

**( TO BE PUBLISHED IN THE EMPLOYMENT NEWS / ROZGAR SAMACHAR  
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**FOOD CORPORATION OF INDIA  
NOTICE**

**Combined Recruitment for Assistant Grade III in General, Depot, Technical and  
Account Cadres and Hindi Posts (AG-II and Typist) in the FCI, 2012**

**Closing Date: 25.11.2011**

**(Last Date : 02.12.2011 For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad. APPLICATIONS RECEIVED LATE WILL NOT BE ENTERTAINED.)**

**Date of Examination : 04.2.2012 & 05.2.2012 Assistant Grade – III (AG-III) Posts  
(General/ Accounts/ Technical/ Depot)**

**Date of Examination: 22.1.2012 Assistant Grade-II (AG-II) and Typist (for Hindi Posts)**

The Food Corporation of India (FCI), one of the largest Public Sector Undertakings, dealing with Foodgrain supply-chain management wishes to recruit young and skilled Category III personnel for manning posts in its depots and offices spread all over the country. Applications are invited from Indian Nationals who fulfill the prescribed qualifications and age etc. for the posts indicated below. Staff Selection Commission (SSC), Government of India, will make recruitment to these posts on behalf of the Food Corporation of India under special dispensation given by the Government. The candidates selected through this recruitment for posts in FCI will NOT, however, have the status of Central Government Civilian Employees. As such they will not be eligible for benefit of age relaxation etc. admissible to Central Government civilian employees in recruitments made by the Staff Selection Commission for Ministries/ Departments/ Attached and Subordinate Offices under Government of India and will not be entitled to claim parity with Central Government Civilian Employees in any matter whatsoever.

Applications from eligible candidates, both online and offline, will be received by the Staff Selection Commission and its Regional Offices. Candidates are advised to make sure that they are eligible in all respects before applying for the posts. Candidates are required to submit only one application irrespective of the number of posts for which option is exercised by them.

**A(1) VACANCIES (GENERAL, DEPOT, ACCOUNTS & TECHNICAL)**

Zone-wise and post-wise projected vacancies, scale of pay and age limits are given below. The total number of vacancies may vary (increase or decrease) at the discretion of FCI.

**I. NORTH ZONE – CATEGORY III**

Name of the Post	Post Code	Pay scale	Maximum age limit as on 01.01. 2012	SC	ST	OBC	PWD*	Ex Servicemen	UR	Total
AG III (General)	A	Rs. 9300-22940	27	38	10	59	07	24	135	242
AG III (Accounts)	B	Rs. 9300-	27	24	05	32	05	14	76	137

		22940								
AG III (Technical)	C	Rs. 9300-22940	27	190	20	175	25	66	276	<b>661</b>
AG III (Depot)	D	Rs. 9300-22940	27	142	18	204	29	82	459	<b>823</b>

**\*PWD – Persons with Disability**

Post Code	Nature of Disability for which reserved	LEGENDS		
A	02 VH, 01 HH, 04 OH	OH	OL	One Leg affected (R / L)
B	03 HH, 02 OH		OA	One Arm affected (R/L)
C	25 OH		BL	Both Legs affected but not arms
D	11 VH, 12 HH, 06 OH	VH	LV	Low Vision
<i>Only persons with the Degree of Disability of 40% and above are eligible for applying for the posts earmarked for PWD categories.</i>			B	Blind
		HH	PD	Partially Deaf
			D	Deaf

**II. East Zone - Category-III**

Name of the post	POST CODE	Scale of Pay	Maximum Age limit as on 01.01. 2012	SC	ST	OBC	PWD	Ex Servicemen	UR	Total
AG III (General)	A	Rs. 9300-22940	27	16	07	17	03	09	50	<b>90</b>
AG III (Accounts)	B	Rs. 9300-22940	27	07	01	06	01	03	16	<b>30</b>
AG III (Technical)	C	Rs. 9300-22940	27	32	11	31	05	15	83	<b>157</b>

Post Code	Nature of Disability for which reserved	LEGENDS		
A	02 VH, 01 HH	OH	OL	One Leg affected (R / L)
B	01 HH		OA	One Arm affected (R/L)

C	05 OH		BL	<b>Both Legs affected but not arms</b>
D		VH	LV	<b>Low Vision</b>
<i>Only persons with the Degree of Disability of 40% and above are eligible for applying for the posts earmarked for PWD categories.</i>			B	<b>Blind</b>
		HH	PD	<b>Partially Deaf</b>
			D	<b>Deaf</b>

### III. South Zone - Category-III

Name of the post	POST CODE	Scale of Pay	Maximum Age limit as on 01.01. 2012	SC	ST	OBC	PWD	Ex Servicemen	UR	Total
AG III (General)	A	Rs. 9300-22940	27	12	02	20	02	08	43	77
AG III (Accounts)	B	Rs. 9300-22940	27	10	02	17	02	06	34	63
AG III (Technical)	C	Rs. 9300-22940	27	57	13	96	04	27	101	267
AG III (Depot)	D	Rs. 9300-22940	27	42	11	75	08	28	150	278

Post Code	Nature of Disability for which reserved		LEGENDS	
A	01 VH, 01 OH or 01 HH	OH	OL	<b>One Leg affected (R / L)</b>
B	01 HH, 01 OH		OA	<b>One Arm affected (R/L)</b>
C	04 OH		BL	<b>Both Legs affected but not arms</b>
D	02 LV, 04 HH (2 PD & 2 D), 02 OH	VH	LV	<b>Low Vision</b>
<i>Only persons with the Degree of Disability of 40% and above are eligible for applying for the posts earmarked for PWD categories</i>				B
		OH	PD	<b>Partially Deaf</b>
			D	<b>Deaf</b>

#### IV. West Zone Category-III

Name of the post	POST CODE	Scale of Pay	Maximum Age limit as on 01.01. 2012	SC	ST	OBC	PWD	Ex Servicemen	UR	Total
AG III (General)	A	Rs. 9300-22940	27	08	15	13	03	09	73	<b>109</b>
AG III (Accounts)	B	Rs. 9300-22940	27	0	09	04	01	02	08	<b>21</b>
AG III (Technical)	C	Rs. 9300-22940	27	40	74	64	13	34	174	<b>352</b>
AG III (Depot)	D	Rs. 9300-22940	27	22	41	41	07	21	122	<b>226</b>

Post Code	Nature of Disability for which reserved	LEGENDS	
A	01 VH, 01 HH, 01 OH	OH	OL <b>One Leg affected (R / L)</b>
B	01 HH		OA <b>One Arm affected (R/L)</b>
C	13 OH		BL <b>Both Legs affected but not arms</b>
D	04 VH, 03 HH	VH	LV <b>Low Vision</b>
<i>Only persons with the Degree of Disability of 40% and above are eligible for applying for the posts earmarked for PWD categories</i>			HH
		PD <b>Partially Deaf</b>	
		D <b>Deaf</b>	

#### V. North East Zone Category-III

Name of the post	POST CODE	Scale of Pay	Maximum Age limit as on 01.01. 2012	SC	ST	OBC	PWD	Ex Servicemen	UR	Total
AG III (General)	A	Rs. 9300-22940	27	0	04	0	0	0	0	<b>04</b>
AG III (Accounts)	B	Rs. 9300-22940	27	0	01	0	0	0	0	<b>01</b>
AG III (Technical)	C	Rs. 9300-	27	01	22	0	02	06	37	<b>60</b>

Name of the post	POST CODE	Scale of Pay	Maximum Age limit as on 01.01.2012	SC	ST	OBC	PW D	Ex Servicemen	UR	Total
		22940								

Post Code	Nature of Disability for which reserved	LEGENDS		
A		OH	OL	One Leg affected (R / L)
B			OA	One Arm affected (R/L)
C	02 OH		BL	Both Legs affected but not arms
D		VH	LV	Low Vision
<i>Only persons with the Degree of Disability of 40% and above are eligible for applying for the posts earmarked for PWD categories</i>			B	Blind
		HH	PD	Partially Deaf
			D.	Deaf

## A2. QUALIFICATION :

**For AG-III (General) - Post Code No. A:** Graduate Degree in any discipline from a recognized University with proficiency in use of computers.

**For AG-III (Accounts) - Post Code No. B:** Bachelor of Commerce from a recognized University with proficiency in use of computers.

**For AG-III (Technical) - Post Code No. C:**

(i) B.Sc. in Agriculture from a recognized University

Or

B.Sc. with any of the following subjects from a recognized University  
Botany/Zoology/Bio-Technology/Bio-Chemistry/Microbiology/Food Science

Or

B.Tech./BE in Food Science/Food Science & Technology/Agricultural Engineering/Bio-Technology from a recognized University/an institution approved by AICTE.

(ii) Proficiency in use of Computers

**For AG-III (Depot) Post Code No. D :** Graduate Degree in any discipline from a recognized University with proficiency in use of computers.

## A3. SELECTION PROCESS FOR GENERAL, DEPOT, ACCOUNTS AND TECHNICAL CADRES:

Selection for the posts will be based on a Written Examination which will be conducted by Staff Selection Commission. The examination will consist of two papers as detailed below for Post Codes A, B and D for General, Depot and Accounts Cadres. Candidates applying for

Post Code C for [Technical Cadre] will appear in Paper-I and Paper-III. The examination in paper III will be of degree level. Paper I and II will be of Higher Secondary Level.

Paper	Subject	Maximum Marks	Duration & Timing
Paper – I (Objective Type)	(a) General Intelligence (50 questions)	50	10.00 A M to 12.00
	(b) General Awareness (50 questions)	50	Noon (2 hrs)
	(c) Quantitative Aptitude (50 questions)	50	10.00 A M to 12.40
	(d) English Language (50 questions)	50	P M for V H candidates
Paper-II (Objective Type)	(a) Quantitative Methods (50 questions)	100	2.00 P M to 4.00 P M (2 hrs)
	(b) English Language & Comprehension (100 questions)	100	2.00 P M to 4.40 P M for V H candidates
Paper-III (For Technical Cadre) (Objective Type)	Biological Sciences (200 questions)	200	10.00 A M to 12.00 Noon (2 hrs) 10.00 A M to 12.40 P M for V H Candidates.

Syllabus for the papers is at Annexure VI

For General, Depot, Accounts and Technical Cadres a Computer Proficiency Test (CPT), **which will be of qualifying nature**, with components of Word Processing and Excel will also be held for candidates shortlisted on the basis of Paper-I and Paper-II/ Paper-III. Qualifying marks in word processing may be prescribed by the SSC at its discretion for evaluation of Excel Scripts, in which a separate qualifying standard will be prescribed.

**NOTE I: The Date of Examination for recruitment to these Posts will be on 05.02.2012 (Sunday) for Paper –I and Paper II and 04.2.2012 (Saturday) for Paper-III.**

**NOTE II: Paper I will be used for shortlisting the candidates whose papers II or III, as the case may be, will be evaluated.**

**NOTE III : Only those candidates who qualify in the Computer Proficiency Test (CPT) will be eligible to be considered for final selection. Final selection will be on the basis of marks secured by the candidates in Paper I and II (200 and 200 marks) for Post Codes A, B and D and will be on the basis of marks secured by the candidates in Paper I and III (200 and 200 marks) for Post Code C.**

**NOTE IV: Allocation of candidates to different zones will be done on the basis of merit cum option of zone and thereafter , to different posts within the zone. Seniority for all purpose will be maintained within the zone.**

**NOTE V: Candidates are advised to note that they will be considered for only one post based on this recruitment, including Post Codes E and F.**

### **B 1. VACANCIES IN HINDI POSTS AG-II AND TYPISTS(HINDI)**

The projected vacancies (which are likely to vary) are given below:-

#### **NORTH**

POST	POST CODE	SC	ST	OBC	PWD	EXS	UR	TOTAL
AG.II	E	4	0	3	0	1	5	12

TYPIS T	F	13	3	17	3	7	38	71
TOTAL		17	3	20	3	8	43	83

**WEST**

POST	POST CODE	SC	ST	OBC	PWD	EXS	UR	TOTAL
AG.II	E	0	0	1	0	1	4	5
TYPIS T	F	0	0	0	0	1	5	5
TOTAL		0	0	1	0	2	9	10

**SOUTH**

POST	POST CODE	SC	ST	OBC	PWD	EXS	UR	TOTAL
AG.II	E	0	0	0	0	0	2	2
TYPIS T	F	2	1	3	0	0	7	13
TOTAL		2	1	3	0	0	9	15

**NORTH EAST**

POST	POST CODE	SC	ST	OBC	PWD	EXS	UR	TOTAL
AG.II	E	1	0	0	0	1	5	6
TYPIS T	F	1	0	1	0	0	3	5
TOTAL		2	0	1	0	1	8	11

**EAST**

POST	POST CODE	SC	ST	OBC	PWD	EXS	UR	TOTAL
AG.II	E	2	0	0	1	0	8	10
TYPIS T	F	1	1	3	0	0	23	28
TOTAL		3	1	3	1	0	31	38

**GRAND TOTAL**

POST	POST CODE	SC	ST	OBC	PWD	EXS	UR	TOTAL
AG.II	E	7	0	4	1	3	24	35
TYPIS T	F	17	5	24	3	8	76	122

T								
TOTAL		24	5	28	4	11	100	157

The educational qualifications and age limits for the above Posts are given below:

**B 2. QUALIFICATION FOR HINDI POSTS:**

Cadre	Age limit as on 01.01.2012	Qualification
A G.II	28 years	<p>Essential:</p> <p>(1) Degree of a recognized University with Hindi as the main subject.</p> <p>(2) Proficiency in English.</p> <p>(3) One year experience of translation from English to Hindi and vice-versa.</p> <p>Desirable:- Post Graduate qualification in Hindi.</p>
Typist (Hindi)	25 years	<p>1. Graduation or equivalent.</p> <p>2. 30 W.P.M speed in Hindi Typing.</p> <p>3. Preference will be given to the candidates knowing by-lingual typing( English and Hindi) and Computer</p>

A written examination comprising of two Papers as under will be conducted for AG-II and Typist (Hindi) posts (Post Code E and F).

Paper	Subject	Maximum Marks	Duration & Timing
Paper-I (Objective Type)	(i) General Hindi (50 Questions)	50	10.00 AM to 12.00 Noon. (2hrs 40 min for V H candidates).
	(ii) General English (50 Questions)	50	
	(iii) General Intelligence (50 Questions)	50	
	(iv) General Awareness (50 Questions)	50	
Paper -II (Conventional Type)	Translation - 2 passages, one each from Hindi to English and vice versa and an essay each in Hindi & English	200	2.00 PM to 4.00 PM. (2hrs 40 min for V H candidates).

The Date of Examination for recruitment to these Posts will be 22.01.2012

**Note VII :** Candidates applying for the post of Typists (Hindi) will need to take Paper-I only. Candidates will be shortlisted based on Paper-I and the shortlisted candidates will undergo a skill test in typing in Hindi which will be of qualifying nature.

**Note VIII :** Candidates applying for AG-II posts will be shortlisted for evaluation of Paper-II based on their marks in Paper-I and Paper-II of only the shortlisted candidates will be evaluated. Final selection will be on the basis of marks secured by the candidates in Paper I and II (200 and 200 marks).

**Note IX :** Allocation of candidates to different zones will be done on the basis of merit cum option of zone and, thereafter to different posts within the zone. Seniority for all purposes will be maintained within the zone.

**Note X :** Candidates are advised that they will be considered for only one post based on this recruitment including Post Codes A, B, C and D.

### **C. HOW TO APPLY:**

1. Application can be made in both online and offline mode. Online applications may be filed at <http://www.ssconline.nic.in> and <http://www.sscregistration.sifyitest.com>. Offline applications may be submitted to the Regional/ Sub-Regional Offices of the SSC as given in Annexure-II.
2. Candidates are required to submit only one application irrespective of the number of posts opted for.
3. Candidates may pay the application fee of Rs. 200/- (Rupees Two Hundred Only) by SBI Challan in case of online application or by CRF Stamp in case of offline application.
4. Application fee is not required for SC/ST /Ex-Servicemen and PH and all women candidates, subject to submission of Caste/Disability/Discharge Certificate in the prescribed form from Appropriate Authority in support of his/her claim.
5. No documents are required to be sent to SSC alongwith the application. Therefore, the candidate should satisfy himself that he/she is eligible for the post(s) for which option is exercised and that they possess the required qualifications.
6. Option should be exercised by the candidates carefully keeping in view fulfillment of eligibility conditions, educational qualification etc. prescribed for the posts. **OPTION ONCE EXERCISED SHALL BE FINAL AND NO CHANGE WILL BE ALLOWED UNDER ANY CIRCUMSTANCE.**
7. Qualification in the written examination for any post without fulfillment of eligibility conditions will not confer any claim to the candidate for final selection for the post.
8. If any of the particulars provided in the application is found to be false on scrutiny of the documents, the candidature of such candidate will be cancelled forthwith.
9. Scrutiny of documents will be undertaken at the time of Computer Proficiency Test/ Skill Test. In the case of AG-II (Post Code E) scrutiny will be only after final selection.

### **D. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN EXAMINATIONS.**

Detailed instructions may be seen at Annexure II.

### **E. RESERVATION AND RELAXATIONS:**

**1. The prescribed qualifications, experience and the age limit shall be reckoned as on 01.01.2012.** The maximum age limit can be relaxed for following Categories as given below:

- (i) 5 years in case of SC/ST candidates
- (ii) 3 years for OBC candidates.
- (iii) 10 years in case of PH candidates [15 years for PWD candidates belonging to SC/ST and 13 yrs for PWD candidates belonging to OBC.]
- (iv) Age is additionally relaxable by 5 years for those applicants who had ordinarily been domiciled in the Kashmir Division in the State of Jammu and Kashmir during the period 01-01-1980 to 31-12-1989. Any applicant intending to avail the relaxation under this category shall

have to submit a certificate from a) The District Magistrate in Kashmir Division within whose jurisdiction she/he had ordinarily resided or any other authority designated in this behalf by the Govt. of Jammu & Kashmir in the effect that she/he had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir, during the period from 01-01-80 to 31-12-89.

- (v) For Ex-servicemen the upper age limit shall be relaxed by allowing the deduction of length of actual military service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the post by more than three years(8 years in case of SC/ST; 6 years in case of OBC candidates).

**NOTE I :** The benefit of reservation and age relaxation will not be available to OBC candidates falling within the creamy layer.

**NOTE II :** In case of employees of the FCI, there will not be any upper age limit.

**F. GENERAL INFORMATION :**

1. All the posts carry IDA pattern pay scales and usual allowances such as CCA, HRA, Leave Travel facilities etc. These scales carry DA on percentage basis. Gross emoluments would vary depending upon place of posting.
2. All appointments will be subject to the Rules and Regulations of the Corporation, in force from time to time. Other benefits like CPF, Gratuity, Leave Travel Concessions, Leave Encashment, Medical reimbursement, conveyance reimbursement, lunch subsidy etc., shall be applicable as per the rules of the Corporation as amended from time to time.
3. The candidates on selection to a particular Zone of FCI may be posted in any state within the jurisdiction of that Zone. However, they are also liable to be posted anywhere in the country in the interest of the corporation.
4. Candidate must ensure that they fulfill all the eligibility criteria, viz., age & qualification as on 01.01.2012.
5. FCI/ SSC reserves the right to conduct additional examination/skill test or call for any additional documentary evidence in support of educational qualification & experience of the applicant.
6. No TA will be provided for the Written Test or Computer Proficiency Test/ Skill Test/Document verification.
7. Candidates should not enclose any document along with the application form. Original certificates along with one set of attested photocopy will, however, be scrutinized / verified at the time of CPT/ Skill Test to ascertain the eligibility of the candidate for the concerned post. In the case of AG-II posts, the candidates will be called by FCI for document verification before offering appointment.
8. In view of the large number of applications, scrutiny of the eligibility & other aspects will not be undertaken before issuing call letters for written test or before calling for document verification. The candidates are therefore advised to go through the requirements of educational qualification, age etc. & satisfy themselves that they are eligible, before applying for any particular post/ group. **Copies of supporting documents along with originals will be sought only at the time of CPT/ Skill Test/ verification of documents for short listed candidates.** Candidature will be cancelled if any information or claim is not found substantiated at the time of verification of documents.
9. If a candidate is unable to produce all the original documents due to whatsoever reason at the time of verification, his candidature would be rejected. Under no circumstances additional time would be provided. Thus, only those candidates are

advised to apply who can produce all the relevant documents in original at the time of verification.

10. Issue of admit card for the written test or typing or CPT or short listing for Document Verification does not confer any right of acceptance of candidature and should not be construed as an acknowledgement of fulfilling the eligibility criterion. It does not give indefeasible right to an individual for employment with Food Corporation of India.
11. Filling up of these vacancies is subject to the outcome of any litigation affecting the recruitment.
12. No correspondence will be entertained about the outcome of the application, at any stage.
13. Candidates should carefully go through the detailed notice and apply both zone wise and post wise. Request for change of zones/ posts will not be entertained later.
14. Any attempt to influence the FCI or SSC in any manner would result in disqualification and rejection of candidature immediately.
15. Appointment of empanelled candidates will be subject to their being found medically fit, verification of character and antecedents and verification of caste certificate wherever applicable.
16. Candidates should comply with additional instructions, if any, of SSC.
17. Candidates in their own interest are advised to provide their mobile numbers and e-mail ids.
18. Formats prescribed for furnishing SC, ST, OBC, PWD and Ex-servicemen certificates are appended at Annexures VII, VIII, IX, X and XI.
19. The candidate who is issued offer letter for any one of the Cadre post, after selection would lose any right to appear on any wait list for any other Cadre post later on in any circumstance.

**FOOD CORPORATION OF INDIA**

RECRUITMENT TO CATEGORY III POSTS IN FOOD CORPORATION OF INDIA, 2012

**IMPORTANT INSTRUCTIONS TO CANDIDATES**

1. On behalf of FCI, SSC will conduct an All India Open Examination for recruitment to Class III posts in the Food Corporation of India. Staff Selection Commission is holding the Examination for FCI as a special dispensation given by the Government. Candidates may note that candidates selected through this recruitment will not have the status of Central Government civilian employees and, therefore, will not enjoy any benefit available to Central Government civilian employees.

The selection process will comprise of a Written Examination followed by Computer Proficiency Test (CPT) for General, Depot, Accounts and Technical Cadres and skill test for Typists. Selection for AG-II posts will be only on the basis of the written examination. CPT and skill test in typing will be of qualifying nature.

2. FCI does not seek documentary evidence in proof of E.Q., age, category, and will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, the candidature is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought from those candidates who qualify in all stages of examination. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and such decision shall be final. Candidates are specifically advised to see the Essential Qualifications prescribed for the post. Staff Selection Commission is not responsible in any way for determining the eligibility of candidates and their reservation. No representations in this regard will be entertained by the Commission.

3. A candidate must select only one of the centres given below for the examination and indicate in the application:

**CENTRE OF EXAMINATION**

Sl.No.	Examination Centres & Centre Code	Address to which the applications should be sent
1	2	3
1.	Bhagalpur(3201), Darbhanga(3202), Muzaffarpur(3205), Agra(3001), Bareilly(3005), Gorakhpur(3007), Kanpur(3009), Meerut(3011), Varanasi(3013), Allahabad(3003), Patna(3206), Lucknow(3010)	Regional Director(CR), Staff Selection Commission, 8-AB, Beli Road, Allahabad, Uttar Pradesh-211002
2.	Kolkata(4410), Midnapur(4413), Port Blair(4802), Sambalpur(4609), Gangtok(4001), Jalpaiguri(4408), Bhubaneshwar(4604), Cuttack(4605), Ranchi(4205), Chinsurah ( 4405 ), Siliguri (4415)	Regional Director (ER), Staff Selection Commission, 1 <sup>st</sup> MSO Building, (8 <sup>th</sup> Floor), 234/4 . Acharya Jagadish Chandra Bose Road), Kolkata, West Bengal-700020
3.	Bangalore(9001), Thiruvananthapuram(9211), Kochi(9204), Thrissur(9212), Gulbarga(9005), Mangalore(9008), Dharwar(9004), Kozhikode (Calicut) (9206)	Regional Director(KKR), Staff Selection Commission, 1 <sup>st</sup> Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
4.	Delhi(2201), Jaipur(2405), Jodhpur(2406), Kota(2407), Bikaner(2404), Udaipur(2409), Ajmer(2401), Alwar(2402), Sriganganagar(2408), Dehradun(2002), <i>Haldwani(2003), Almora(2001), Srinagar(Uttarakhand) (2004)</i>	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
5.	Guwahati (Dispur)(5105), Itanagar(5001), Dibrugarh(5102), Jorhat(5107), Silchar(5111), Imphal(5501), Shillong(5401), Aizwal(5701), Kohima(5302), Agartala(5601) Tura (5402), Goalpara ( 5104 ), Tezpur ( 5112), Lakhimpur ( 5109 )	Regional Director(NER), Staff Selection Commission, Rukmini Nagar, PO: Assam Sachivalaya, Guwahati, Assam-781006
6.	Hyderabad(8002), Guntur(8001), Kurnool(8003), Rajahmundry(8004), Tirupati(8006), Coimbatore(8202), Chennai(8201), Madurai(8204), Puducherry(8401), Tirunelveli(8207), Tiruchirapalli(8206), Vishakhapatnam (8007)	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 <sup>nd</sup> Floor, College Road, Chennai, Tamil Nadu-600006
7.	Aurangabad(7202), Mumbai(7204), Kolhapur(7203), Nagpur(7205), Panaji(7801), Pune(7208), Ahmedabad(7001), Vadodara(7002), Rajkot(7006), Nashik	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishtha Bhawan, 101 M.K. Road, Mumbai,

	(7207),Amravati (7201),Surat(7007)	Maharashtra-400020
8.	Ambikapur(6201), Indore(6006), Jabalpur(6007), Jagdalpur(6203), Chindwara(6003), Chattarpur(6002), Guna(6004), Mandsaur(6010), Jhabua(6008), Khandwa(6009),Rewa(6012), Raipur(6204), Bhopal(6001), Gwalior(6005), Bilaspur(6202)	Dy. Director (MPR), Staff Selection Commission, “Nishant Villa”, F. Jalvihar Colony, Raipur, Chhatisgarh-492001
9.	Jalandhar(1402), Leh(1005) Chandigarh(1601), Jammu(1004), Srinagar(1007), Shimla(1203),Bhathinda (1401)Hamirpur (1202)	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-160017

4. All candidates who apply in response to the advertisement by the CLOSING DATE will be assigned Roll numbers. These will be communicated to them or placed on the website of the concerned Regional Office at least two weeks before the date of the examination.

5. No change of Centre of Examination will be allowed under any circumstances. Hence, the candidates should select the centres carefully and indicate the same correctly in their applications.

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

7. Candidates are **not** permitted to bring or use **Mobile Phone, Calculators or any other electronic / electrical device for answering any paper (Test Booklets)**. Candidates must not, therefore, bring **Mobile Phone, Calculators or any other electronic / electrical device** inside the Examination premises. Possession of these items, whether in use or not, will be considered as use of unfair means in the Examination and his/her candidature shall be cancelled forthwith.

8. All papers in the examination will consist of Objective Type Multiple Choice questions only except Paper II for AG II which will be of Conventional type. Candidates must write the papers/indicate the answers in their own hand. For objective type multiple choice question paper, OMR Answer sheets will be provided by the Commission. Part A & B of OMR Answer Sheet to be filled in Black Ball Point Pen only as per instructions given in OMR Sheet. Candidates are required to mark their Name, date of birth, Roll Number, Ticket

Number and Test Form Number of question booklet correctly on the OMR Answer sheets by darkening the appropriate boxes. Candidates are also required to sign their name in running hand and affix left hand thumb impression on the answer sheets. Answer Sheets not bearing the candidate's Name, Roll Number, Ticket Number, Signature, LTI etc. in the space meant for the purpose will not be evaluated and awarded Zero mark. If any candidate belonging to reserved category does not write and code their category properly in the OMR Answer Sheet, they will be treated as belonging to UR category. OMR answer sheets are read by machine and, therefore, failure to comply with any of the instructions will result in award of Zero marks. Candidates in their own interest should strictly follow the Instructions given on the question booklet/ OMR Answer sheet. No representation regarding non-compliance of instructions will be entertained by the Commission.

Answer Booklets will be supplied by the Commission for Paper II for Hindi Posts (Post Code E).

9. Candidates are not permitted to use calculators and other electronic gadgets except as specified in the Notice. They should not, therefore, bring the same inside the Examination Premises / Venue.

10. There will be negative marking of 0.25 marks for each wrong answer in all Objective Type Multiple Choice Question Papers. Candidates are, therefore, advised to keep this in mind while answering the questions.

11. Discrepancies in question paper should be brought to the notice of the Commission in writing within fifteen days of holding the examination. Representation submitted thereafter will not be entertained.

**12. RESOLUTION OF TIE CASES: If there are candidates for a particular post have the same aggregate marks in both Paper-I and Paper-II/Paper-III of the Examination then the tie will be resolved by referring to the total marks of Paper-II/Paper-III of the examination i.e. a candidate having more marks in Paper-II/Paper-III will be given preference, wherever such papers are prescribed. If the tie still persists then the total marks in Paper-I of the examination will be referred to i.e. a candidate having more marks in this Paper will be given preference. This procedure will be followed by Date of Birth, i.e., the candidate older in age will get preference. Lastly, if the tie still persists, the tie will be finally resolved by referring to the alphabetical order of names, i.e., a candidate whose name begins with the alphabet which comes first in the alphabetical order will get preference**

13. Final results will be declared by the Food Corporation of India after receiving merit list (Zone wise, Post wise, Category wise) from SSC.

14. Admission Certificates (ACs) for the Examination indicating the time table and also venues of examination for each candidate will be issued to all applicants about two weeks before the date of examination by the respective regional office of SSC. IF ANY CANDIDATE DOES NOT RECEIVE ADMISSION CERTIFICATE FOR THE EXAMINATION ONE WEEK BEFORE THE DATE OF EXAMINATION, HE/SHE MUST IMMEDIATELY CONTACT THE CONCERNED REGIONAL/SUB REGIONAL OFFICE (S) OF THE COMMISSION WITH PROOF OF HAVING SUBMITTED HIS/HER APPLICATION. (In case of Applications submitted under Certificate of Posting, the Date-Stamp of the Post-Office concerned should be clearly legible). FAILURE TO DO SO WILL DEPRIVE HIM/HER OF ANY CLAIM FOR CONSIDERATION. CANDIDATES ALSO HAVE THE OPTION TO DOWNLOAD THE ADMISSION CERTIFICATES FROM THE CONCERNED SSC REGIONAL/SUB REGIONAL OFFICES WEBSITE. SUCH FACILITY WILL BE AVAILABLE ABOUT TWO WEEKS BEFORE THE EXAMINATION.

15. Candidates who apply on-line but are unable to download their Admission Certificates or do not receive their Admission Certificates at least one week before the date of the examination should contact the concerned Regional Office with details such as Registration ID, Transaction ID for obtaining the Admission Certificates. Details of deficiency, rendering the applications ineligible, if any, may also be placed on the Commission's website ( <http://ssc.nic.in> ) about two weeks before the examination.

16. The decision of the Commission/ FCI in all matters relating to the conduct of examination and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

17. SSC is undertaking the recruitment on consultancy basis and, therefore, any dispute regarding the recruitment, RTI applications etc. should be addressed to the FCI.

**BROCHURE**

**INSTRUCTIONS FOR FILLING UP THE APPLICATION**

- I. Please read the instructions given in the Notice of Examination and also given below carefully before filling up the application form, in your own interest.
- II. Use only blue/black ball pen to write in the boxes, i.e.,
- III. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available, further instructions given below may be gone through carefully.
- IV. Please go through the instructions given below for filling up each item numbered in the application form:-

1. Name of the Examination Centre and 2. Centre Codes

Refer to para-3 of Annexure – II.

11.3 VH candidates should specify the medium in which they desire to take the Written Examination. Scribe will be arranged by the Commission accordingly.

12. Code for seeking age relaxation. Refer to Annexure V.

13. Candidates should indicate whether they belong to one of the minority communities notified by Govt. namely Muslims, Christians, Sikhs, Buddhists, or Zoroastrians (Parsis).

14. Preference for Zones – Zone Codes

East Zone – A

West Zone – B

North Zone – C

South Zone – D

North East Zone - E

14(i). Preference for Posts – Post Codes

AG III (General) - A

AG III (Accounts) - B

AG III (Technical) - C

AG III (Depot) - D

AG II (Hindi) - E

Typist (Hindi) - F

Go through para A1 and B1 of the Notice carefully and fill up preferences for Zone and Posts.

Candidates are advised to be careful in exercising their preference as selection will be made zone wise first and then post wise within the Zone. You will be considered for the posts in the order of your merit for each post within the zone allocated to you. Requests for change will not be entertained later.

15 and 16. Educational Qualification and Subject Code: See Annexure – III and IV

Use 'Others' if any particular Educational Qualification or Subject is not assigned a code.

20. Address for communication

Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black ball pen. Do not forget to write 6 digit PIN in the boxes. Candidates in their own interest are advised to furnish their mobile numbers and e-mail ids.

21. Photograph

Paste your recent photograph of size 4cmx5cm. Do not staple and do not get the photo attested. Please note that your application shall be rejected summarily without photograph.

Box for Roll Number to be left unfilled (blank) by the candidate.

Signature of Candidate (Wherever required)

Please sign in running hand. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected.

**Procedure for Online Submission of Application**

**Note: On-line application will be available from 29.10.2011 to 23.11.2011 for Part I Registration and 29.10.2011 to 25.11.2011 for Part II Registration.**

The online submission of the application may be made at **website [www.ssconline.nic.in](http://www.ssconline.nic.in) or <http://sscregistration.sifyitest.com>**. Instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should supply all the required details while filling up the online form. Mandatory fields are marked with \* (asterisk) sign. The filling of online application contains two parts :

Part I Registration

Part II Registration

In Part I registration, candidate will have to fill basic information. On submission of details, candidate shall be prompted to check the details and make any correction in the application.

2. Candidate may press “I agree” button after declaration once he/she finds that information supplied by him/her is in order and no correction is required. Thereafter no correction/modification etc. shall be allowed.

3. Then a page with Registration No. shall be generated. Note down registration number or take out the print out of the page. The application procedure is incomplete without part II registration. Part II registration requires filling of payment details, uploading of photograph and scanned signature. Candidates may note that the Registration number given by the Commission and Transaction ID of the Bank should be properly entered in the relevant space, failing which it will not be possible to link the payment with Part I registration. On-line application will be complete only if scanned signature and photo are uploaded as per instructions. On completion of Part II registration e-mail will be received by the candidates submission of application on line. Candidates applying on sifyitest.com will get a SMS containing the Registration number.

4. Candidates who have to pay application fee can pay fee online through SBI net banking, debit card, credit card, or cash through SBI bank challan.

5. To pay fee in cash, candidate can take printout of challan generated online after completion of part I registration. Deposit the requisite fee in any branch of State Bank of India and then continue with the Part II registration.

6. Those who want to pay online through net banking, can go directly to part II registration after completion of part I. Candidate will have to supply registration number and date of birth to continue to Part II registration. Online payment is available at present only for registration through [www.ssconline.nic.in](http://www.ssconline.nic.in).

7. Those who are exempted from payment of fee can skip steps 4 to 7.

8. Then upload a recently taken scanned photograph in 8 – bit JPG format. The digital size of the file must be of resolution 100 pixel widths by 120 pixels height.

9. Then upload your scanned signature in 8 – bit JPG format. The digital size of the file must be of resolution 140 pixel width by 60 pixels height.

10. **Candidates are advised to go through the instructions carefully before filling up the application form.**

11. Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. **The FCI/ SSC will not be responsible for any consequences arising out of incorrect filling up of applications.**

**ANNEXURE – III****Essential Educational Qualification Code**

Educational Qualification	Code
Intermediate	02
Certificate	03
Diploma	04
B A	05
B A (Hons.)	06
B. Com.	07
B. Com. (Hons.)	08
B. Sc.	09
B. Sc. (Hons.)	10
B. Ed.	11
L L B	12
B E	13
B. Tech	14
A M I E (Part A & Part B)	15
B. Sc. (Engg.)	16
B C A	17
B B A	18
Graduation issued by Defence (Indian Army, Air Force, Navy)	19
B. Lib.	20
B. Pharm.	21
ICWA	22
C A	23
PG Diploma	24
M A	25
M. Com.	26
M. Sc.	27
M. Ed.	28
L L M	29
M E	30
M. Tech.	31
M. Sc. (Engg.)	32
M C A	33
M B A	34
Others	35

**ANNEXURE – IV****Subject Code for Educational Qualification**

Subject of Educational Qualification	Code
History	01
Political Science	02
Economics	03

English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12
Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17
Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics & Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29
Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malyalam	40
Telgu	41
Kannada	42
Tamil	43
Marathi	44
Gujrati	45
Urdu	46
Sanskrit	47
Others	48
Electrical & Electronics	49
Electrical/Power	50
Civil & Structural Engineering	51

Civil and Rural Engineering.	52
Mechanical Engineering with specialization in Production Engineering.	53
Mechanical Engineering with specialization in Power Plant Engineering.	54
Mechanical Engineering with specialization in Tool Tech Engineering.	55
Civil Engineering with specialization in Architecture & Town Planning.	56
Civil Engineering with specialization in Public Health Engineering.	57
Civil Engineering (N.C)	58
Civil Engineering (Water & Power Resources)	59
Civil Engineering (Water Resources)	60
Civil Engineering (Construction)	61
Civil Engineering (Environmental Pollution & Control)	62
Mechanical Engineering (Production)	63
Mechanical Engineering (Maintenance)	64
Mechanical Engineering (Automobile)	65
Physics and Mathematics	66
Biotechnology	67
Biochemistry	68
Microbiology	69
Food Science and Technology	70

**ANNEXURE – V****Category Codes for claiming Age Relaxation a on the date of reckoning:**

<b>Code No.</b>	<b>Category</b>	<b>Age Relaxation permissible beyond the Upper Age Limit</b>
01	SC /ST	5 years
02	OBC	3 years
03	PWD (OH/ HH/ VH)	10 years
04	PWD (OH/ HH/ VH) + OBC	13 years
05	PWD (OH/ HH/ VH) + SC/ ST	15 years
06	Ex-Servicemen (Unreserved /General)	03 years after deduction of the military service rendered form the actual age as on the crucial date.
07	Ex-Servicemen (OBC)	06 years (3 years + 3 years) after deduction of the military service rendered from the actual age as on the crucial date.
08	Ex-Servicemen (SC /ST)	08 years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the crucial date.
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( Unreserved/General )	5 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( OBC)	8 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( SC/ ST)	10 years
24	Widows /Divorced Women /Women judicially separated and who are not remarried( Unreserved/General )	Upto 35 years of age
25	Widows /Divorced Women /Women judicially separated and who are not remarried (OBC)	Upto 38 years of age
26	Widows /Divorced Women /Women judicially separated and who are not remarried (SC/ ST)	Upto 40 years of age
99	Employees of FCI	No age limit

**NOTE-I :** Ex-servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation only.

**NOTE-II :** The period of “Call up Service” of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

**NOTE-III :** For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service, the status of Ex-serviceman and/ or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the Closing Date.

**EXPLANATION I:** An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and

- (i) who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or
- (ii) who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or
- (iv) who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely:-
  - (a) Pension holders for continuous embodied service,
  - (b) Persons with disability attributable to military service; and
  - (c) Gallantry award winners.

**EXPLANATION II:** The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of “ex-serviceman” may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

**NOTE-V:** AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

## ANNEXURE VI

### SYLLABUS FOR THE EXAMINATION

**Paper I (Post Codes A, B, C, D)** (Higher Secondary Level)

**General Intelligence:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy,

Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern –folding & un-folding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

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

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

**English Language** : Candidate's ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

**Paper – II (Post Codes A, B and D)** (Higher Secondary Level)

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

Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

**(b) English Language & Comprehension** : Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, close passage & comprehension passage.

**Paper III (Post Code C) (Degree Level)**

The question paper will consist of questions in – Botany, Zoology, Bio-technology, Bio-chemistry, Microbiology, Food Science and Technology, Agriculture and Agricultural Engineering.

**Paper I (Post Codes E & F)**: Syllabus in General Intelligence, General Awareness and English Language will be the same as in Paper-I for Posts Codes A, B, C and D. Hindi Language will be of Higher Secondary Level.

**Paper II (Post Code E) :** Translation and Essay (Conventional type)

This Paper will contain two passages for translation- one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi & English which will test the candidates' translation skills and their ability to write the two languages correctly, precisely and effectively.

**FORMAT FOR SC/ST CERTIFICATE**

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

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

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_ The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

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

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@30

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 991@

The Constitution (ST) orders (Amendment) Ordinance 1996

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother

\_\_\_\_\_ of

Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_  
\_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union

Territory\* \_\_\_\_\_ who belong to the  
\_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled  
Caste/Scheduled Tribe in the State/Union Territory\* issued by  
the \_\_\_\_\_ dated \_\_\_\_\_.

%3. Shri/Shrimati/Kumari and /or \* his/her family ordinarily reside(s) in  
village/town\* \_\_\_\_\_ of \_\_\_\_\_  
District/Division\* \_\_\_\_\_

\_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_

\*\* Designation \_\_\_\_\_

(with seal of office)

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

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

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

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

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

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

**ANNEXURE-VIII**

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

This is to certify that \_\_\_\_\_ son/ daughter of  
\_\_\_\_\_ of village \_\_\_\_\_  
\_\_\_\_\_ District/Division \_\_\_\_\_ in the  
\_\_\_\_\_ State \_\_\_\_\_  
belongs to the \_\_\_\_\_ Community which is recognized as a  
backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri \_\_\_\_\_ and/or his family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_  
\_\_\_\_\_ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated:  
Seal:

District Magistrate or  
Deputy Commissioner etc.

**Note-I** (a) The term ‘\_Ordinarily\_’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

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

(iii) Revenue Officer not below the rank of Tehsildar

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

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

The candidate should furnish the relevant OBC Certificate in the prescribed format issued by the competent authority on or before the completion of skill test.

FORMAT OF CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of Shri

Affix here recent  
attested  
Photograph  
Showing the  
disability duly  
attested by the  
chairperson of the  
Medical Board

\_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s)

\_\_\_\_\_ is suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach  
(b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left) (a) Impaired reach  
(b) Weakness of grip
- (c) Ataxic
- (v) OA-One arm affected (a) Impaired reach  
(b) Weakness of grip  
(c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (i) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision : (i) B-Blind

(ii) PB-Partially Blind

C. Hearing Impairment : (i) D-Deaf

(ii) PD-Partially Deaf

( DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE )

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.\*

3. Percentage of disability in his/her case is ..... percent.

4. Sh./Smt./Kum ..... meets the following physical requirements for discharge of his /her duties :-

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by kneeling and crouching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) S-can perform work by sitting.                  | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing/speaking.          | Yes/No |
| (xi) RW-can perform work by reading and writing.     | Yes/No |

(Dr. \_\_\_\_\_)  
Member, Medical Board

(Dr. \_\_\_\_\_)  
Member, Medical Board

(Dr. \_\_\_\_\_)  
Chairperson, Medical Board

Countersigned by the Medical Superintendent/  
CMO/Head of Hospital (with seal)

\*Strike out which is not applicable.

**ANNEXURE- X**

Form of Certificate for serving Defence Personnel (*Please see Annexure 5 Explanation II of the Notice*)

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

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

**ANNEXURE-XI**

**UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER ANNEXURE V OF THE NOTICE.**

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

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

I further submit the following information:

- a) Date of appointment in Armed Forces \_\_\_\_\_
- b) Date of discharge \_\_\_\_\_
- c) Length of service in Armed Forces \_\_\_\_\_
- d) My last Unit / Corps \_\_\_\_\_

(Signature of the Candidate)

Place:

Date: