

(To be published in the Employment News/Rozgar Samachar dated 20.06.2015)



**Government of India**  
**STAFF SELECTION COMMISSION (ER)**  
**D/o Personnel & Training**  
M/o Personnel, Public Grievances & Pensions  
Nizam Palace, 1<sup>st</sup> MSO Building, 8<sup>th</sup> Floor  
234/4, A.J.C. Bose Road, Kolkata-700020  
(Website: [www.sscer.org](http://www.sscer.org))



**NOTICE**

**ADVERTISEMENT NO. ER-02/2015**

**FILE NO. 11/1/2015-RECTT**

**CLOSING DATE: 20.07.2015**

**“Government Strives To Have A Workforce Which Reflects  
Gender Balance And Women Candidates Are Encouraged To Apply”**

Applications are invited from the Citizens of India under Para-4 of this Notice, for the following Group ‘B’ (Non-Gazetted) /Group ‘C’ (Non-Technical) Selection Posts. Descriptions of posts are mentioned at **Para-2** and other terms and conditions are mentioned at **Para-4 to Para-18** of this Notice and at Column-22 of Application Form.

Candidates should ensure themselves beforehand that their Age-Limit/Essential Qualifications (EQs)/Experience/Caste/Community/Category etc. exactly coincide with the requirements as stated in this Notice itself; otherwise their candidatures are liable to be cancelled at any stage of recruitment process without giving any notice to them. Therefore, they are advised to go through all parameters under different Paras and Sub-Paras of this Notice and satisfy themselves about their suitability on Age-limit and Essential Qualification(s) for the posts etc., before applying.

Candidature of Applicants shall be purely **PROVISIONAL** at all stages of recruitment process.

Status of Applications (Eligible/Rejected/Cancelled); Status of Candidature (Provisionally Eligible/Rejected/Cancelled); Shortlisting Criteria; Issuance of Call Letters to the provisionally eligible candidates; Publication of Final Result; Publication of Marks awarded to the candidates in the Examination/Interview etc. Status of forwarding Dossiers of the finally selected candidates to the Indenting Offices; and other relevant information will be made available on the Website of the **STAFF SELECTION COMMISSION (ER)** i.e at [www.sscer.org](http://www.sscer.org) and the said information will be deleted automatically after three months from the date of its uploading. Applicants are also advised to visit frequently the Website of the **SSC(ER)** for latest updates and for downloading necessary information from the Website.

**This Notice and Application Form are also available on  
STAFF SELECTION COMMISSION (ER)’s Website-[www.sscer.org](http://www.sscer.org)**

## 2. DESCRIPTION OF POST

### 2.1 CATEGORY NO. OF POST: **ER-01**

Name of Post	:	<b>Assistant Archivist (Oriental Records)</b>
Classification	:	<b>General Central Service, Group 'B', Non-Gazetted.</b>
Vacancy	:	<b>02 (01-UR &amp; 01-OBC)</b>
Department	:	<b>National Archives of India, Ministry of Culture</b>
AGE	:	18-30 years (Age relaxation is admissible as per Instructions).
PSL	:	₹. 9300/- – ₹.34800/-, Grade Pay ₹. 4200 /- (PB-2)
E.Q.	:	<div><div>i. Master's Degree in History with an optional paper in Indian History of post-1500 period of a recognized University or equivalent with an optional paper in Persian language at Degree level.</div><div><b>OR</b></div><div>Master's Degree in Persian from a recognized University or equivalent with an optional paper in Indian History of post-1500 period.</div><div>ii. Adequate knowledge of Persian Shikastah script.</div><div>iii. Diploma in Archival studies or knowledge of Archival Science with two years' experience of Research/Teaching/Work in a Government Record Office.</div><div>iv. English as one of the subjects of study at degree level of a recognized University or equivalent.</div></div>
	NOTE:	<div><div>1. Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.</div><div>2. The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</div></div>
D.Q.	:	NIL
I.P.	:	New Delhi/Bhopal/Jaipur/Pudducherry/Bhubneswar with AISL
J.R.	:	<div><div>i) Accessioning of records, maintaining Purchase registers of the acquired documents.</div><div>ii) Requisitioning and restoration, and arrangement of documents in oriental languages.</div><div>iii) To tender assistance in preparation of reference aids to records in oriental languages.</div><div>iv) Culling of information on queries received in the Department and for exhibition of documents.</div><div>v) Arrangement, description and editing of publications based on records in oriental languages.</div><div>vi) Preparation of catalogue cards of books etc. in oriental languages.</div><div>vii) Examination of documents/manuscripts in oriental languages, preparation of reports thereon and matters concerning Historical Documents Committee, promoting archival consciousness.</div><div>viii) To attend to any other work/duties assigned by Director General of Archives from time to time.</div></div>
Instruction for (PWD) candidates.	PH :	This post is identified <b>SUITABLE</b> for OH (OL & OA) candidates only.

**2.2 CATEGORY NO. OF POST: ER-02**

Name of Post	:	<b>Assistant Archivist (General)</b>
Classification	:	<b>General Central Service, Group 'B', Non-Gazetted.</b>
Vacancy	:	<b>23 (12-UR, 08-OBC, 02-SC &amp; 01-ST) [including 01-OH]</b>
Department	:	<b>National Archives of India, Ministry of Culture</b>
AGE	:	18-30 years (Age relaxation is admissible as per Instructions).
PSL	:	₹. 9300/- – ₹.34800/-, Grade Pay ₹. 4200 /- (PB-2)
E.Q.	:	<div><div>i. Master's Degree in History with an optional paper in Indian History of post-1750 period of a recognized University or equivalent.</div><div>ii. Diploma in Archival studies</div><div>OR</div><div>2 years' experience of Research in Modern Indian History in the period from 1750 onwards/teaching of Modern Indian History in a recognised educational institution/work in a Government Records Office.</div><div>iii. English as one of the subjects of study at degree level of a recognised University or equivalent.</div></div>
NOTE:		<div><div>1. Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.</div><div>2. The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</div></div>
D.Q.	:	Experience of Research in Modern Indian History/teaching of Modern Indian History in a recognised educational institution (For diploma holders in Archival studies).
I.P.	:	New Delhi/Bhopal/Jaipur/Pudducherry/Bhubneswar with AISL
J.R.	:	<div><div>i) To perform duties like appraisal of Public records, vetting of retention schedules and other ancillary activities pertaining to Record Management, accessioning and arrangement of records, organizing the exhibitions, compiling the guide and National Register of Private records.</div><div>ii) Compiling different types of finding aids for records, private papers, maps, plan, charts and automated finding aids.</div><div>iii) Selecting the documents for repair, preservation and microfilming purposes.</div><div>iv) Attending to correspondence work and preparation of various reports and returns.</div></div>

- v) Helping the Archivist (General) in organizing workshops, seminars, exhibitions and open house etc. To attend research room/exhibition duties.
- vi) To attend search cases on behalf of the outside and Government agencies individually to cull out information from records to supply to outside agencies and scholars as desired by them.
- vii) To attend to any other work assigned by Director General of Archives and other superior officers from time to time.

Instruction for PH : This post is identified **SUITABLE** for OH (OL & OA) candidates only.  
(PWD) candidates

## 2.3 CATEGORY NO. OF POST: **ER-03**

Name of Post : **Data Processing Assistant**  
 Classification : **General Central Service, Group 'C', Non-Technical**  
 Vacancy : **22 (12-UR, 06-OBC & 04-SC)**  
 Department : **Directorate General of Commercial Intelligence & Statistics, Dept. of Commerce, Ministry of Commerce & Industry, Kolkata**  
 AGE : 18-27 years (Age relaxation is admissible as per Instructions).  
 PSL : ₹. 5200/- – ₹.20200/-, Grade Pay ₹. 2400/- (PB-1)  
 E.Q. : i. Degree of a recognized University with Science, Mathematics, Economics, Commerce, Statistics or equivalent.  
 ii. Diploma or Certificate in Computer Application from a Government recognized institution or knowledge of programming, system operations and systems analysis to be judged through suitable tests.

NOTE: 1. Qualifications are relaxable at the discretion of Staff Selection Commission or competent authority in case of candidates otherwise well qualified.  
 2. The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission or Competent Authority in case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Staff Selection Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

D.Q. : NIL  
 I.P. : Kolkata with AISL  
 J.R. : 1) Collection of DTRs and Batch preparation.  
 2) First level check for detection of outliers, i.e., abnormally high/low quantity/value figures and invalid HS/Country/Port codes.  
 3) Scrutiny of manual DTRs.  
 4) Data Entry of DTRs to Mainframe Computer.  
 5) Collection & Processing of data pertaining to export/import of Ships/Aircrafts etc.  
 6) Intermediate level consistency checking & validation of data for publication of "Foreign Trade Statistics of India" (principal commodity/country/port) with provisional data.  
 7) Updation of data.

- 8) Processing and scrutiny of data for generation of special tables to meet the requirements of data users on a regular basis.
- 9) Preparation of special tables for framing replies to the parliament questions, VIP references, different investigating agencies etc.
- 10) Collection of Coastal Trade DTRs/Shipping returns from different sea ports/Custom zones all over the country.
- 11) Collection of returns in respect of Inland trade through rail, river and air.
- 12) Collection of data from Central Excise & Customs authorities.
- 13) Scrutiny, codification of coastal trade DTRs/Inland trade returns.
- 14) Data processing, validation and tabulation for the publications:-
  - a) Statistics of Inland Coasting Trade Consignments of India.
  - b) Statistics of Foreign and Coastal Cargo Movement of India.
  - c) Inter-state movements/flows of goods by rail, river & air.
  - d) Selected Statistics of Foreign Trade of India.
  - e) Statistics of the Customs and Excise revenue collections of the Indian Union.
15. Supply of information/data to existing and prospective exporters, trade association etc.
16. Collection, compilation and scrutiny of data/information received for Exporter and Importer Directory from different sources like DTR, DGFT and Trade Associations etc.
17. Correspondence with exporters, importers, financial institutions, banks, trade associations, ministries etc. for verification of exporters and importers information.
18. Scanning of different publications/newspapers with respect to development in the foreign trade.
19. Receiving, sorting, checking and classification of tenders.
20. Collection of information on trade enquiries.
21. Collection of materials for preparing country profile/commodity profile from various sources.
22. Any other responsibilities as assigned by the superior officer from time to time.

Instruction for PH : This post is identified **SUITABLE** for OH (OA & OL), HH (D & PD) (PWD) candidates candidates only.

## 2.4 CATEGORY NO. OF POST: **ER-04**

Name of Post	:	<b>Scientific Assistant (Mechanical)</b>
Classification	:	<b>General Central Service, Group 'B', Non-Gazetted.</b>
Vacancy	:	<b>04 (04-UR)</b>
Department	:	<b>National Test House, Ministry of Consumer Affairs, Food &amp; Public Distribution, Department of Consumer Affairs, Kolkata</b>
AGE	:	18- 30 years (Age relaxation is admissible as per Instructions).
PSL	:	₹. 9300/- – ₹.34800/-, Grade Pay ₹. 4600 /- (PB-2)
E.Q.	:	<ol style="list-style-type: none"> <li>i. Master's degree in Physics (pure or applied) or degree in Mechanical Engineering/Metallurgy of a recognized university or equivalent.</li> <li>ii. Two years experience in a Mechanical Testing laboratory</li> </ol>

NOTE: 1. Qualification(s) are relaxable at the discretion of SSC in the case of candidates otherwise well qualified.

2. The qualification(s) regarding experience is/are relaxable at the discretion of the SSC in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the SSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

D.Q. : NIL  
 I.P. : Kolkata/Mumbai/Chennai/Ghaziabad/Guwahati/Jaipur with AISL  
 J.R. : Testing and Evaluation of concerned laboratory samples and work in connection with the development of testing methods for these materials, calibration and maintenance of the instruments of the concerned laboratory.  
 Instruction for PH : This post is identified **NOT SUITABLE** for PH (PWD) candidates.

## 2.5 CATEGORY NO. OF POST: **ER-05**

Name of Post : **Scientific Assistant (RPT)**  
 Classification : **General Central Service, Group 'B', Non-Gazetted.**  
 Vacancy : **02 (01-UR & 01-ST)**  
 Department : **National Test House, Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs, Kolkata**  
 AGE : 18- 30 years (Age relaxation is admissible as per Instructions).  
 PSL : ₹. 9300/- – ₹.34800/-, Grade Pay ₹. 4600 /- (PB-2)  
 E.Q. : i. Master's degree in Physics (pure or applied) or Chemistry (Pure or Applied or Industrial) or degree in Textile Technology or degree in Rubber Technology or degree in Plastic Engineering or degree in Polymer and Rubber Technology of recognized university or equivalent.  
 ii. Two years experience in a laboratory engaged in the testing of Textile/Rubber/Plastic/Paper/Leather and their products.

- NOTE:
1. Qualification(s) are relaxable at the discretion of SSC in the case of candidates otherwise well qualified.
  2. The qualification(s) regarding experience is/are relaxable at the discretion of the SSC in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the SSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

D.Q. : NIL  
 I.P. : Kolkata/Mumbai/Chennai/Ghaziabad/Guwahati/Jaipur with AISL  
 J.R. : Testing and Evaluation of concerned laboratory samples and work in connection with the development of testing methods for these materials, calibration and maintenance of the instruments of the concerned laboratory.  
 Instruction for PH : This post is identified **NOT SUITABLE** for PH (PWD) candidates.

## 2.6 CATEGORY NO. OF POST: **ER-06**

Name of Post	:	<b>Scientific Assistant (Electrical)</b>
Classification	:	<b>General Central Service, Group 'B', Non-Gazetted.</b>
Vacancy	:	<b>02 (02-UR) (01 vacancy is reserved for OH)</b>
Department	:	<b>National Test House, Ministry of Consumer Affairs, Food &amp; Public Distribution, Department of Consumer Affairs, Kolkata</b>
AGE	:	18- 30 years (Age relaxation is admissible as per Instructions).
PSL	:	₹. 9300/- – ₹.34800/-, Grade Pay ₹. 4600 /- (PB-2)
E.Q.	:	i. Master's degree in Physics (pure or applied) or degree in Electrical Engineering/Electrical Communication Engineering/Telecommunication Engineering of a recognized university or equivalent. ii. Two years experience of advance Electrical or Electronics Measurement in a laboratory.
	NOTE:	1. Qualification(s) are relaxable at the discretion of SSC in the case of candidates otherwise well qualified. 2. The qualification(s) regarding experience is/are relaxable at the discretion of the SSC in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the SSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.
D.Q.	:	NIL
I.P.	:	Kolkata/Mumbai/Chennai/Ghaziabad/Guwahati/Jaipur with AISL
J.R.	:	Testing and Evaluation of concerned laboratory samples and work in connection with the development of testing methods for these materials, calibration and maintenance of the instruments of the concerned laboratory.
Instruction for PH (PWD) candidates	:	This post is identified <b>SUITABLE</b> for OH (OL) candidates only.

## 2.7 CATEGORY NO. OF POST: **ER-07**

Name of Post	:	<b>Investigator Grade-II</b>
Classification	:	<b>General Central Service, Group 'B', Non-Gazetted.</b>
Vacancy	:	<b>02 (02-OBC)</b>
Department	:	<b>Labour Bureau, Ministry of Labour &amp; Employment, Chandigarh</b>
AGE	:	18-30 years (Age relaxation is admissible as per Instructions).
PSL	:	₹. 9300/- – ₹.34800/-, Grade Pay ₹. 4200 /- (PB-2)
E.Q.	:	i. Bachelor's Degree with Statistics or Mathematics or Economics or Commerce as one of the subjects from a recognized University. ii. Certificate/Diploma Course in Computer Operation or software from a recognised institution.
D.Q.	:	(i) Master's Degree in Statistics or Mathematics or Economics or Commerce from a recognized University. (ii) Two years experience in collection, compilation and analysis of data in any Government organisation.
I.P.	:	Kolkata with AISL

- J.R. : The primary duties of Investigator Grade-II are collection and compilation of Labour Statistics from the primary units. For this purpose, the Investigator Grade-II has to undertake extensive tours throughout the country. Besides, the duties of Investigator Grade-II at the Headquarters, involves cent percent checking and scrutiny of data and tabulation etc. The duties also involve putting up various receipts/returns to the higher officials after examining them thoroughly and assisting in analysis and report work on various aspects of Labour Welfare activities.
- Instruction for PH : This post is identified **SUITABLE** for OH (OA & OL), HH and VH (B & PB) candidates only

## 2.8 CATEGORY NO. OF POST: **ER-08**

- Name of Post : **Metrological Assistant**
- Classification : **General Central Service, Group 'B', Non-Gazetted.**
- Vacancy : **02 (02-UR)**
- Department : Department of Consumer Affairs, M/o Consumer Affairs, Food & Public Distribution
- AGE : 18-30 years (Age relaxation is admissible as per Instructions).
- PSL : ₹. 9300/- – ₹.34800/-, Grade Pay ₹. 4200 /- (PB-2)
- E.Q. : i. Master's Degree in Physics or Degree in Mechanical/Electrical/ Electronics/Computer/Instrumentation Engineering of a recognised University/Institutions or equivalent.

NOTE: 1. Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.

- D.Q. : NIL
- I.P. : Ranchi/Guwahati with AISL
- J.R. : Calibration and testing of weighing and measuring instruments in the laboratories. Verification and standardization of Weights & Measures used in Legal Metrology. To maintain laboratories. Arrangement for organization of workshops, seminars designed for Enforcement officials of Weight & Measures Departments working in State Governments and to teach and train them in operation of Weighing and Measuring instruments.
- Instruction for PH : This post is identified **SUITABLE** for OH (OL & OA) and HH (PD) candidates only

## 2.9 CATEGORY NO. OF POST: **ER-09**

- Name of Post : **Assistant (Architectural Department)**
- Classification : **General Central Service, Group 'B', Non-Gazetted.**
- Vacancy : **24 (12-UR, 07-OBC, 03-SC & 02-ST) (01 vacancy is reserved for OH)**
- Department : Central Public Works Department, M/o Urban Development
- AGE : 18-30 years (Age relaxation is admissible as per Instructions).
- PSL : ₹. 9300/- – ₹.34800/-, Grade Pay ₹. 4200 /- (PB-2)
- E.Q. : Diploma in Architecture from a recognized University or Institute

NOTE: Qualification is relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing in case of candidates, otherwise well qualified.

- D.Q. : NIL



- I.P. : Kolkata/Ranchi/Patna/Bhubaneswar/Guwahati/Agartala/Shillong/Mumbai/Raipur/Nagpur/Bhopal/Gandhinagar/Lucknow/Dehradun/Chandigarh with AISL
- J.R. : 1. To prepare in required medium preliminary drawings/working drawings/detailed drawings/layout plans/municipal drawings/presentation drawings/perspectives/tracings of drawings/study models/prints for municipal submission: to calculate area on drawings and maintain drawings record.
2. To physically check and verify site data wherever required: and
3. To assist the officers in obtaining approval of plans from local bodies, arranging prints, and maintaining account of drawings stationery and in their administrative and technical functions, whenever called upon to do so.
4. He/She is accountable to her/his immediate superior, viz. Technical Officer or Assistant Architect or Dy. Architect as the case may be.
- Instruction for PH : This post is identified **SUITABLE** for OH & HH candidates only.  
(PWD) candidates

**NOTE: ABOVE VACANCIES ARE THOSE VACANCIES AS REPORTED TO THE SELECTION COMMISSION (ER) BY THE RESPECTIVE INDENTING OFFICES. THE STAFF SELECTION COMMISSION (ER) IS NOT RESPONSIBLE FOR WITHDRAWAL OF THOSE VACANCIES BY THE INDENTING OFFICES, FOR THE REASON WHATSOEVER.**

### 3. ABBREVIATIONS USED

SSC: Staff Selection Commission; M/o: Ministry of, D/o: Department of, O/o: Office of, I.P.O.: Indian Postal Order, CRFS: Central Recruitment Fee Stamps, Age: Age-limit, PSL: Pay-Scale, EQ: Essential Qualification, DQ: Desirable Qualification, IP: Initial Posting, AISL: All India Service Liability, JR: Job Requirements, UR: Unreserved, GEN: General, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, ExS: Ex-Serviceman, PH (PWD): Physically Handicapped (Persons with Disabilities), OH: Orthopaedically Handicapped, HH: Hearing Handicapped, VH: Visually Handicapped, OA: One arm affected, OL: One leg affected, BL: Both legs affected, PD: Partially Deaf, LV: Low vision, CGCE: Central Government Civilian Employee; NA: Not Applicable; OEA: Other Employed Applicant, Notice: Notice of Examination published in the Employment News, **dated 20.06.2015.**

### 4. NATIONALITY/ CITIZENSHIP

A candidate must be either :

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India, before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or
- a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

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

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

**5. EXAMINATION FEE; EXEMPTION FROM PAYMENT OF FEES; AND MODE OF PAYMENT OF FEE**

**A. EXAMINATION FEE**

Rs. 50/- (Rupees fifty only) through " Central Recruitment Fee Stamps (CRFS)" or "SBI Net-Banking/Credit Cards/Debit Cards " only.

**Fee paid without following instruction at Para-C of this Notice , will NOT be accepted and Fee once paid will not be refunded under any circumstances.**

**B. EXEMPTION FROM PAYMENT OF FEE**

- i. Women Applicants; SC/ST/PH(PWD) Applicants and unemployed EXS Applicants are exempted from paying EXAMINATION FEES, subject to fulfillment of conditions stated at **Para-9** of this Notice.
- ii. **As per Government of India's Orders issued from time to time.**

**C. MODE OF PAYMENT OF FEE**

**i. THROUGH CENTRAL RECRUIT FEE STAMPS (CRFS)**

The candidates should pay the fee (Rs.50/-) by means of "**Central Recruitment Fee Stamps (CRFS)**". These stamps are available at the counter of the Post Offices of the country. These Recruitment Fee Stamps may be pasted on the application form in the space earmarked for the purpose. These CRFSs must be got cancelled from the Counter Clerks of any Post Office of issue with the date stamp of the Issuing Office in such a manner that the impression of the cancellation stamps partially overflows on the Application Form itself, taking care at the same time that the impression is clear and distinct to facilitate the identification of date and Post Office of issue at any subsequent stage. After getting the CRFSs cancelled from the Post Office, the candidate may submit their application to the Eastern Regional Office of the Commission in the usual manner after completing other formalities.

**ii. PROCEDURE FOR ONLINE PAYMENT OF APPLICATION FEES**

1. The candidates will register themselves on the Commission's Portal <http://ssconline.nic.in> by entering the following details:
  - a. Advertisement No.
  - b. Post Category No.
  - c. Name of candidate
  - d. Father/Husband's name
  - e. Date of Birth
2. The system will generate a Registration ID.
3. Note down the Registration ID or take print out of the same.
4. Click on "make payment" option and make payment through SBI Net Banking/Credit Cards/Debit Cards.
5. Fill up the offline application form and indicate your Registration ID in the space provided for affixing CRFS on the second page of the application form.
6. Submit your application form as indicated in the Recruitment Notice.

**6. CLOSING DATE OF RECEIPT OF APPLICATION AND ADDRESS OF RECEIVING APPLICATION**

**A. CLOSING DATE OF RECEIPT OF APPLICATION**

- i. **CLOSING DATE OF RECEIPT OF APPLICATION is 20.07.2015 (5.00 P.M).**

- ii. **REMOTE AREA:** In the case of applicants residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep & for applicants residing abroad, the closing date is **27.07.2015 (5.00 P.M)**. **APPLICANTS APPLYING FROM ANY OF THOSE AREAS SHALL INVARIABLY BE SUPERSCRIBED “REMOTE AREA” ON THE ENVELOPE IN BOLD LETTERS.**

**B. ADDRESS WHERE APPLICATIONS SHOULD BE SENT/DELIVERED**

Applicants shall submit their Applications either through Post or By Hand only during the period from 20.06.2015 to 20.07.2015 at the following ADDRESS-

**THE REGIONAL DIRECTOR (ER),  
STAFF SELECTION COMMISSION (ER),  
NIZAM PALACE, 1<sup>ST</sup> MSO BUILDING, 8<sup>TH</sup> FLOOR,  
234/4, A.J.C. BOSE ROAD,  
KOLKATA-700020.**

**Applications received at other than the above mentioned address shall be rejected summarily.**

**7. ESSENTIAL QUALIFICATIONS (EQ) OF POSTS**

- i. ‘Essential Qualifications (EQs)/Experiences’ for different categories of ‘Posts’ are indicated at Para-2 of this Notice.
- ii. The Crucial Date for determining the ‘Essential Qualifications (EQs)/Experiences’ will be the closing date of receipt of applications as mentioned at **Para-6.A.(i)** of the Notice, therefore, the candidates must have in a position to obtain their **ESSENTIAL QUALIFICATIONS/ EXPERIENCES** on or before of that Date.
- iii. For posts where an **EPXPERIENCE** in a particular field/discipline for a specified period has been indicated as an **ESSENTIAL QUALIFICATION**, the applicants should submit a **CERTIFICATE** in support of their claim of Experience in that field/discipline from the **Competent Authority, failing which their application shall be rejected.**
- iv. **If candidates claim their Educational Qualifications are EQUIVALENT to the prescribed Essential Qualifications, it is the responsibility of the candidates to submit the necessary Documents/Certificates(Order/Letter with Number & Date) issued by the Government of India or by the Competent Authority from which they obtained the Educational Qualification, failing which their application shall be rejected.**
- v. Post(s) requiring proficiency in the relevant language as an essential qualification means that the applicant must have studied in that language up to Matric level and in case the relevant language is not taught as a subject in Matric, the said language must be the mother-tongue of the applicant or he/she should have the ‘working knowledge’ which shall be determined by the Staff Selection Commission.
- vi. Applicants must submit **Self Attested legible Copies** of their all Certificates/Documents, along with their Applications, in support of their information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH(PWD)/ESX] from the Competent Authorities, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.

They shall be a position to produce all the ORIGINAL CERTIFICATES/DOCUMENTS in support of their information given in their Application Forms at the time of **VERIFICATION OF DOCUMENTS**, failing which their candidature are liable to be cancelled at that very stage or at any stage of recruitment process.

**Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/PH(PWD)/ExS/C.G.C.E. Status or submit Certificates/Documents claiming reservation / age relaxation admissible to these categories or submit Certificates / Marksheets in support of Essential Qualification/Experience/Age-proof.**

**NOTE :** As per Ministry of Human Resources Development, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, GOI. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

**8. AGE-LIMIT AND RELAXATION ON UPPER AGE-LIMIT AND RESTRICTION ON RELAXATION ON UPPER AGE-LIMIT**

**A. CRUCIAL DATE FOR DETERMINING THE AGE-LIMIT**

The Crucial Date for determining the age-limit will be the closing date of receipt of applications as mentioned at **Para-6.A.(i)** of this Notice.

**B. AGE-LIMIT**

The different 'AGE-LIMIT' for different 'Posts' is indicated at **Para-2** of this Notice.

**Note: PROOF OF AGE**

The Date of Birth as recorded in the Matriculation/Secondary Examination Certificate will be accepted by the Commission for determining of AGE and no subsequent request for change will be considered or granted.

**C. RELAXATION IN UPPER AGE-LIMIT**

The following Relaxation in upper Age-limit admissible to eligible categories of applicants are given below, subject to fulfillment of terms and conditions stated at **Para-9** of this Notice and also to Restriction on Relaxation on upper age-limit as stated at **Para-8(D)** of this Notice.

The Relaxation in upper Age-limit is admissible only when the applicants claim it at Column No.12 of the Application Form and also properly fill the CATEGORY CODE at Column No.12.1 of the Application Form.

The details of the 'Category CODES', 'CATEGORY' and 'Permissible Age Relaxation beyond the Upper age limit as mentioned at Para-2 of this Notice' are given below.

Category CODE	CATEGORY	Permissible Age Relaxation beyond the Upper age limit
<b>For Group-'B' &amp; Group-'C' Posts</b>		
01	SC	5 years
02	ST	5 years
03	OBC	3 years
04	PWD	10 years
05	PWD (OBC)	13 years
06	PWD(SC)	15 years
07	PWD(ST)	15 years
08	Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on the closing date
09	Ex-Servicemen (OBC)	06 years (3 years+3 years) after deduction of the military service rendered from the actual age as on the closing date
10	Ex-Servicemen (SC)	08 years (3 years+5 years) after deduction of the military service rendered from the actual age as on the closing date

11	Ex-Servicemen (ST)	08 years (3 years+5 years) after deduction of the military service rendered from the actual age as on the closing date
<b>For Group 'B' Posts</b>		
12	Central Government Civilian Employees ( <b>Unreserved / General</b> ) who have rendered not less than 3 years regular and continuous service as on closing date	05 years
13	Central Government Civilian Employees ( <b>OBC</b> ) who have rendered not less than 3 years regular and continuous service as on closing date	08 (5+3) years
14.	Central Government Civilian Employees ( <b>SC</b> ) who have rendered not less than 3 years regular and continuous service as on closing date	10 (5+5) years
15	Central Government Civilian Employees ( <b>ST</b> ) who have rendered not less than 3 years regular and continuous service as on closing date	10 (5+5) years
<b>For Group 'C' Posts</b>		
16.	Central Government Civilian Employees (Unreserved/ General) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 40 years of age
17	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 43 years of age
18	Central Government Civilian Employees (SC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
19	Central Government Civilian Employees (ST) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
20	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)	5 years
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (OBC)	8 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (SC)	10 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (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)	Upto 40 years of age
27	Widows/Divorced Women/Women judicially separated and who are not remarried (ST)	Upto 40 years of age

28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (General/ Unreserved)	5 years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof ( <b>OBC</b> )	8 (5+3) years
30	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof ( <b>SC</b> )	10 (5+5) years
31	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof ( <b>ST</b> )	10 (5+5) years
32	Others.	<b>As per Government of India's Orders issued from time to time.</b>

**D. RESTRICTION ON RELAXATION IN UPPER AGE LIMIT**

**THE AGE RELAXATION FOR RESERVED CATEGORY APPLICANTS IS ADMISSIBLE ONLY IN THE CASE OF VACANCIES RESERVED FOR SUCH CATEGORIES. THE RESERVED CATEGORY APPLICANTS, WHO APPLY AGAINST POSTS MEANT FOR UR CATEGORY, ARE NOT ENTITLED TO GET AGE RELAXATION. HOWEVER, THE APPLICANTS BELONGING TO PH CATEGORY ARE ENTITLED TO GET AGE RELAXATION AS ADMISSIBLE TO THEM FOR THE POSTS MEANT FOR UR CATEGORY, IF SUCH POSTS ARE IDENTIFIED SUITABLE FOR THE PH CATEGORY.**

**9. CONDITIONS ON SEEKING FEE CONCESSION, AGE-RELAXATION, RESERVATION ETC.**

**A. FOR SCHEDULED CASTES/SCHEDULED TRIBES (SC/ST) APPLICANTS**

- i. SC/ST applicants seeking **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc. shall invariably submit, along with their Application Forms, the requisite Certificate as per **FORMAT (Appendix-II)** of this Notice) from **COMPETENT AUTHORITY** (Annexure-I of this Notice) and their Sub-Castes/Communities are approved by the Government of India on or before the closing date of receipt of applications otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.

The details of the Approved Sub-Castes/Communities under Scheduled Caste in respect of different States are available at the Website of Ministry of Social Justice & Empowerment under the Government of India.

[ <http://socialjustice.nic.in/sclist.php> ]

The details of Approved Sub-Castes/Communities under Scheduled Tribes in respect of different States are available at the Website of Ministry of Tribal Affairs under the Government of India.

[ <http://tribal.nic.in/Content/list%20of%20Scheduled%20Tribes%20in%20India.aspx> ]

- ii. **TRAVELLING ALLOWANCE (TA)**

SC/ST applicants satisfying Paras-9A(i) & 9A(ii) of this Notice called for interview only will be paid **TRAVELLING ALLOWANCE (TA)** as per the Government of India's Orders. No TA will be paid for Proficiency Test/Screening Test/Skill Test, if they are held on a day other than that of Interview.

**B. FOR OTHER BACKWARD CLASSES (OBC) APPLICANTS**

- i. OBC applicants not covered under the Creamy Layer, as per the standing Instruction of the Government of India as amended from time to time, seeking for **AGE-RELAXATION, RESERVATION** etc. **shall invariably submit, along with their Application Forms**, the requisite Certificate as per FORMAT (**Appendix-III** of this Notice) from COMPETENT AUTHORITY (**Annexure-I** of this Notice) and also submit a Declaration as per FORMAT [**Appendix-III(A)** of this Notice]. They shall ensure that their Community fall, on or before the closing date of receipt of applications, under the Central List of OBC as approved by the Government of India for different States [Please see ANNEXURE to Government of India, Ministry of Social Welfare, Resolution No.12011/68/93-BCC(C), dated 10.09.1993 (as amended from time to time), published in the Gazette of India, Extraordinary, Part-I, Section-1, No.186, dated 13.09.1993). They shall also ensure that the date of issue of their OBC Certificates are not more than three years old from the closing date for receipt of application as mentioned at Para-6(A)(i) of the Notice. **OTHERWISE, THEIR CLAIM FOR OBC STATUS ALONG WITH CLAIM FOR AGE RELAXATION AND RESERVATION WILL NOT BE ENTERTAINED AND THEIR CANDIDATURES/APPLICATIONS WILL BE CONSIDERED UNDER GENERAL CATEGORY (UR) CANDIDATES.**

The details of the Approved Sub-Castes/Communities [Central List of OBC] under OBC in respect of different States are available at the Website of National Commission for Backward Classes, under the Ministry of Social Justice & Empowerment of the Government of India.

[ [http://www.ncbc.nic.in/User\\_Panel/CentralListStateView.aspx](http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx) ]

- ii. The closing date for receipt of application as mentioned at Para-6(A)(i) of the Notice will be treated as the date of reckoning for their Non-Creamy Layer status of applicant under the OBC category.

**C. FOR PHYSICALLY HANDICAPED (PERSONS WITH DISABILITIES) [PH (PWD)] [OH/HH/VH] APPLICANTS**

- i. Only the PH (PWD) persons having 40% or above disability are eligible for **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc.

They shall invariably submit, along with their Application Forms, the requisite Certificate as per FORMAT [**Appendix-VI(Form-II)/(Form-III)/(Form-IV)**] of the Notice, otherwise, their claim for PH (PWD) status will not be entertained.

- ii. **SPECIAL INSTRUCTION FOR THE PWD CANDIDATES IN CASE THEY ARE CALLED FOR THE WRITTEN EXAMINATION**

- a. Persons with visual disability of less than forty percent will not be considered as visually disabled persons. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates 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 Magnifying Glass 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. Visually Disabled (VD) candidates with visual disabilities of forty percent and above and candidates suffering from Cerebral Palsy can avail the assistance of a SCRIBE to be provided by the Commission in the Written Examination subject to such requests being made to the Commission before the Examination. Candidates suffering from Cerebral Palsy will also be provided with the facility of Scribe and compensatory time at par with VD candidates. Question Papers and Answer Sheets will not be provided in BRAILLE.

Visually Disabled (VD), including blind and partially blind, candidates with visual disability of forty percent and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VH/Cerebral Palsy candidates will be allowed inside the examination premises.

- b. **Provision of Compensatory Time:** The Visually Disabled candidates and candidates suffering from Cerebral Palsy will be allowed compensatory Time in the examination, as per the decision of the Commission.

Persons with visual Disability of less than forty percent will not be considered as visually handicapped persons and will not be eligible for assistance of a Scribe. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates 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 Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass.

**D. FOR SERVICEMEN OF THE THREE ARMED FORCES APPLICANTS**

- i. EXS applicants seeking for **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc. shall invariably submit, along with their Application Forms, the requisite Certificate as per FORMAT (**Appendix-V** of this Notice) from COMPETENT AUTHORITY (Annexure-I of this Notice) and also submit a Declaration as per FORMAT [**Appendix-V(A)** of this Notice] otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.

For any serviceman of the three Armed Forces of the Union to be treated as EXS for the purpose of securing the benefits of reservation etc.; he/she must have already acquired, at the relevant time of submitting his/her application for Post/Service, the status of EXS and/or is in a position to establish his/her acquired entitlement by documentary evidence from the COMPETENT AUTHORITY that he/she would complete specified term of engagement with the Armed Forces within the stipulated period of ONE YEAR from the closing date of receipt of applications as stipulated at Para-6(A)(i) of this Notice, or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

- ii. **EX-SERVICEMAN:** An Ex-Serviceman means a person
- i. 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
- a. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his/her pension; or
- b. who has been relieved from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- c. who has been released from such service as a result of reduction in establishment;
- OR
- ii. who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army, namely pension holders for continuous embodied service or broken spells of qualifying service;
- OR
- iii. personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;
- OR
- iv. personnel, who were on deputation in Army Postal Service for more than six months prior to the 14<sup>th</sup> April, 1987;
- OR
- v. Gallantry award winners of the Armed Forces including personnel of Territorial Army;
- OR
- vi. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.



- The period of 'Call up Service' of an EXS in the Armed forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.
- iii. A Matriculate Ex-Serviceman (includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service on the closing date of receipt of applications as stipulated at Para-6 (A)(i) of this Notice with Armed Forces of the Union shall be considered eligible for appointment to the Group 'C'. Posts. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on the closing date of receipt of applications as stipulated at Para-6 (A)(i) of this Notice are not be treated as a deemed graduate applicant.
  - iv. As per Department of Personnel & Training's O.M. No. 36034/6/90-Estt-SCT dated 24.4.92, such EXS applicants who have already secured employment under the Central Govt. in civil side after availing of the benefit given to them as EXS for their re-employment, are eligible for age-relaxation prescribed for EXS for securing another employment in a higher grade, but will not be eligible for the benefit for reservation for the EXS for securing another employment in a higher grade. They will also not eligible for fee concession admissible to EXS. Such EXS would have to pay the requisite fee of `50/- for this recruitment.

- However, as per the Department of Personnel & Training's O.M. No. 36034/1/2014-Estt-(Res.) dated 14.08.2014, the Govt. of India has now decided that if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-servicemen for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-servicemen.
- v. Service Clerks in the last year of their COLOUR SERVICE are not exempted from payment of fee.

#### **E. FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEE (CGCE) APPLICANTS**

The Central Govt. Civilian Employees should have rendered not less than 3 years continuous service on regular basis (and not on ad hoc basis) as on the closing date of receipt of applications as mentioned at Para-6.A.(i) of the Notice and should remain in Central Government Service holding civil post in various Department/Offices of Government of India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.

For claiming the benefit of age relaxation they shall invariably submit along with their Application Forms, a requisite Certificate as per FFORMAT (**Appendix-IV** of this Notice) from the COMPETENT AUTHORITY (Annexure-I of this Notice) and also submit a Declaration [Appendix-IV(A) of this Notice] otherwise their claims for age-relaxation shall not be considered.

#### **F. SPECIAL INSTRUCTION FOR EMPLOYED APPLICANTS**

All employed candidates shall invariably submit along with their Application Forms, a requisite Declaration [Appendix-IV(A) of this Notice] that they have intimated their Office and also they would be in a position to furnish NO OBJECTION CERTIFICATE from their EMPLOYER at the time of **VERIFICATION OF DOCUMENTS**, failing which their candidature are liable to be cancelled at that very stage or at any stage of recruitment process.

Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for appearing in the examination, their applications shall be *rejected and candidature shall be cancelled*.

#### **G. FOR OTHER CATEGORIES OF APPLICANTS**

**As per Government of India's Orders issued from time to time.**

## 10. GUIDELINES FOR SENDING COMPLETE APPLICATION

### A. EXAMINATION FEE

Candidates, other than those are exempted from paying examination fees, shall invariably ensure that they have submitted Examination Fees of Rs. 50/- (Rupees fifty only) through " Central Recruitment Fee Stamps (CRFS)" or "SBI Net-Banking/Credit Cards/Debit Cards " only as per the procedure given at Para-5 of this Notice.

### B. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:

Applicants must submit **Self Attested legible Copies** of their all Certificates/Documents, along with their Applications, in support of their information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH(PWD)/ESX] from the Competent Authorities, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.

They shall be a position to produce all the ORIGINAL CERTIFICATES/DOCUMENTS in support of their information given in their Application Forms at the time of **VERIFICATION OF DOCUMENTS**, failing which their candidature are liable to be cancelled at that very stage or at any stage of recruitment process.

**Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/PH(PWD)/ExS/C.G.C.E. Status or submit Certificates/Documents claiming reservation / age relaxation admissible to these categories or submit Certificates / Marksheets in support of Essential Qualification/Experience/Age-proof.**

### C. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:

**CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/REJECTED SUMMARILY OR AT ANY STAGE OF THE RECRUITMENT PROCESS IF THEIR APPLICATIONS ATTRACT ANY ONE OF THE FOLLOWING REASONS (THE LIST IS ONLY ILLUSTRATIVE & NOT EXHAUSTIVE)**

- i. Incomplete Application Forms  
[Not in Format/Not filled properly/Unsigned/Undated/Not filled either in Hindi or in English by the candidates themselves ]
- ii. Any variation in the Signatures.  
[All the **SIGNATURES** (in **FULL NOT IN SHORT**) done on the Application Form and also on other Documents must be **IN THE RUNNING SCRIPT** and be in the same manner.]
- iii. Without standard passport size (4 cm x 5 cm) CLEAR and LEGIBLE PHOTOGRAPH (present) pasted on the Application Form.
- iv. Non submission of Examination Fees, otherwise exempted.  
[Fee not paid as per instruction/Not mentioning necessary information in the Application Form]
- v. Under aged/over aged candidates.
- vi. Non submission of **Self Attested legible Copies** of all the relevant Certificates/Documents, along with the Application Forms, in support of their information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH(PWD)/ESX] from a recognized University/ Institution /Board/Competent Authority as per the Notice.
- vii. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date and time of submitting the application.
- viii. Non submission of Declaration, if applicable, as per the Notice.
- ix. Incorrect information or misrepresentation or suppression of material facts.

- x. Application Forms received after the Closing Date of receipt of Application or before the Date of Notification.
- xi. Not Superscribing the envelope contains Application Form as –

“SELECTION POST”

APPLICATION FOR THE POST OF: \_\_\_\_\_ ;CATEGORY NO OF POST:ER-\_\_\_\_\_ ;ADVERTISEMENT NO :ER-\_\_\_\_\_

- xii. Any other irregularity.

- Note:
- i. CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ANY OTHER COMMUNICATION DEVICES INSIDE THE EXAMINATION PREMISES/HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DISCIPLINARY ACTION INCLUDING BAN FROM SSC'S FUTURE EXAMINATIONS AGAINST THE CANDIDATES.
  - ii. THE CANDIDATES SHOULD BRING HIS/HER OWN HB PENCIL, ERASER. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THESE SPECIFIED ABOVE SUCH AS BOOKS, NOTES AND LOOSE SHEETS, MOBILES ETC INTO THE EXAMINATION HALL.

## **11. PROFORMA FOR APPLICATION FORM, CERTIFICATE, DECLARATION AND UNDERTAKING AND LIST OF COMPETENT AUTHORITIES**

### **A. FORMATS OF APPLICATION FORM**

Format of Application Form is given at Appendix-I(B) of this Notice.

### **B. FORMATS OF CERTIFICATES/DPCUMENTS/UNDERTAKING**

Format of Certificates/Documents/Declaration are at Appendix-II to Appendix-VI this Notice.

### **C. DETAILS OF THE COMPETENT AUTHORITIES**

The details of the Competent Authorities are at Annexure-I of this Notice.

## **12. SELECTION PROCEDURES**

### **A. PRELIMINARY SELECTION**

- i. Usually, the selection to the posts will be made on the basis of an Interview/ Personality Test/ Skill Test. Mere fulfilling of minimum prescribed qualifications etc. will not entitle a applicant to be called for the Interview/ Personality Test/ Skill Test. Commission may make a preliminary selection of applicants on the basis of their educational qualifications, academic records, percentage of marks, etc., and the applicants thus selected will be required to undergo an Interview/ Personality Test/ Skill Test.
- ii. The Commission, may at its discretion, decide to hold a Proficiency Test in appropriate subject for any of the categories of posts or to make a screening of applicants on the basis of percentage of marks on the EQ, where it is felt necessary, before the applicants are called for Interview/Personality Test/ Skill Test/Proficiency Test.
- iii. The Commission may at its discretion, waive holding of Proficiency Test in those categories of posts where a Proficiency Test has been prescribed.
- iv. Detailed programme/schedule of such screening test, if and when decided to be held, will be posted at Commission's website (www.sscer.org). Candidates are, therefore, advised to visit the regional website from time to time in their own interest.

Note : The Interview/Personality Test is structured in such a manner that the applicants' interests, knowledge, various traits, aptitude, suitability etc. are probed, among other things, through academic qualifications, extra-curricular activities, general awareness/knowledge, depth of knowledge of the subject studied on the level of 'Essential Qualification' for the post, communicative skill and personality etc.

## B. SCREENING TEST

- i. The Commission may, at its discretion decide to hold a screening test for any of the categories where it is felt necessary before Interview/Personality Test/ Proficiency Test/Skill Test.
- ii. The Commission may, at its discretion, where it is felt necessary, without holding Screening Test may screen the applicants by the method of short listing on the basis of percentage of marks on the prescribed Essential Qualification for the post.
- iii. Only such of the applicants who qualify in the screening test or otherwise at the standard fixed by the Commission at their discretion would be eligible for being called for the Interview/Personality Test/ Proficiency Test/Skill Test.

## C. RECOMMENDATION FOR APPOINTMENT

- i. The Commission will have the full discretion to fix separate minimum qualifying marks in Examination/Skill Test/Screening Test/Personality Test/Interview for each category of candidates [viz. SC/ST/OBC/PH(PWD)/ExS/General (UR)].
- ii. After the Examination (Skill Test/Screening Test/Personality Test/Interview wherever applicable), the Commission will draw up the Merit List on the basis of the marks obtained by the candidates in the Examination and, in that order, as many candidates as are found by the Commission to have qualified in the Examination shall be recommended for appointment up to the number of unreserved vacancies available.
- iii. SC, ST and OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC, ST and OBC candidates which will, thus, comprise of SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.
- iv. **A PH(PWD) candidate who qualifies the Commission's examination under General Standards can be appointed against an unreserved vacancy provided the post is identified suitable for person with disability of relevant category.**
- v. An Ex-Serviceman or PH(PWD) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. Insofar as cases of Ex-Serviceman are concerned, deduction from the age of Ex-Serviceman is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.
- vi. Success in the examination confers no right of appointment unless the Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

Note : 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 will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination and interview, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

## D. RESOLUTION OF TIE CASES:

In case where more than one candidates secure the equal aggregate marks tie will be resolved by applying the following methods one after another-

- i. Date of Birth, the Candidate older in age will be placed higher in Merit.
- ii. Alphabetical Order in which First Names of the candidates appear.

NOTE: Provisionally eligible candidates will be called for the Examination (Skill Test/Screening Test/Personality Test/Interview wherever applicable) at the Office of the Staff Selection Commission (Eastern region), Kolkata. However, the Commission reserves the right to divert candidates of anywhere within the Region or outside the Region to take the examination.

**13. NO PERSON**

- a. who has entered into or contracted a marriage with a person having a spouse living; or
- b. who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service,

Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**14. GOOD MENTAL AND BODILY HEALTH OF CANDIDATE**

A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/her duties as an Officer of the service. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

Note : In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilisation Medical Board of the Defence Services will be considered adequate for the purpose of appointment.

**15. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.

Without prejudice to criminal action/debarment upto 3 years from Commission's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found have indulged in any of the following:-

- i. In possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode and on person or otherwise.
- ii. Involved in malpractices.
- iii. Using unfair means in the examination hall.
- iv. Obtaining support for his / her candidature by any means.
- v. Impersonate/ Procuring impersonation by any person.
- vi. Submitting fabricated documents or documents which have been tampered with.
- vii. Making statements which are incorrect or false or suppressing material information.
- viii. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- ix. Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.
- x. Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination.

- xi. Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.
- xii. To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.

16. **CANVASSING**

Canvassing in any form will disqualify the applicant.

17. **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) and interviews, allotment of examination centers, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

18. **JURISDICTION OF COURTS/TRIBUNALS**

ANY DISPUTE IN REGARD TO THIS RECRUITMENT WILL BE SUBJECT TO COURTS/TRIBUNALS HAVING JURISDICTION OVER THE PLACE OF THE EASTERN REGIONAL OFFICE OF THE STAFF SELECTION COMMISSION I.E. THE COURTS / TRIBUNALS AT KOLKATA.

Sl No.	Appendix No.		Caste/ Community/ Category/		Competent Authority
1.	APPENDIX-I(A)		Instruction for Filling up Application Form		
	APPENDIX-I(B)		Application Format		
2.	APPENDIX-II		SC/ST	i.	District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commission/ Dy. Collector/1 <sup>st</sup> Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
				ii.	Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
				iii.	Revenue Officers not below the rank of Tehsildar.
				iv.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.
			Note:		ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.
3.	APPENDIX-III		OBC	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:	The closing date for receipt of application will be treated as the date of reckoning for OBC status of the applicant and also, for assuming that the applicant does not fall in the creamy layer.
4.	APPENDIX-III (A)		Applicants themselves		
5.	APPENDIX-IV		CGCE	Head of Office or Head of Department	
6.	APPENDIX-V(A)		EA/ CGCE	Applicants themselves	
7.	APPENDIX-V		EXS	Commanding Officer	
8.	APPENDIX-V(A)			Applicants themselves	
9.	APPENDIX-VI	FORM-II	PWD	Members/Chairperson of Medical Board & Counter signed by the Medical Superintendent/CMO/Head of Hospital	
		FORM-III			
		FORM-IV			

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**INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR SELECTION POSTS**

- i. It may be noted that the Commission uses Common Application Form for all its recruitments. Please go through the notice for the Recruitment and also these instructions carefully before applying for any of the posts mentioned in the Notice. You must satisfy yourself that you are eligible for the post for which you are applying
- ii. Use only blue/black pen for filling up the Application Form.
- 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 or require clarification further instructions given below may be gone through carefully.
- iv. Column 10 may be filled up carefully. Ex-servicemen candidates are also required to fill up columns 10 and 10.1.
- v. PH candidates are required to fill up Columns 10, 11, 11.1, 16 and 16.1 as may be applicable. The Commission may decide to hold screening skill test for certain posts and therefore, VH candidates should fill up columns 16 and 16.1
- vi. **Column No. 12.1:** The category code for filling up this column is available at Para-8(C) of this Notice.
- vii. **Column No. 12.2** – Age as on normal closing date for receipt of applications should be indicated.
- viii. **Column No. 13** – relating to preference for posts may be left blank.
- ix. **Column No. 17:** Educational Qualification. ‘Essential Qualifications (EQs)/Experiences’ for different categories of ‘Posts’ as indicated at Para-2 of this Notice.  
  
Candidates should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfill the same. Documents in support of Essential Qualifications should invariably be furnished along with the application failing which the applications will be summarily rejected.
- x. **Column No. 18:** Experience. Candidates shall give their Experience Certificate from the Competent Authority.
- xi. **Column No. 19:** 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.
- xii. **Column No. 20:** Paste your recent photograph of size 4cm x 5cm. Do not staple and do not get the photo Self Attested. Please note that your application shall be rejected summarily without photograph.
- xiii. **Column No. 21 and 22:** Unsigned applications will be rejected. Variations in the signature will render the application liable to be rejected. Therefore, Applicants shall make their **SIGNATURES** (in **FULL NOT IN SHORT**) **IN THE RUNNING SCRIPT and** be in the same manner and there should be no variation in the signatures.
- xiv. **Declarations at Column No. 22 (i) to Column No. 22 (viii)** read carefully and Strike off the sentences if not applicable.
- xv. **Column No. 23:** Ensured the CRFS has been cancelled by the Post Office/or indicate your Registration ID in the space provided for affixing CRFS as per direction given at indicated at at Para-5 of this Notice.
- xvi. Candidates shall, **invariably submit along with their Application Forms, all the relevant Self-Attested Documents** on the basis of which they have given necessary Information in their Application Forms, **otherwise their candidatures shall be rejected and cancelled summarily or at any stage of recruitment process.** The relevant Documents shall be submitted in a chronological order..

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# कर्मचारी चयन आयोग / Staff Selection Commission

## आवेदन पत्र / APPLICATION FORM



कृपया परीक्षा के नोटिस में दिए गए अनुदेशों को सावधानी पूर्वक पढ़ लें। बॉक्सों ( ) में लिखने के लिए नीले या काले पेन का प्रयोग करें।

Please read instructions in the Notice of the Recruitment carefully. Use Blue or Black ball pen to write in the boxes ( )

1. विज्ञापन सं. / Advertisement No.

2. श्रेणी सं. / CAT No.

3. उम्मीदवार का पूरा नाम (अंग्रेजी में) मैट्रिकुलेशन प्रमाण पत्र में दिए गए नाम के अनुसार बड़े अक्षरों में लिखें। नाम के किन्हीं दो भाग के बीच एक बॉक्स को खाली छोड़ दें।  
Candidate's Full Name (in English). Write in Capital Letters exactly in Matriculation Certificate. Leave a box blank between any two parts of the name.

4. पिता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें) / Father's Name (Write in Capital Letters in English)

5. माता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें) / Mother's Name (Write in Capital Letters in English)

6. जन्म की तारीख / Date of Birth

दिन / Day माह / Month वर्ष / Year

7. लिंग / Gender

(Write 2 - Female & 1 Male)

8. राष्ट्रियता / Nationality

(Write 1 - Indian & 2 Others)

9. शुल्क / Fees

(Write 1 - Fee Paid & 2 Exemption claimed)

10. श्रेणी / Category

(Write 9 - General, 1 - SC, 2 - ST & 6 OBC)

10.1 क्या आप भूतपूर्व सैनिक हैं? / Whether Ex-Serviceman?

(Write 3 - Ex-serviceman)

11. क्या आप शारीरिक विकलांग हैं? / Whether PH?

(Write 1 - Yes & 2 - No)

11.1 यदि हाँ, कोड अंकित करें  
If yes, indicate Code

(Write 4 - OH, 5 - HH, 7 - VH)

12. क्या आप आयु सीमा में छूट चाहते हैं?  
Whether seeking Age relaxation?

(Write 1 - Yes, 2 - No)

12.1 यदि हाँ, कोड अंकित करें  
If yes, indicate Code

(Write two digit numeric code)

12.2 आवेदन प्राप्ति की सामान्य अन्तिम तिथि को आयु  
Age as on normal closing date

Years Months Days

13. पदों की वरीयता / Preference for Posts

1 2 3 4 5 6 7 8 9 10

14. भूतपूर्व सैनिक के लिए / For Ex-Serviceman सेवा समाप्ति तिथि / Date of Discharge  
सेवा अवधि / Lenth of Service

(In Years) D D M M Y Y

15. क्या आप अल्पसंख्यक हैं?

Whether belong to Minority Community as per Govt. Orders (Write 1 - Yes, 2 - No)

(हाँ - 1, नहीं - 2)

16. यदि दृष्टि बाधित विकलांग है तो क्या आपको प्रलिपिक  
की आवश्यकता है? If VH, whether scribe is required?

(हाँ - 1, नहीं - 2)

16.1 यदि हाँ, तो माध्यम अंकित करें (अंग्रेजी के लिए 1, हिन्दी के लिए 2) / If yes, indicate medium (English - 1 & Hindi - 2)

17. शैक्षिक योग्यता / Educational Qualification

स्तर / Level	पाठ्यक्रम / Course	विषय / Subject	अंक का प्रतिशत / % of Marks	माध्यम / Medium
मैट्रिक / Matriculation			•	
इंटरमीडिएट/डिप्लोमा / Intermediate/Diploma			•	
स्नातक / Graduation			•	
स्नातकोत्तर / Post-graduation			•	

माध्यम : अंग्रेजी के लिए 01, हिन्दी के लिए 02 और अन्य के लिए 03 लिखें। / Medium : Write 01 for English, 02 for Hindi & 03 Others

18. कार्य अनुभव का विवरण / Details of Work Experience

संस्था का नाम Name of the Organization (s)	पद का नाम Designation	कार्य का विवरण Nature of Duty (ies)	कार्य की अवधि / Period of Service
			से / From तक / To

19. पता : अपने नाम सहित पत्र व्यवहार का पूरा पता अंग्रेजी में बड़े अक्षरों में या हिन्दी में नीले या काले बॉल पेन से लिखें।

Address : Write your complete Communication Address including your Name in English Capital Letters or Hindi with Blue or Black Ball Pen.

(परीक्षा के नोटिस में अनुदेश देखें)  
(See Notice of the Exam for Instructions)

नाम / Name .....

पता / Address .....

पिन / PIN .....

20. फोटोग्राफ

4 से.मी. x 5 से.मी. आकार का हाल ही में खींचा गया फोटोग्राफ यहाँ ठीक ढंग से चिपकावें। (स्टेपल न करें। फोटो को सत्यापित न करवाएं।)

Photograph

Paste here firmly your recent photograph (4 c.m. x 5 c.m.) (Do not staple. Do not get the Photograph attested)

अनुक्रमांक (केवल कार्यालय प्रयोग हेतु)  
Roll Number (for Office use only)

21. उम्मीदवार के हस्ताक्षर

(केवल घसीट हस्तलिपि में)

Signature of Candidate (Only in running Hand)

अहस्ताक्षरित आवेदन पत्र रद्द कर दिया जाएगा  
Unsigned application will be rejected



## 22. घोषणा / Declaration

**Space for**  
cancellation stamp by post  
office after affixing CRF stamp  
के.भ. शुल्क टिकट चिपकाने के बाद  
डाकघर द्वारा रद्द किये जाने वाले  
टिकट हेतु स्थान

23. के.भ. शुल्क टिकट के लिए स्थान

Space for CRF stamp

अपेक्षित मूल्य वर्ग का के.भ.  
शुल्क टिकट यहाँ ठीक ढंग  
से चिपकाएं तथा डाकघर से  
रद्द करा दें जहाँ से  
वह खरीदा गया है।  
(स्टेपल न करें)

Paste here firmly CRF Stamp  
of requisite denomination  
and get it cancelled from the  
Post Office from where purchased.  
(Do not Staple)

- (i) मैंने इस भर्ती के लिए कोई और आवेदन पत्र नहीं भेजा है। मुझे यह मालूम है कि यदि मैं इस नियम का उल्लंघन करता / करती हूँ तो आयोग द्वारा मेरा आवेदन सरसरी तौर पर अस्वीकृत कर दिया जायेगा।  
I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.
- (ii) मैंने विज्ञप्ति में दी गई शर्तों को ध्यानपूर्वक पढ़ लिया है और मैं एतद्वारा उनका पालन करने का वचन देता / देती हूँ।  
I have read the provisions of the Notice of the examination carefully and I hereby undertake to abide by them.
- (iii) मैं यह भी घोषणा करता / करती हूँ कि मैं इस परीक्षा के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता आदि संबंधी पात्रता की सभी शर्तों को पूरा करता / करती हूँ।  
I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications, etc. prescribed for admission to the examination.
- (iv) मैं यह भी घोषणा करता / करती हूँ कि मुझे आज तक कर्मचारी चयन आयोग / संघ लोक आयोग द्वारा किसी भी परीक्षा में बैठने से नहीं रोका गया है तथा मुझे किसी भी विधि न्यायालय द्वारा कभी भी दोषी नहीं पाया गया है।  
I also declare that I do not stand debarred by SSC/UPSC/CPWD/MES/Dept. of Posts as on date and have never been convicted by any court of law.
- (v) \* आयु सीमा में छूट चाहने वाले केन्द्र सरकार के असैनिक कर्मचारी के लिए  
मैं यह घोषणा करता हूँ कि मैं एक केन्द्र सरकार का एक असैनिक कर्मचारी हूँ एवं नियमित आधार पर 3 वर्ष की सेवा या सेवाकाल अवधि जैसा की परीक्षा नोटिस में निर्धारित है, आवेदन पत्र जमा करने की अंतिम तिथि या उससे पूर्व पूर्ण कर ली है।  
\* For Central Govt. Civilian Employee seeking age relaxation  
I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length of service stipulated in the Notice of the examination on or before date of closing of submitting application form given in the Notice.
- (vi) \* अन्य पिछड़ा वर्ग से संबंधित अभ्यर्थी के लिए  
मैं यह घोषणा करता / करती हूँ कि मैं उस समुदाय से संबंधित हूँ जिसे कार्मिक एवं प्रशिक्षण विभाग के दिनांक ८.९.१९९३ के का.ज्ञा. सं. ३६०१२/२२/९३ स्था. (एससीटी) में विहित आदेशों के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण विभाग के प्रयोजन हेतु पिछड़ा वर्ग माना जाता है। यह भी घोषणा करता हूँ कि भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग के विभिन्न संशोधनों जो कि नोटिस में उल्लेखित है, उसके तहत उपरोक्त कार्यालय ज्ञापन सं. कॉलम ३ में उल्लिखित व्यक्तियों / वर्गों (क्रीमीलेयर) से संबंधित नहीं हूँ। मैं यह भी घोषणा करता / करती हूँ कि मेरे पास परीक्षा नोटिस में निर्धारित प्रारूप में अन्य पिछड़ा वर्ग का प्रमाण पत्र है।  
\* For Candidates belonging to OBC  
I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No. 36012/22/93, Esst. (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of the OBC Certificate in the prescribed format given in the Notice of the examination.
- (vii) \* भूतपूर्व सैनिक के लिए  
मैं घोषणा करता / करती हूँ कि मैं परीक्षा विज्ञप्ति के अनुसार भू.पू. सैनिक संबंधित पात्रता की शर्तों को पूरा करता / करती हूँ।  
\* For Candidate belonging to Ex-serviceman  
I declare that I fulfill all the eligibility conditions relating to Ex-serviceman as per notice of exam.
- (viii) मैं एतद्वारा घोषणा करता / करती हूँ कि इस आवेदन पत्र में दिए गए सभी विवरण मेरी अधिकतम जानकारी और विश्वास के अनुसार सत्य, पूर्ण एवं सही है। मैं समझता / समझती हूँ कि परीक्षा से पहले या बाद में कोई भी सूचना छुपाई हुई / झूठी या असत्य पाई जाने पर या अपात्रता का पता लगने पर मेरी अभ्यर्थिता / नियुक्ति निरस्त की जा सकती है।  
I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature / appointment is liable to be cancelled.

स्थान / Place .....

तारीख / Date : 

D	D	M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1

\* यदि लागू न हो तो यह लाईन काट दें।

\* Strike off this sentence if not applicable

उम्मीदवार के हस्ताक्षर (केवल घसीट हस्तलिपि में)  
Signature of Candidate (Only in running Hand)

अहस्ताक्षरित आवेदन पत्र रद्द कर दिया जाएगा  
Unsigned application will be rejected

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Castes or the Scheduled Tribes should submit in support of his claim an Self 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 Self Attested photocopies of such certificates and not any other Self 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@  
 The Constitution (ST) orders (Amendment) Ordinance 1991 @  
 The Constitution (ST) orders (Second Amendment) Act, 1991 @  
 The Constitution (ST) orders (Amendment) Ordinance 1996  
 The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002  
 The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002  
 The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

**%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 belongs 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 \_\_\_\_\_

Place \_\_\_\_\_  
Date \_\_\_\_\_

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

(with Seal of Office)

\* 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 Certificate Certificates:**

- i. District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1<sup>st</sup> Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
- ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officers of the area where the applicant and or his family normally resides.

**Note:- ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.**

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

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/ daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the \_\_\_\_\_ State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\*. Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993\*\*.

Date \_\_\_\_\_

District Magistrate/  
Deputy Commissioner etc.

Seal of Office

\*- The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.

\*\* - As amended from time to time.

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

- b. 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.

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Date \_\_\_\_\_

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

- b. 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).
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\*\* - As amended from time to time.

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

- b. 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.
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\*\*\_- As amended from time to time.

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

- b. 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.
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Date \_\_\_\_\_

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\*\* - As amended from time to time.

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

- b. 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.
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Date \_\_\_\_\_

District Magistrate/  
Deputy Commissioner etc.

Seal of Office

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\*\* - As amended from time to time.

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

- b. 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).
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Date \_\_\_\_\_

District Magistrate/  
Deputy Commissioner etc.

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\*\*\_- As amended from time to time.

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

- b. 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.

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**APPENDIX –III(A)****DECLARATION TO BE SUBMITTED BY OBC APPLICANTS FOR SEEKING AGE  
RELEXATION, RESERVATION ETC.**

[Please see Para-9(B) of the Notice]

I ..... son/daughter of Shri ..... resident of village/town/city ..... district ..... State ..... hereby declare that I belong to the ..... Community which is recognized as a backward class by the Government of India, for purpose of reservation in services, as per Ministry of Social Justice and Empowerment's Resolution No. .... dated ..... It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 8.9.1993.

Place &amp; Date:

\*Full Signature of the applicant

\*\*\*\*\*

**APPENDIX – IV**

**FORMAT OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) SEEKING AGE-RELAXATION (Letter Head of the Organisation)**

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

[Please see Para-9(E) of the Notice]

It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding the post of ----- in the pay scale of `\_\_\_\_\_ with 3 years regular service in the grade as on \_\_\_\_\_.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

Office seal

Place:

Date :

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

\*\*\*\*\*

**APPENDIX-IV(A)**

**DECLARATION TO BE SUBMITTED BY ALL THE EMPLOYED APPLICANTS INCLUDING CGCE DECLARATION**

[Please see Para-9(F) of the Notice]

I declare that I have already informed my Head of Office/Department in writing that I have applied for this examination and no vigilance is either pending or contemplated against me as on the date of submission of application.

I further submit the following information:

Date of Appointment	:	.....
Holding present Post & Pay Scale	:	.....
Name & Address of Employer with	:	.....
Tel. No./FAX/E-mail	:	

Place & Date:

\*Full Signature of the applicant

\*\*\*\*\*

**FORMAT OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL**

**(Letter Head of the Organisation)**

[Please see Para-9(D) 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).....

Signature of Commanding Officer

Office Seal:

Place:

Date:

\*\*\*\*\*

**APPENDIX– V(A)**

**DECLARATION TO BE GIVEN BY THE EXS APPLICANT**

[Please see Para-9(D) 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 :
- e. **Details of Re-employment, if any.** :

Place & Date:

\*Full Signature of the applicant

**DISABILITY CERTIFICATE**  
**(IN CASE OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS**  
**OF LIMBS AND IN CASES OF BLINDNESS)**  
**(See Rule 4)**

<b>(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)</b>		Recent Pass Port size Attested Photograph (Showing face only) of the person with disability
Certificate No.-----		Date:-----
This is to certify that I have carefully examined Shri/Smt./ Kum. _____ Son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YY) Age _____ years, Male/Female _____ Registration No. _____ permanent resident of Home No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that (A) he/she is a case of: <ul style="list-style-type: none"> <li>• locomotor disability</li> <li>• blindness</li> </ul> (Please tick as applicable)		
(B) the diagnosis in his/her case is _____		
(A) He/She has _____ % (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified).		
2. The applicant has submitted the following document as proof of residence:-		
Nature of Document	Date of Issue	Details of Authority issuing Certificate
		(Signature and Seal of Authorised Signatory of notified Medical Authority)
Signature/Thumb impression of the person in whose favour disability certificate is issued.		
*****		

**DISABILITY CERTIFICATE**  
**(IN CASE OF MULTIPLE DISABILITIES)**  
**(See Rule 4)**

<b>(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)</b>		Recent Pass Port size Attested Photograph (Showing face only) of the person with disability	
Certificate No.-----		Date:-----	
This is to certify that I have carefully examined Shri/Smt./ Kum. _____ Son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YY) Age _____ years, Male/Female _____ Registration No. _____ permanent resident of Home No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that :			
(A). He/She is a Case of <b>Multiple Disability</b> . His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:			
S. No.	Disability	Affected Part of Body	Diagnosis
1.	Locomotor disability	@	
2.	Low vision	#	
3.	Blindness	Both Eyes	
4.	Hearing impairment	£	
5.	Mental retardation	X	
6.	Mental-illness	X	
(Please strike out the disabilities which are not applicable) (@ e.g. Left/Right/both arms/Legs ) (# e.g. Single eye/both eyes) (£ e.g. Left/Right/both ears.)			
(B). In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified) is as follows:- In figures: _____ percent In words: _____ percent.			
2. This condition is progressive/non progressive/likely to improve/not likely to improve.			
3. Reassessment of disability is:			
(i). not necessary			
Or			
(ii). is recommended/after _____ years _____ months, and therefore this certificate shall be valid till ____/____/____ (DD/MM/YY)			
4. The applicant has submitted the following document as proof of residence:-			
Nature of Document	Date of Issue	Details of Authority issuing Certificate	
5. Signature and Seal of Medical Authority			
Name and Seal of Member	Name and Seal of Member	Name and Seal of Chairman	
Signature/Thumb impression of the person in whose favour disability certificate is issued.			
*****			

**DISABILITY CERTIFICATE**  
**(IN CASES OTHER THAN THOSE MENTIONED IN FORM-II AND FORM-III)**  
**(See Rule 4)**

<b>(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)</b>		Recent Pass Port size Attested Photograph (Showing face only) of the person with disability	
Certificate No.-----		Date:-----	
This is to certify that I have carefully examined Shri/Smt./ Kum. _____ Son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YY) Age _____ years, Male/Female _____ Registration No. _____ permanent resident of Home No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that and I am satisfied that he/She is a Case of _____ <b>disability</b> . His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities (to be specified) and is shown against the relevant disability in the table below:-			
S. No.	Disability	Affected Part of Body	Diagnosis
1.	Locomotor disability	@	
2.	Low vision	#	
3.	Blindness	Both Eyes	
4.	Hearing impairment	£	
5.	Mental retardation	X	
6.	Mental-illness	X	
(Please strike out the disabilities which are not applicable) (@ e.g. Left/Right/both arms/Legs ) (# e.g. Single eye/both eyes) (£ e.g. Left/Right/both ears.) 2. This condition is progressive/non progressive/likely to improve/not likely to improve. 3. Reassessment of disability is: (i). not necessary Or (ii). is recommended/after _____ years _____ months, and therefore this certificate shall be valid till ____/____/____ (DD/MM/YY) (@ e.g. Left/Right/both arms/Legs ) (# e.g. Single eye/both eyes) (£ e.g. Left/Right/both ears.)			
4. The applicant has submitted the following document as proof of residence:-			
Nature of Document		Date of Issue	Details of Authority issuing Certificate
(Authorised Signatory of notified Medical Authority) (Name & Seal)			
		<b>(Countersignature and seal of the CMO/Medical          Superintendent/Head of Government Hospital, in case          the certificates issued by a medical authority who is          not a permanent servant (with seal))</b>	
Signature/Thumb impression of the person in whose favour disability certificate is issued.			
*****			