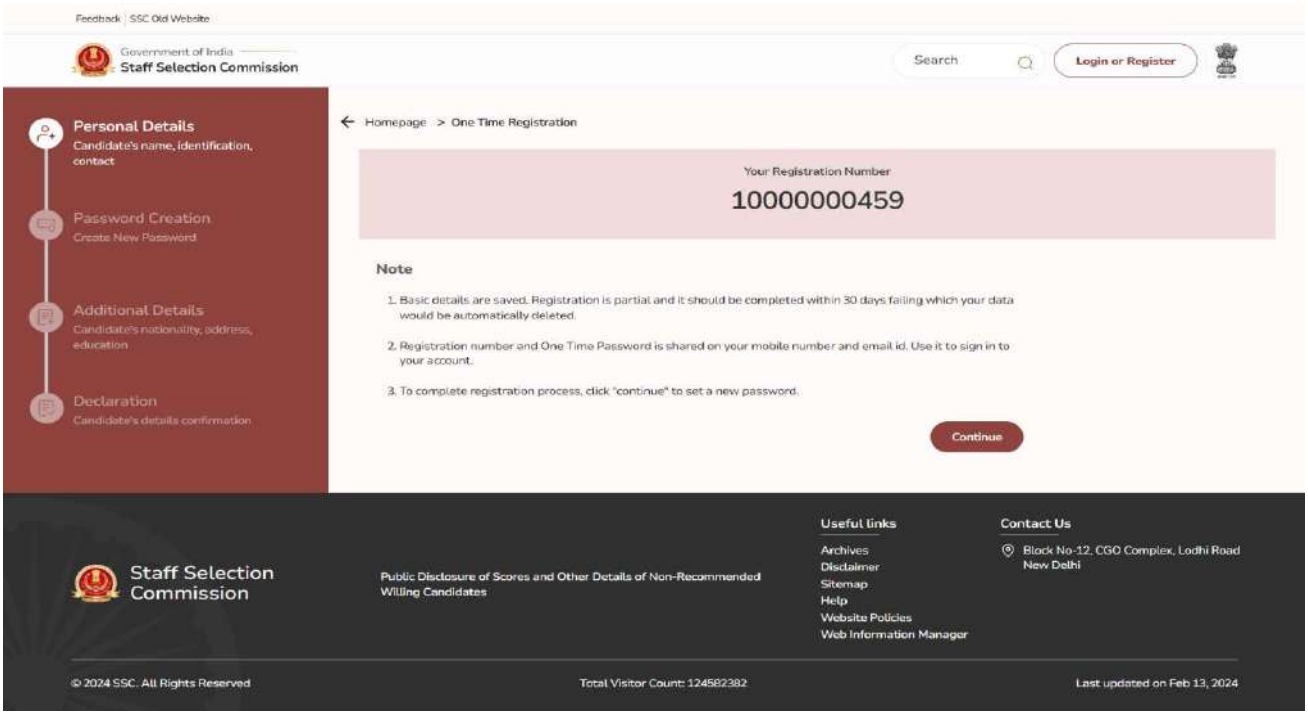

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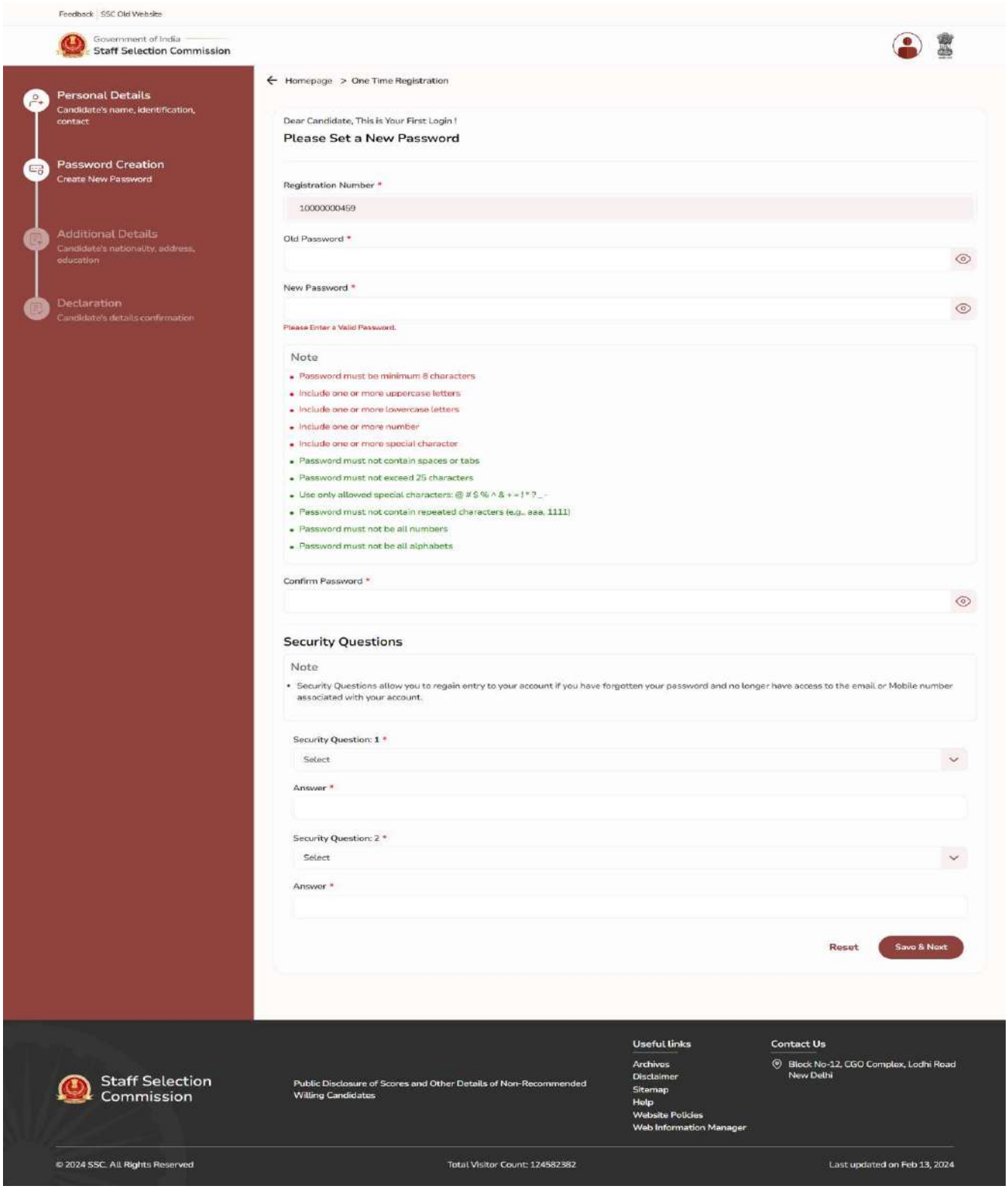

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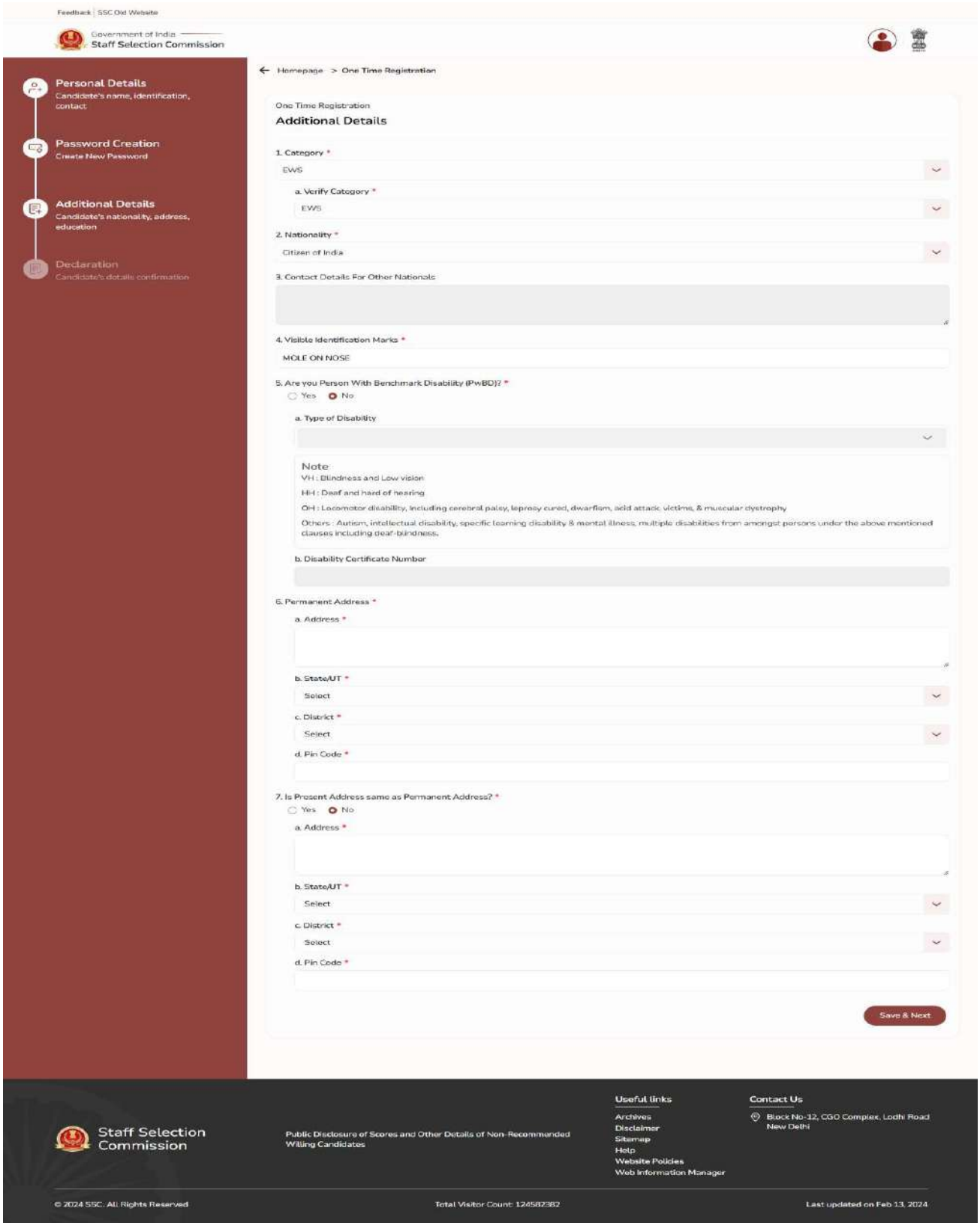

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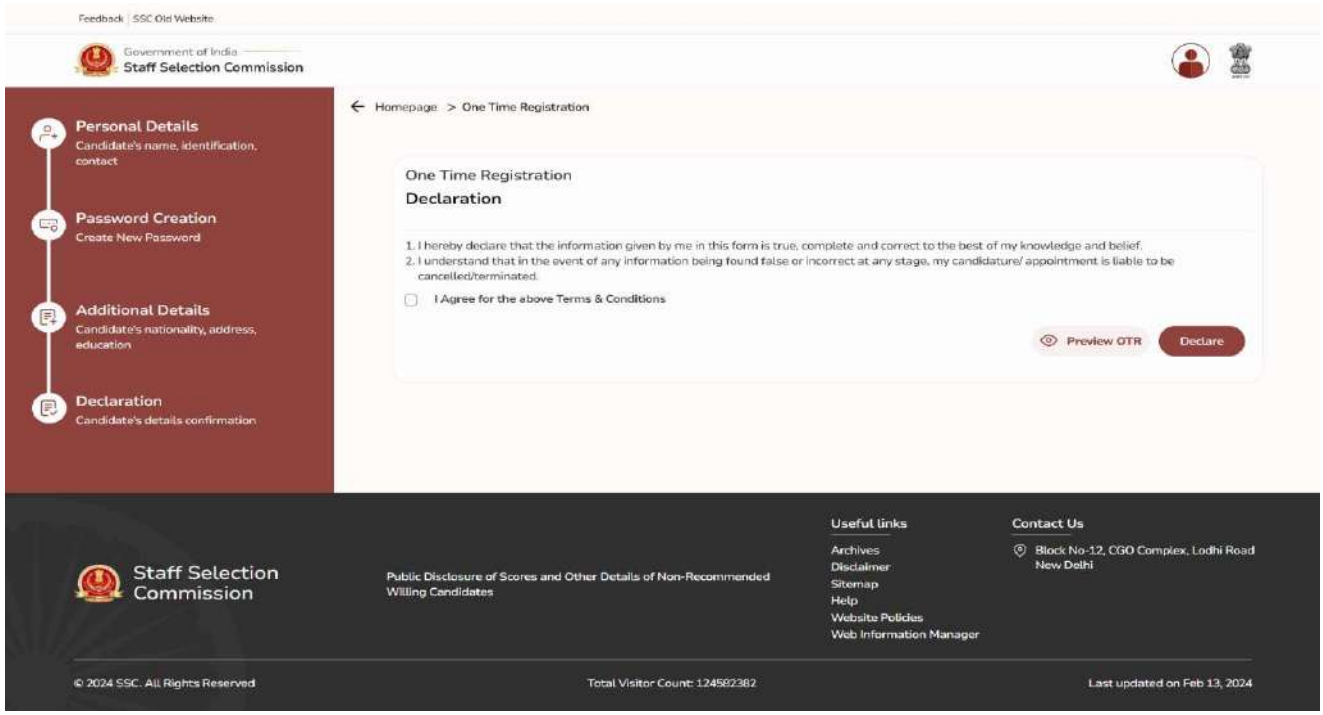

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Annexure-V

Part-II (Online Application Form)

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

   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: -

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

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

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

   (d) 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.

   (e) Candidates not to wear a cap, mask or glasses/ spectacles while capturing the photo.

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

   a) 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).

   b) b. Applications with illegible/ blurred/miniature signature will be rejected. 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 Grade 'C' Stenographers 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: The centre of examination would be Delhi only.

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9. S. No. 23.1: 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 23.1 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the Multiple Disability Certificate with at least 40% VH (B/ LV) disability at the time of examination. Please refer Para 36(a) of the Notice of Examination.

10. S No-23.2: 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 23.2 will be eligible for Scribe/ 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 of examination. Please refer Para 36(a) of the Notice of Examination.

11. Sl No 23.3: Indicate if you have physical limitation to write as per Para 36(b) or 36(c) of the Notice and scribe is required to write on your behalf. This option will not be applicable for those candidates who are either PwBD-VH candidates or have opted "Yes" against S No 23.1 or S No 23.2. This option will be available to all other PwBD and non-PwBD candidates. PwBD Candidates opting "Yes" against S. No 23.3 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the certificate from competent authority as per format at **Annexure-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 23.3 will be eligible for Scribe/ compensatory time; however, such candidates will have to upload the certificate from competent authority as per format at **Annexure IIA** 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 the Notice of Examination for more information.

12. S. No. 23.4 and 23.5: Please indicate the requirement of Scribe.

13. S.No.24: Please select medium of Stenography test.

14. S.No.25: Please provide details of Ministry/ Department/ office in which you are working at the time of applying.

15. S.No.26.1: Please select Yes or No.

16. S.No.26.2: Indicate the name of service/ cadre to which you belong.

17. S.No.27: Please provide details of your employment.

18. S.No. 28.1 to 28.4: Please indicate other details pertaining to Ex-cadre post/ deputation/ lien.

19. S.No. 29.1 & 29.2: Please indicate details of disqualification by any Public Service Commission or any institution.

20. S. No. 30: Please indicate complete details of Service in chronological order.

21. S. No 31.1 to 31.3: Please provide the details of type-writing test.

22. S. No.32.1 to 32.5: Please upload requisite certificates/ documents.

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

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

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25. 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.

26. 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".

27. 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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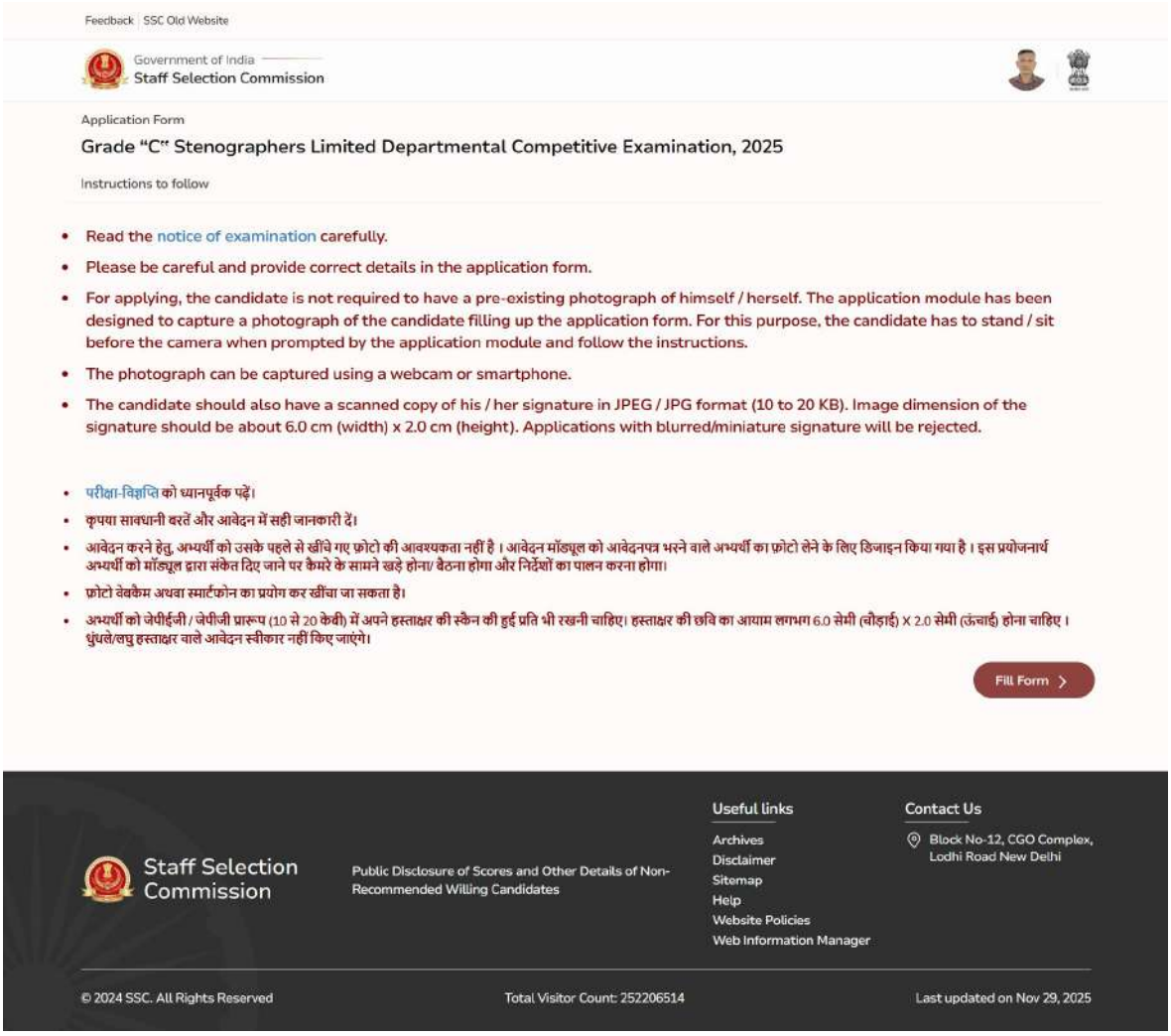
ANNEXURE-VA

Screenshots of Online Application Form



Feedback | SSC Old Website

Government of India
Staff Selection Commission

Application Form

Grade "C" Stenographers Limited Departmental Competitive Examination, 2025

Instructions to follow

- Read the notice of examination carefully.
- Please be careful and provide correct details in the application form.
- For applying, the candidate is not required to have a pre-existing photograph of himself / herself. The application module has been designed to capture a photograph of the candidate filling up the application form. For this purpose, the candidate has to stand / sit before the camera when prompted by the application module and follow the instructions.
- The photograph can be captured using a webcam or smartphone.
- The candidate should also have a scanned copy of his / her 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 blurred/miniature signature will be rejected.

- परीक्षा-विज्ञप्ति को ध्यानपूर्वक पढ़ें।
- कृपया सावधानी बरतें और आवेदन में सही जानकारी दें।
- आवेदन करने हेतु, अभ्यर्थी को उसके पहले से खींचे गए फ़ोटो की आवश्यकता नहीं है । आवेदन मॉड्यूल को आवेदनपत्र भरने वाले अभ्यर्थी का फ़ोटो लेने के लिए डिजाइन किया गया है । इस प्रयोजनार्थ अभ्यर्थी को मॉड्यूल द्वारा संकेत दिए जाने पर कैमरे के सामने खड़े होना/ बैठना होगा और निर्देशों का पालन करना होगा।
- फ़ोटो वेबकैम अथवा स्मार्टफ़ोन का प्रयोग कर खींचा जा सकता है।
- अभ्यर्थी को जेपीईजी / जेपीजी प्रारूप (10 से 20 केबी) में अपने हस्ताक्षर की स्कैन की हुई प्रति भी रखनी चाहिए। हस्ताक्षर की छवि का आयाम लगभग 6.0 सेमी (चौड़ाई) X 2.0 सेमी (ऊंचाई) होना चाहिए । धुंधले/लघु हस्ताक्षर वाले आवेदन स्वीकार नहीं किए जाएंगे।

Fill Form >

Staff Selection Commission

Public Disclosure of Scores and Other Details of Non-Recommended Willing Candidates

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Web Information Manager

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Block No-12, CGO Complex, Lodhi Road New Delhi

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Last updated on Nov 29, 2025

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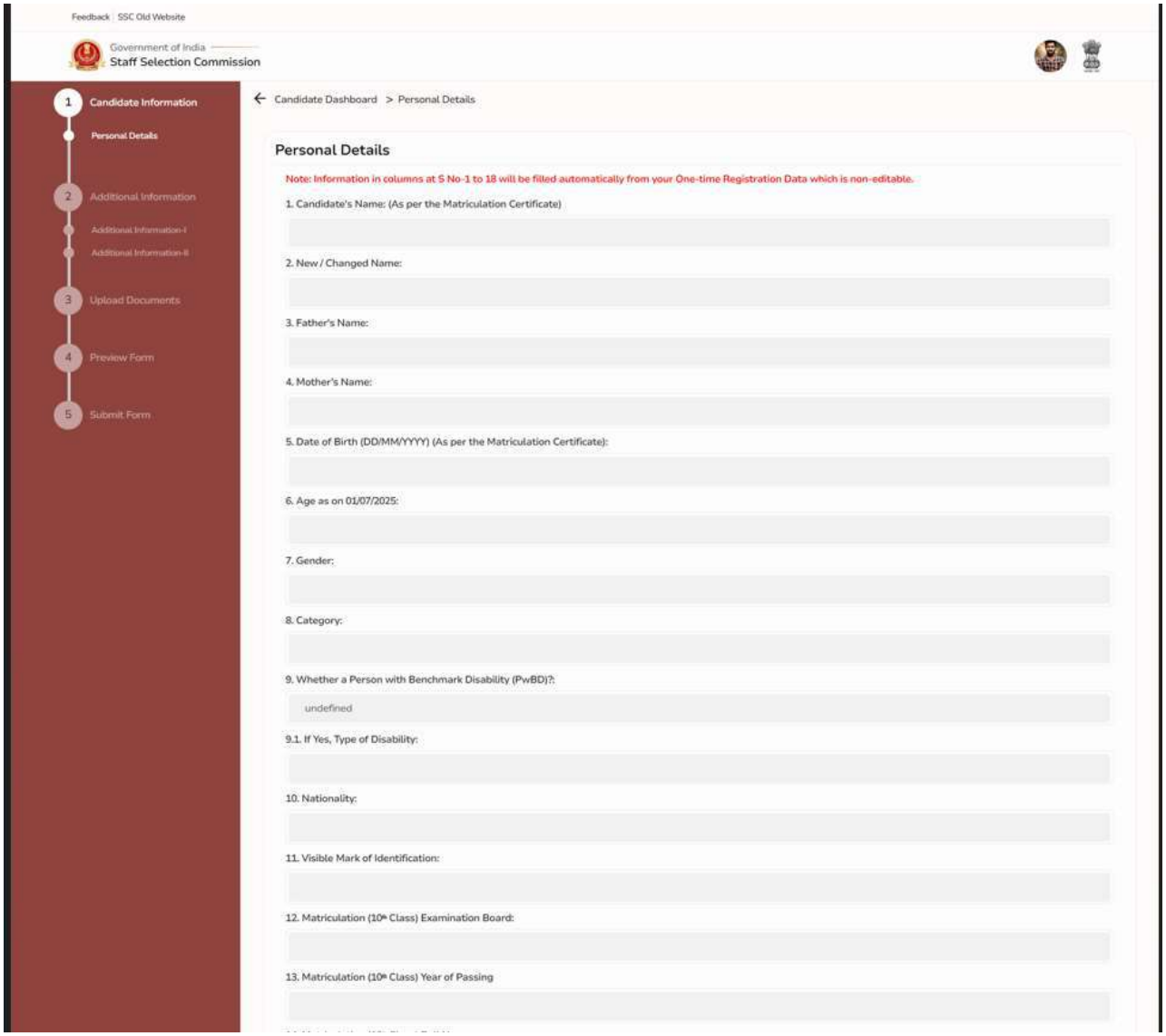

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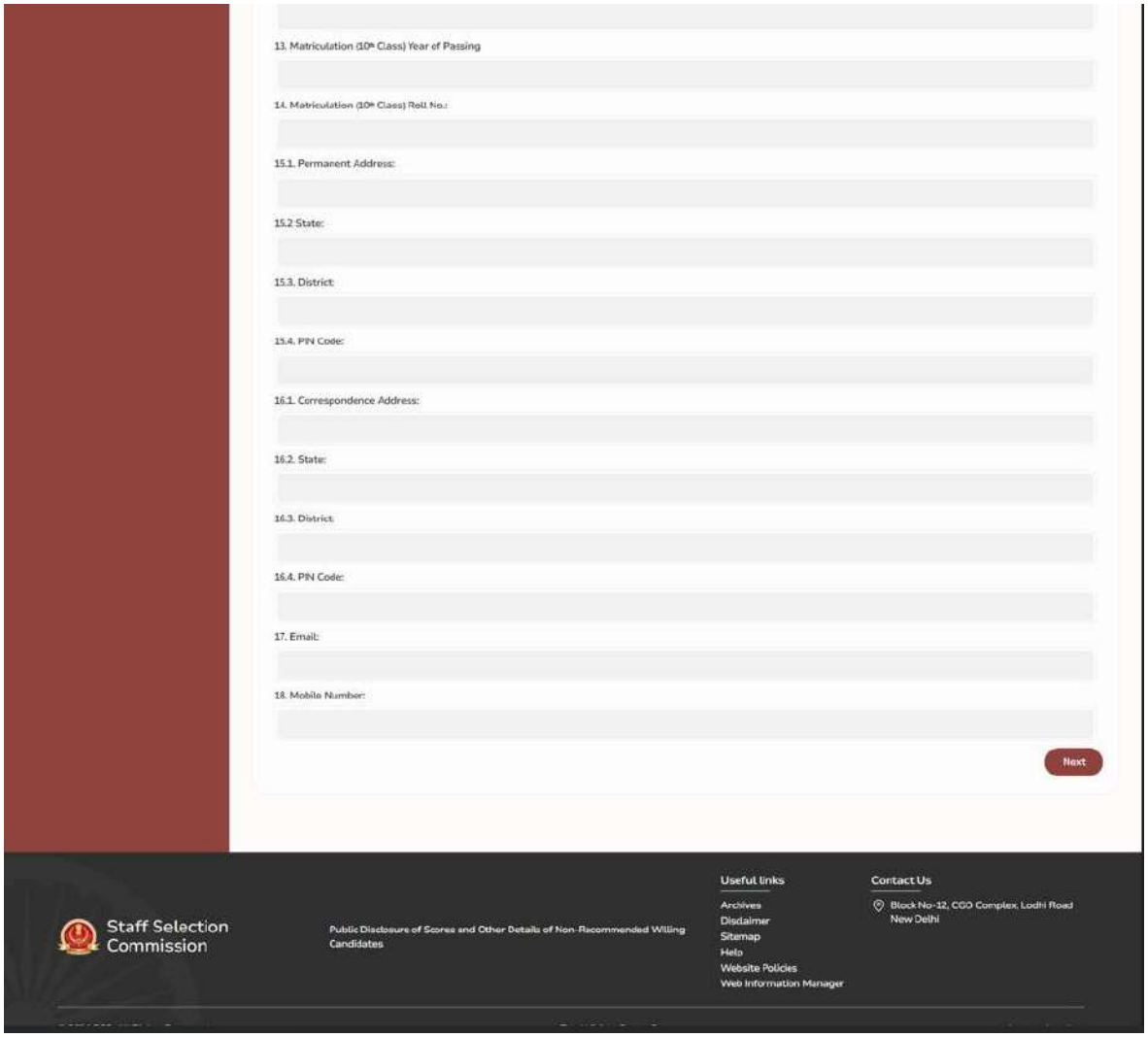

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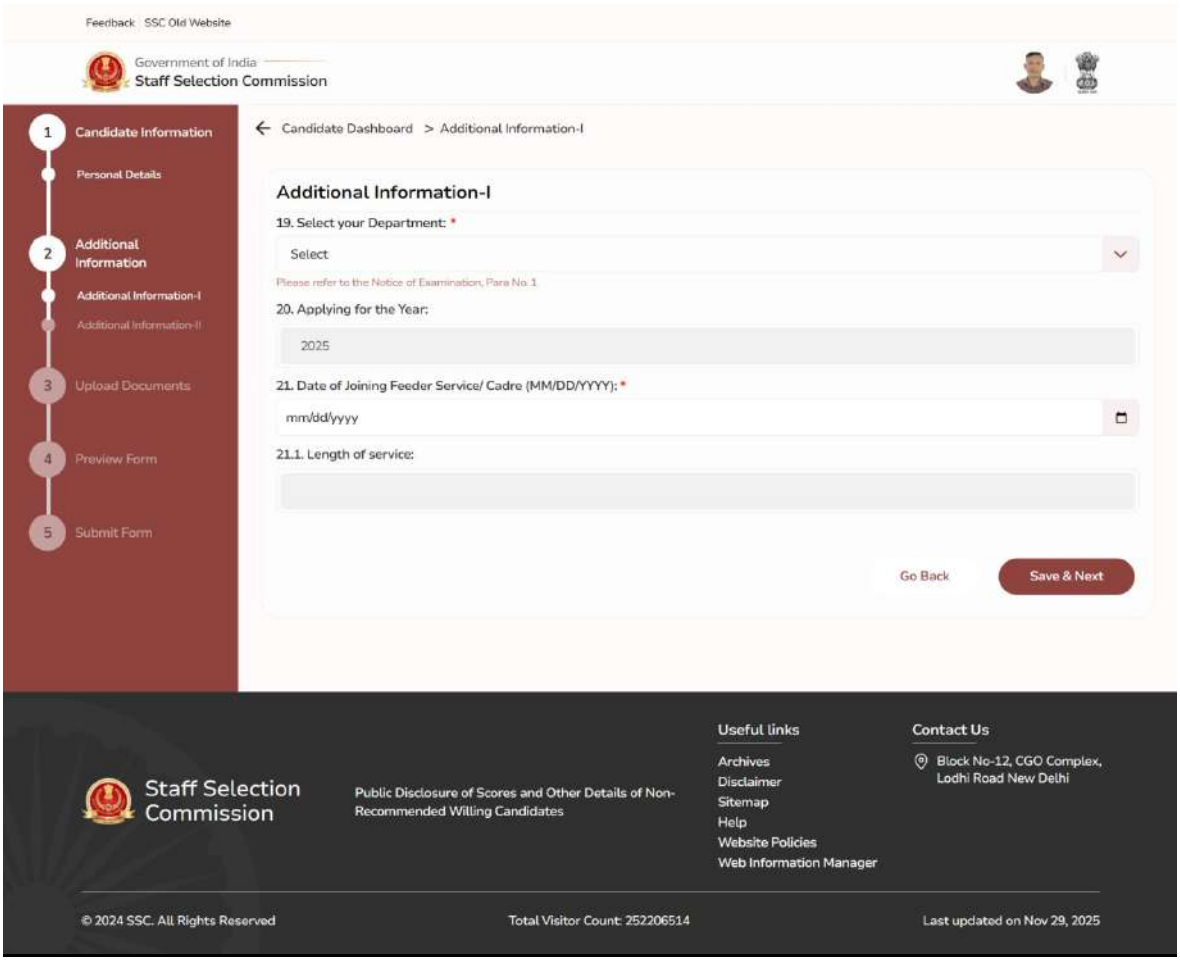

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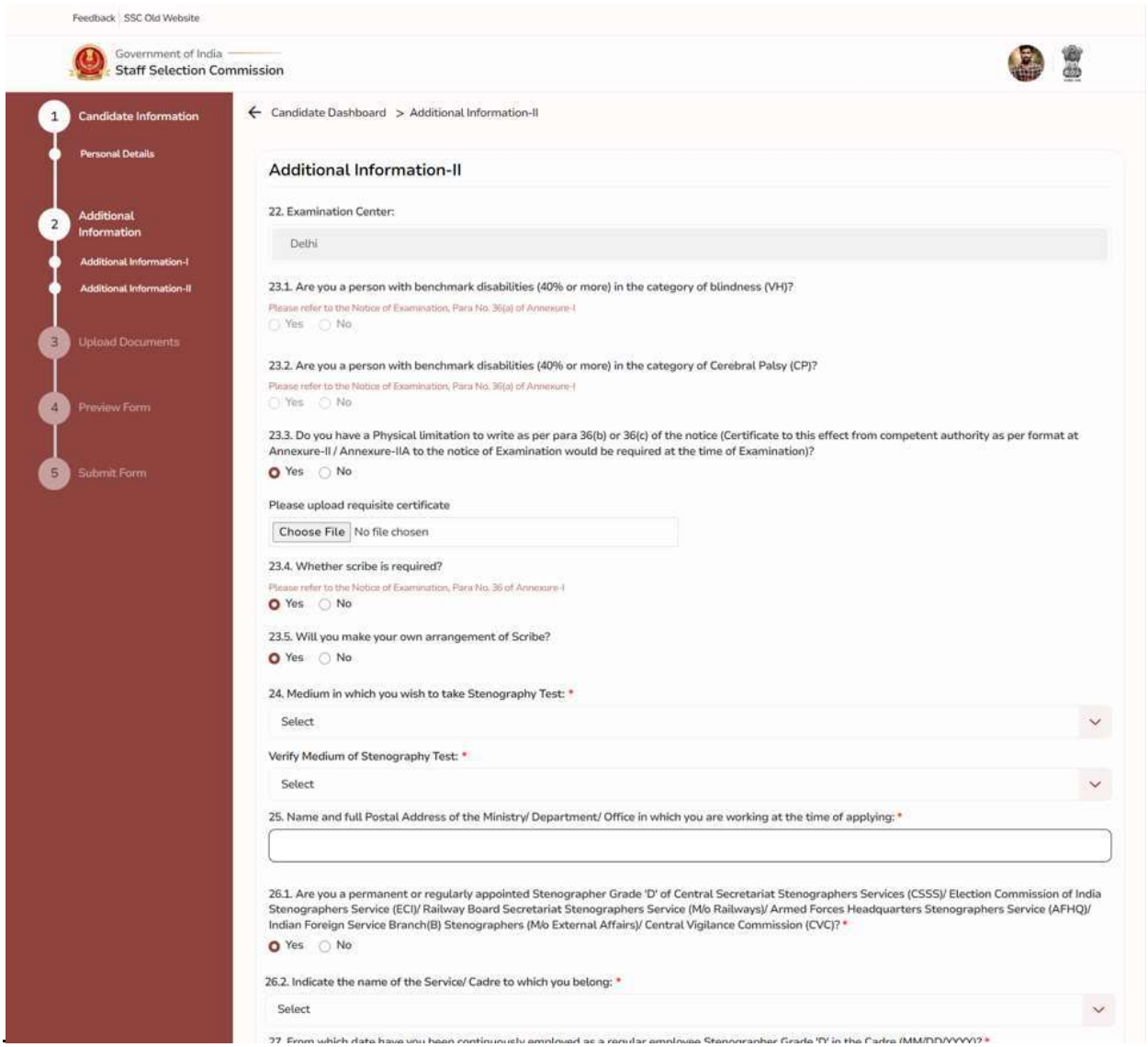

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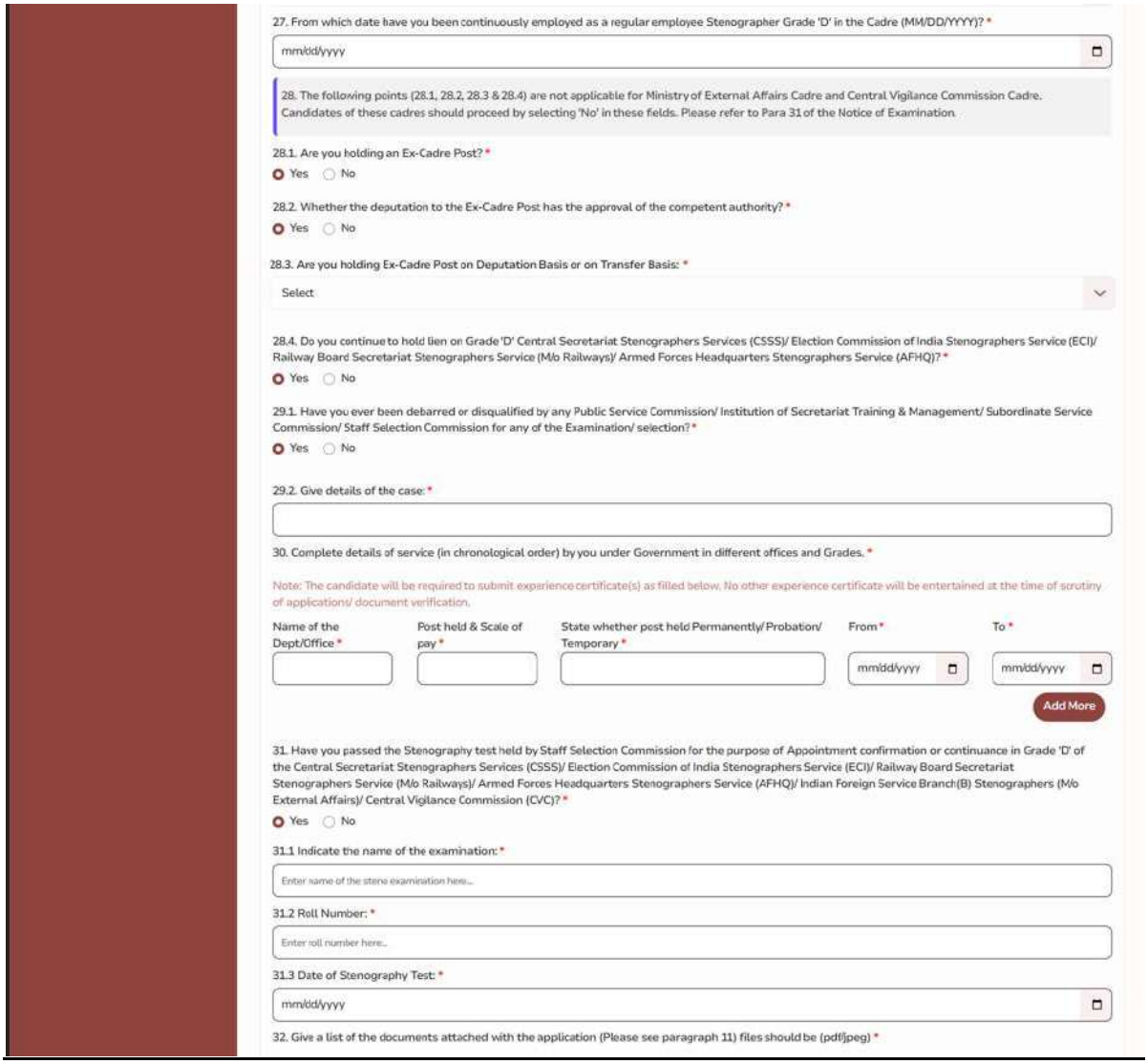

27. From which date have you been continuously employed as a regular employee Stenographer Grade 'D' in the Cadre (MM/DD/YYYY)? *

mm/dd/yyyy

28. The following points (28.1, 28.2, 28.3 & 28.4) are not applicable for Ministry of External Affairs Cadre and Central Vigilance Commission Cadre. Candidates of these cadres should proceed by selecting 'No' in these fields. Please refer to Para 31 of the Notice of Examination

28.1. Are you holding an Ex-Cadre Post? *

Yes No

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

Yes No

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

Select

28.4. Do you continue to hold lien on Grade 'D' Central Secretariat Stenographers Services (CSSS)/ Election Commission of India Stenographers Service (ECI)/ Railway Board Secretariat Stenographers Service (M/o Railways)/ Armed Forces Headquarters Stenographers Service (AFHQ)? *

Yes No

29.1. 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

29.2. Give details of the case: *

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

Note: The candidate will be required to submit experience certificate(s) as filled below. No other experience certificate will be entertained at the time of scrutiny of application/ document verification.

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

Add More

31. Have you passed the Stenography test held by Staff Selection Commission for the purpose of Appointment confirmation or continuance in Grade 'D' of the Central Secretariat Stenographers Services (CSSS)/ Election Commission of India Stenographers Service (ECI)/ Railway Board Secretariat Stenographers Service (M/o Railways)/ Armed Forces Headquarters Stenographers Service (AFHQ)/ Indian Foreign Service Branch (B) Stenographers (M/o External Affairs)/ Central Vigilance Commission (CVC)? *

Yes No

31.1 Indicate the name of the examination: *

Enter name of the steno examination here...

31.2 Roll Number: *

Enter roll number here...

31.3 Date of Stenography Test: *

mm/dd/yyyy

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

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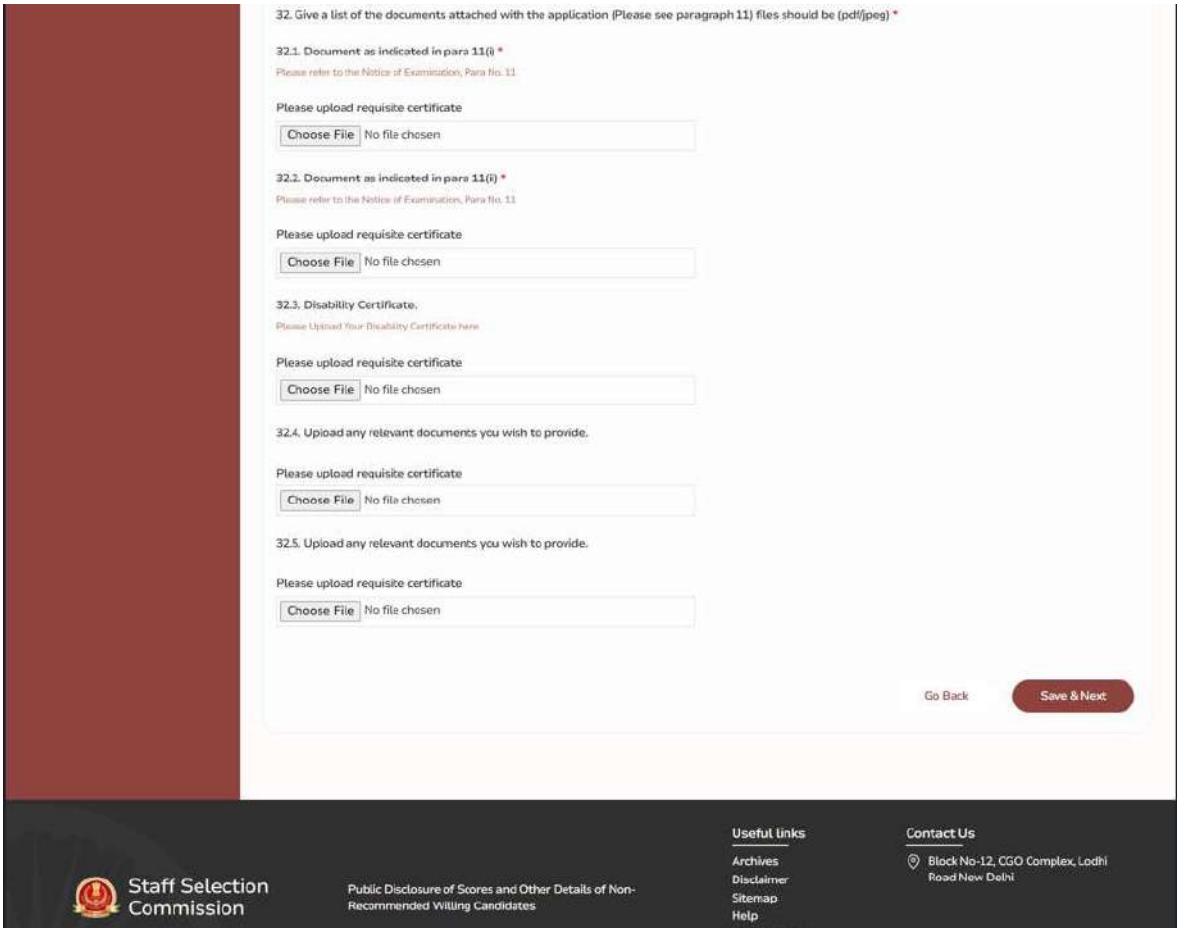

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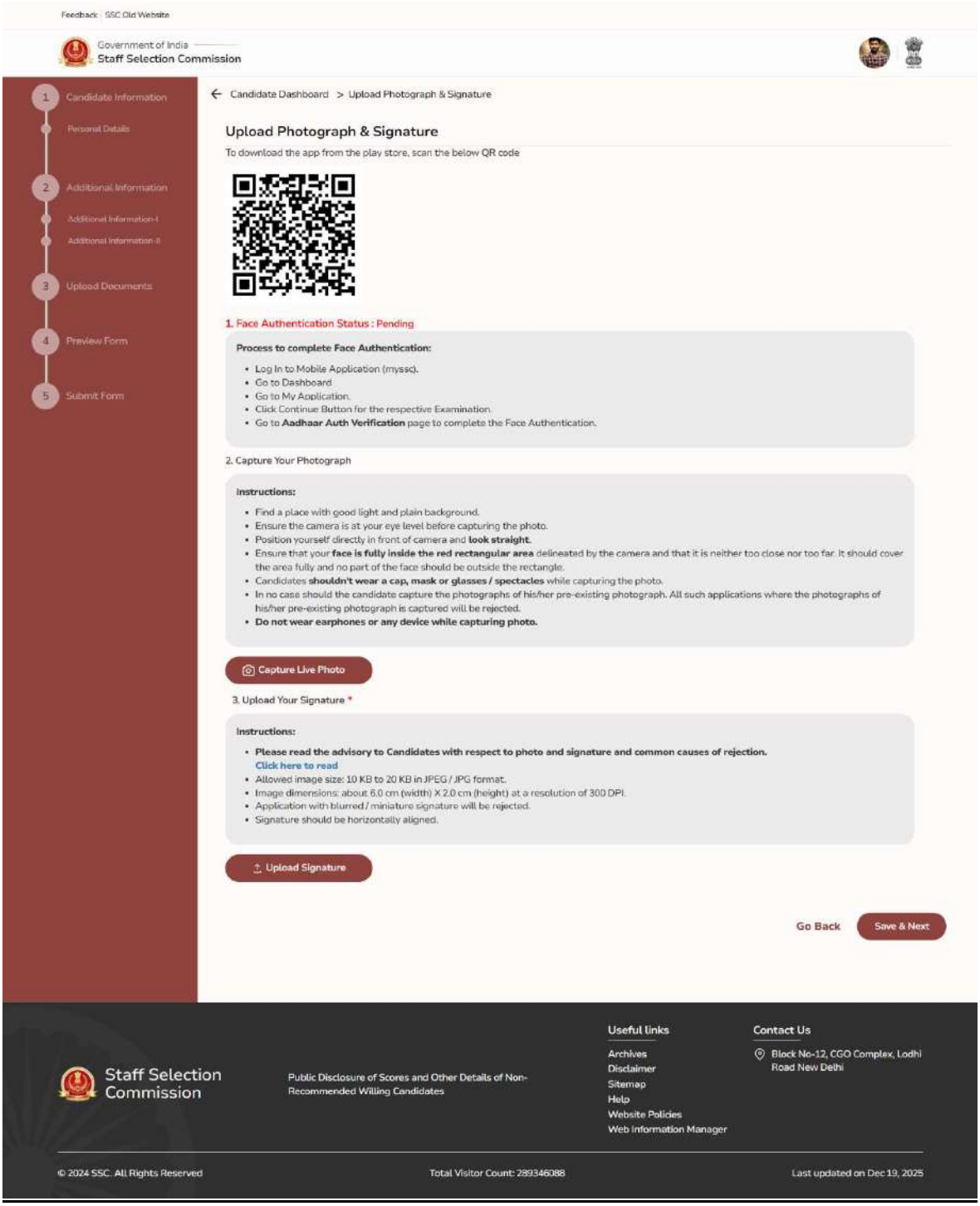

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Instructions to Candidates for uploading of signatures

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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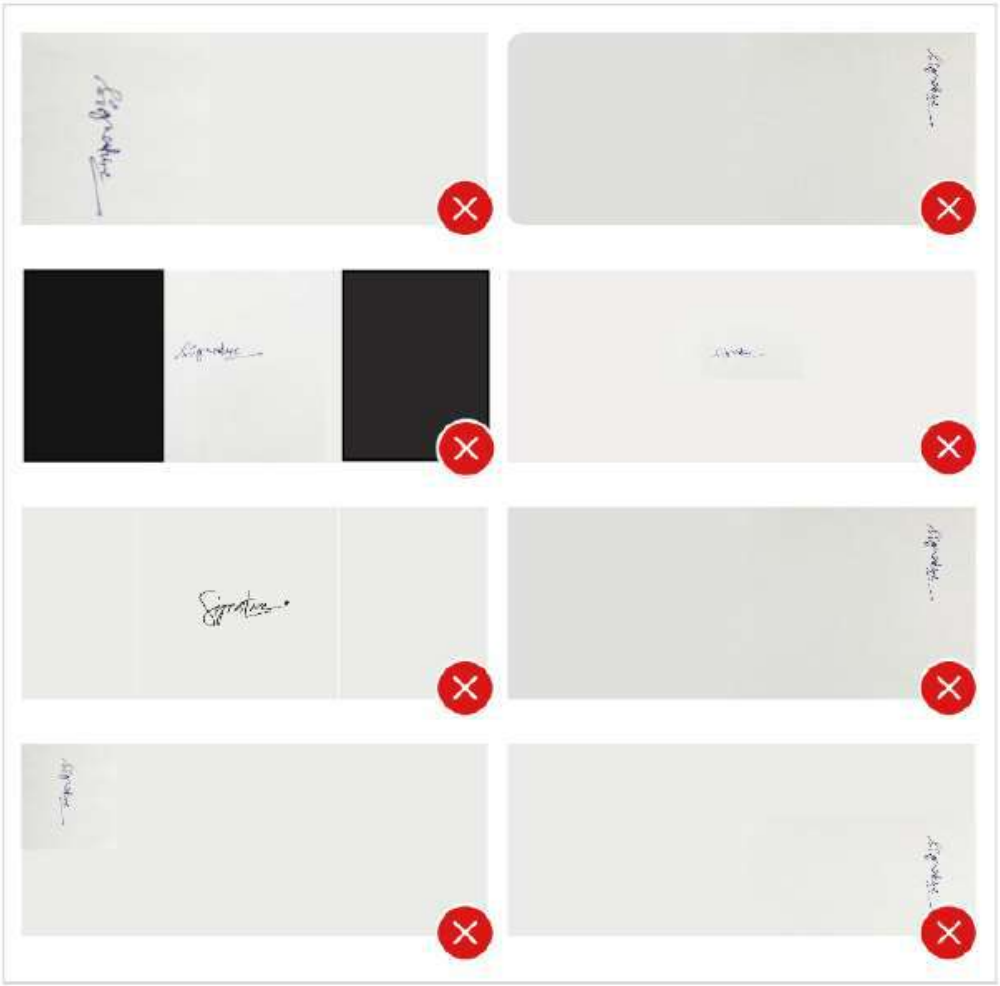
Annexure-VC

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.

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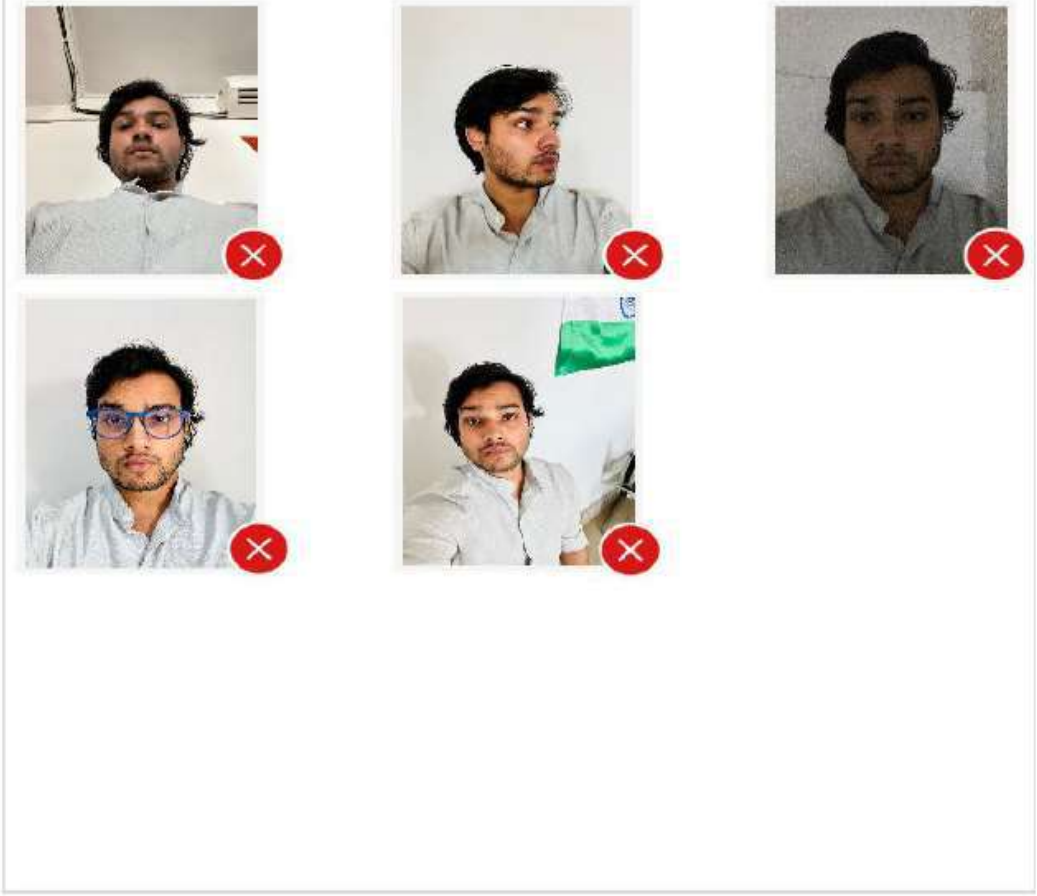
Annexure- VE

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 belong 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 Grade "C"/ Grade-II Stenographers in the Central Secretariat Stenographers Service/ Railway Board Secretariat Stenographers Service/ Stenographers Cadre of Indian Foreign Service (B)/Armed Forces Headquarters Stenographers Service/ Election Commission of India Stenographers Service/ Central Vigilance Commission.

(4) He/she is a regularly appointed temporary/quasi-permanent officer of Grade "D" of the Central Secretariat Stenographers Service/ Railway Board Secretariat Stenographers Service/ Stenographers Cadre of Indian Foreign Service (B)/ Armed Forces Headquarters Stenographers Service/ Election Commission of India Stenographers Service/ Central Vigilance Commission 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 Stenography test for the purpose of confirmation or continuance in Grade "D"/ Grade-III of the Central Secretariat Stenographers Service/ Railway Board Secretariat Stenographers Service/ Stenographers Cadre of Indian Foreign Service (B)/ Armed Forces Headquarters Stenographers Service/ Election Commission of India Stenographers Service/ Central Vigilance Commission before the notification of the examination.

(8) It has been verified from his/her service records that he/ she has passed the Commission's Stenography test for the purpose of confirmation or continuance in Grade "D"/ Grade-III of the Central Secretariat Stenographers Service/ Railway Board Secretariat Stenographers Service/ Stenographers Cadre of Indian Foreign Service(B)/ Armed Forces Headquarters Stenographers Service/ Election Commission of India Stenographers Service/ Central Vigilance Commission 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(s) _____**{Please indicate the year for which candidate is eligible}** considering the crucial date and length of service as mentioned in the Notice of **Grade "C" Stenographers Limited Departmental Examination, 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_____

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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 "Grade "C" Stenographer Limited Departmental Examination, 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 Disabililty
- 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 dignosed 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: