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

STAFF SELECTION COMMISSION

NOTICE

COMBINED GRADUATE LEVEL EXAMINATION, 2018

Closing Date:04.06.2018

**Date of Computer Based Examination (Tier-I): 25.07.2018-
20.08.2018**

Date of Tier-II: To be notified later

Date of Tier-III (Descriptive): To be notified later

Date of Tier-IV (Skill test): To be notified later

F. No. 3/1/2018-P&P-I: Staff Selection Commission will hold the **Combined Graduate Level Examination, 2018** for filling up Group “B” and Group “C” posts in various Ministries/ Departments/ Organizations in the Government of India. The Tier-I of CGL Examination in Computer Based Mode is scheduled to be held from 25.07.2018 to 20.08.2018. Final selection through the Combined Graduate Level Examination, 2018 to various posts would be according to the confirmed number of vacancies from the concerned Indenting Ministries/ Departments/ Offices/ Cadres before declaration of result. The details of the examination are as follows:

2. Details of the Posts: Followings are the likely posts that will be filled up through this examination:

2.1 Pay Band –II Rs.9300-34800 (pre-revised)

Group of Posts	S No	Name of Post	Ministry/ Department/ Office/ Cadre	Classification of Posts	Grade Pay (GP)	Nature of Physical Disabilities permissible for the post	Age Limit
A	1	Assistant Audit Officer	Indian Audit & Accounts Department under CAG	Group “B” Gazetted (Non Ministerial)	4800	OH (OA, OL, BL) & HH	Not exceeding 30 years.
	2	Assistant Accounts Officer	Indian Audit & Accounts Department under CAG	Group “B” Gazetted (Non Ministerial)	4800	OH (OA, OL, BL) & HH	Not exceeding 30 years.

B	3	Assistant Section Officer	Central Secretariat Service	Group "B"	4600	OA, OL, B, BL, OAL, LV & HH	20-30 years
	4	Assistant Section Officer	Intelligence Bureau	Group "B"	4600		Not exceeding 30 years.
	5	Assistant Section Officer	Ministry of Railway	Group "B"	4600	OA, OL, B, BL, LV & HH	20-30 years
	6	Assistant Section Officer	Ministry of External Affairs	Group "B"	4600	OA, OL, B, BL, OAL, LV & HH	20-30 years
	7	Assistant Section Officer	AFHQ	Group "B"	4600		20-30 years
	8	Assistant	Other Ministries/ Departments/ Organisations	Group "B"	4600		18-30 years
	9	Assistant	Other Ministries/ Departments/ Organisations	Group "B"	4600	OA, OL, B, BL, OAL, LV & HH	20-30 years
	10	Assistant Section Officer	Other Ministries/ Departments/ Organisations	Group "B"	4600		Not exceeding 30 years.
	11	Assistant	Other Ministries/ Departments/ Organisations	Group "B"	4200		Not exceeding 30 years
	12	Assistant/ Superintendent	Other Ministries/ Departments/ Organisations	Group "B"	4200	OA, OL, B, BL, OAL, LV & HH	Not exceeding 30 years
	13	Inspector of Income Tax	CBDT	Group "C"	4600	OA, OL, BL, OAL, HH	Not exceeding 30 years
	14	Inspector, (Central Excise)	CBEC	Group "B"	4600	OA, OL, OAL, HH & OL, HH	Not exceeding 30 years
	15	Inspector (Preventive Officer)	CBEC	Group "B"	4600	OL, HH	Not exceeding 30 years
	16	Inspector (Examiner)	CBEC	Group "B"	4600		Not exceeding 30 years
	17	Assistant Enforcement Officer	Directorate of Enforcement, Department of	Group "B"	4600	Post not identified suitable for PwD candidates.	Up to 30 years

			Revenue				
	18	Sub Inspector	Central Bureau of Investigation	Group "B"	4600	Post not identified suitable for PwD candidates.	20-30 years
	19	Inspector Posts	Department of Post	Group "B"	4600	Post not identified suitable for PwD candidates	18-30 years
	20	Divisional Accountant	Offices under CAG	Group "B"	4200	OL, PD, D	Not exceeding 30 years
	21**	Inspector	Central Bureau of Narcotics	Group "B"	4600	Post not identified suitable for PwD candidates.	18-27 years
	22	Sub Inspector	National Investigation Agency (NIA)	Group "B"	4200	Post not identified suitable for PwD candidates.	Up to 30 years
C	23	Junior Statistical Officer	M/o Statistics & Programme Implementation.	Group "B"	4200	Post identified for individuals with nature of disability*	Up to 32 years

() The vacancies will be accepted subject to the concerned department, enhancing the upper age limit to 30 years.**

(*) Disabilities allowed for the post of JSO in MOSPI:

S No	Nature of Disability	Physical requirements which a candidate with 40% or more disability need to fulfil	Categories of person with disability
1	Low Vision (Visually Impaired)	S, ST, W, MF, RW, SE, C	LV Person should be considered with aids and appliances and suitable software support
2	Hearing Impaired	S, ST, W, MF, RW, SE, C	HH Person should be able to communicate after fitment of aids and appliances
3	Locomotor	S, ST, W, MF, RW, SE, C	OA (One Arm Affected) OL (One Leg Affected) OLA (One Arm and One leg Affected) BL (Both Leg Affected) Mobility should not be affected. Persons should be assessed with aids and appliances.

Group of Posts	S No	Name of Post	Ministry/ Department/ Office/ Cadre	Classification	Grade Pay (GP)	Nature of Physical Disabilities permissible for the post	Age Limit
D	24	Auditor	Offices under C&AG	Group "C"	2800	OA, OL, BL & HH	18-27 years
	25	Auditor	Offices under CGDA	Group "C"	2800		18-27 years
	26	Auditor	Other Ministry/ Departments	Group "C"	2800		18-27 years
	27	Accountant	Offices under C&AG	Group "C"	2800	OA, OL, OAL, BL, B, LV, HH	18-27 years
	28	Accountant/ Junior Accountant	Other Ministry/ Departments	Group "C"	2800	OA, OL, OAL, BL, HH	18-27 years
	29	Senior Secretariat Assistant/ Upper Division Clerks	Central Govt. Offices/ Ministries other than CSCS cadres.	Group "C"	2400	OA, OL, BL, OAL, B, LV, HH	18-27 years
	30	Tax Assistant	CBDT	Group "C"	2400	BL, OL, PD, D, PB, B, OA, OAL	18-27 years
	31	Tax Assistant	CBEC	Group "C"	2400	BL, OL, PD, D, PB, B, OA	20-27 years
	32	Sub-Inspector	Central Bureau of Narcotics	Group "C"	2400	Post not identified suitable for PwD candidate	18-27 years
	33	Upper Division Clerks	Dte. Gen Border Road Organisation (MoD) (Only for Male Candidates with higher medical standards given at Annexure-X)	Group "C"	2400	Post not identified suitable for PwD candidates	18-27 years

Abbreviation used:

- (i) Nature of Physical Disabilities: OH-Orthopedically Handicapped, OA-One Arm affected, OL-One Leg affected, OAL-One Arm and one Leg affected, BL-Both Legs affected, B-Blind, LV-Low Vision, PD-Partially Deaf, D-Deaf, PB-Partially Blind, HH-Hearing Handicapped.

- (ii) Physical Requirements: S-Sitting, ST-Standing, W-Walking, MF-Manipulation by Fingers, RW-Reading and Writing, SE-Seeing, C-Communication.

Note-I: The Commission makes final allotment of posts on the basis of merit-cum-preferences of Posts given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example if a candidate has given higher preference for a post and is selected for that post; in that case, if he/ she fails to meet the medical/ physical/ educational standards, his/ her candidature will be rejected and he/ she will not be considered for other preferences.

Note-II: While giving preference of the posts at the time of Document Verification or as and when required by the Commission, the candidates may note that there are a few posts like Inspector (Central Excise/ Examiner/ Preventive Officer), Inspector and Sub-Inspector in CBN, Sub-Inspector in CBI and NIA and UDC in BRO, etc which have specific requirement of Physical Standards, Physical Tests and Medical Standards (enumerated at Para No-11 and Annexure-X). Candidates **must ensure that they fulfill all the requirements of the Posts before giving their preferences/ options.** Measurement of Physical Standards and Physical and Medical Tests will be conducted by the User Department after final selection and nomination of candidates to concerned User Departments.

Note-III: As the “Rights of Persons with Disabilities Act, 2016” has come into force with effect from 19.04.2017, and beside OH, HH and VH categories, new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities, etc have been included. Therefore, the candidates with such disabilities may also apply giving detail of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitable for these categories as well as reporting of vacancies by the Indenting Departments. Candidates suffering from various disabilities as identified vide DoP&T OM No: 36035/02/2017-Estt (Res) dated 15-01-2018 (para-2.2) may select following PwD categories in the online Registration/ Application Form at <http://www.ssconline@nic.in>:

S No	Type of Disability	Category of disability to be selected in Registration/ Application Form
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	OH
(d)	Autism, intellectual disability, specific learning disability and mental illness.	Others
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness	

Note-IV: As per DoP&T's Order No.11012/7/2008-Estt (A) dated 09.04.2009 posts are classified under the Central Civil Services (CCA) Rules, 1965 as under:

S No	Description of Posts	Classification of Posts
1	A Central Civil post carrying the following grade pay: Rs. 5400, Rs. 4800, Rs. 4600 and Rs. 4200 in the scale of pay of Rs 9300 – 34800 in the Pay Band-2	Group-B
2	A Central Civil post carrying the following grade pay: Rs. 2800, Rs. 2400, Rs. 2000, Rs. 1900 and Rs. 1800 in the scale of pay of Rs.5200-20200 in the Pay Band-1	Group-C

Note-V: However, Commission accepts classification of the posts and vacancies reserved for Ex-Servicemen (ExS) as communicated by User Departments.

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

Note-VII: Candidate selected for the post of Assistant Audit Officer/ Assistant Accounts Officer will be allocated to various offices in the Department spread across India based on number of vacancies required to be filled up through this recruitment, merit order of the candidate and his/ her preference for a particular State/ UT. Further, the selected candidates with Bachelor's degree in Commerce or with desirable qualification will preferably be allocated to Commercial stream based on administrative requirement and subject to availability of vacancy.

Note-VIII: Tentative vacancies will be intimated in due course. Result will be processed based on number of final vacancies received from the User Departments before Document Verification.

3. Reservation:

- (i) Firm number of vacancies will be determined at the time of Document Verification i.e. about one month before the declaration of the final results.
- (ii) Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Ex-Serviceman (ExS) and Persons with Disabilities (PwD) candidates for all categories of posts/ services, wherever applicable and admissible, would be as determined and communicated by the Indenting Ministries/ Departments/ Offices/ Cadres, as per extant Government Orders.
- (iii) Vacancies for ExS are reserved for only Group "C" posts as per extant Government Order/ Instructions.

4. Nationality/ Citizenship:

A candidate must be either:

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

4.1 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.

4.2 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.

5.1 Age limit will be reckoned as on 1st August, 2018:

(i) For Post for which age limit is 20-27 years	He/ she must have been born not earlier than 02.08.1991 and not later than 01.08.1998
(ii) For Post for which age limit is 18-27 years	He/ she must have been born not earlier than 02.08.1991 and not later than 01.08.2000
(iii) For Post for which age limit is 20-30 years	He/ she must have been born not earlier than 02.08.1988 and not later than 01.08.1998
(iv) For Post for which age limit is up to 30 years	He/ she must have been born not earlier than 02.08.1988 and not later than 01.08.2000
(v) For Post for which age limit is up to 32 years	He/ she must have been born not earlier than 02.08.1986 and not later than 01.08.2000

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

5.3 Permissible relaxation in upper age limit as well as category-codes for claiming age relaxation as on the date of reckoning (i.e. 01.08.2018) is as follows:

Code No	Category	Age-relaxation permissible beyond upper age limit
01	SC/ ST	5 years
02	OBC	3 years
03	PwD	10 years
04	PwD+OBC	13 years
05	PwD+SC/ ST	15 years
06	Ex-Servicemen (ExS)	3 years after deduction of the military service rendered from the actual age as on the closing date.
07	<u>For Group "B" posts</u> Central Govt. Civilian Employees who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	5 years
08	Central Govt. Civilian Employees (SC/ ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	10 years
09	<u>For Group "C" posts</u> Central Govt. Civilian Employees who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Up to 40 years of age
10	Central Govt. Civilian Employees (SC/ ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Up to 45 years of age
11	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 st January 1980 to 31 st December 1989	5 years
12	Widows/ Divorced Women/ Women judicially separated and who are not remarried	Up to 35 years of age

13	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ ST)	Up to 40 years of age
14	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	3 years
15	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST)	8 years
16	Service Clerks in the last year of their colour service in the Armed Forces	Up to 45 years of age
17	Service Clerks in the last year of their colour service in the Armed Forces (SC/ ST)	Up to 50 years of age
18	Retrenched census employees of the Office of Registrar General of India (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment, and weightage of past service.

5.4 Ex-servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession. However, he/ she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately, after joining civil employment, gives 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 as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

5.5 The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.

5.6 For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service, the status of ex-serviceman and/ or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of application (**i.e. 04.06.2018**) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

Explanation: 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 and 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 or her pension; or

(b) Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(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 the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

(iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th 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.

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

5.8 A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on 04.06.2018 with Armed Forces of the Union shall be considered eligible for appointment to the Group "C" posts being advertised through this examination. Thus, those non-graduate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of application (i.e. 04.06.2018) or would not complete 15 years of service within the time limit specified in para 5.6 are not eligible to apply for this examination.

5.9 Process of Certification and Format of Certificates:

Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Regional/ Sub Regional Offices at the time of Skill Test/ Document Verification. Otherwise, their claim for SC/ ST/ OBC/ PwD/ ExS category will not be entertained and their candidature/ applications will be considered under Un-Reserved (UR) category. The formats of the certificates are annexed with the Notice of this Examination. Certificates obtained in any other format will not be accepted.

A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of applications i.e. on **04.06.2018**. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are warned that they may be debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ ExS/ PwD status.

5.10 Provision of Compensatory Time and assistance of scribe:

The Visually Handicapped and candidates suffering from cerebral palsy will be allowed compensatory time in the examination. In addition, the orthopedically handicapped candidates (other than a candidate afflicted by Cerebral Palsy) who has a locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such

deficiency to be indicated in the medical certificate submitted by the candidate), such candidates can also avail the assistance of a scribe and a compensatory time of 20 minutes per hour in the examination, subject to such requests being made in the application form. Persons with visual disability of less than 40% will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of Magnifying Glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

6. Essential Educational Qualifications as on 1st August, 2018:

(i) Assistant Audit Officer/ Assistant Accounts Officer:

(a) Essential Qualifications: Bachelor's Degree from a recognized University or Institute

(b) Desirable Qualifications: Chartered Accountant or cost & Management Accountant or Company Secretary or Masters in Commerce or Masters in Business Studies or Masters in Business Administration (Finance) or Masters in Business Economics.

Note-I: During the period of probation direct recruits shall have to qualify the "Subordinate Audit Service Examination" in respective branches for confirmation and regular appointment as Assistant Audit Officer/ Assistant Accounts Officer.

(ii) Junior Statistical Officer: Bachelor's Degree in any subject from a recognized University or Institute with at least 60% Marks in Mathematics at 12th standard level:

or

Bachelor's Degree in any subject with Statistics as one of the subjects at degree level.

(iii) All other Posts: Bachelor's Degree from a recognized University or equivalent.

(iv) The candidates appearing in the final year of their graduation can also apply, however they must possess Essential qualification on or before 01.08.2018.

6.1: For posts of Assistant Section Officer (CSS), Assistant Section Officer (MEA), Assistant in Serious Fraud Investigation Office (SFIO) under M/o Corporate Affairs, Assistant (GSI) in M/o Mines, Computer Proficiency Test has also been prescribed as an Essential Qualification.

6.2: As per Ministry of Human Resource Development Notification dated 10.06.2015 published in Gazette of India all the degrees/ diplomas/ certificates

including technical education degrees/ diplomas awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission.

6.3: All candidates who are declared qualified by the Commission for appearing at the Data Entry Skill Test/ Computer Proficiency Test will be required to produce the relevant Certificates such as Mark sheets for all the three years of Graduation/ Provisional Certificate/ Certificate of Graduation in original as proof of having acquired the minimum educational qualification on or before the **1st August, 2018**, failing which the candidature of such candidates will be cancelled by the Commission. The Candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he/ she has been declared passed, will also be considered to meet the Educational Qualification.

7. Application Fee & Mode of Payment:

- (i) Fee payable: Rs. 100/- (Rupees One Hundred only).
- (ii) Fee can be paid through SBI Challan/ SBI Net Banking or by using Visa, Mastercard or Maestro Credit or Debit card.
- (iii) Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe and Ex-Servicemen eligible for reservation are exempted from payment of fee.
- (iv) The facility for submission of online application including payment of fee will be available from 05-05-2018 to 04-06-2018 (1700 Hours). However, candidates who wish to make the payment through challan of SBI, may make the payment at designated branches of SBI within the working hours of bank up to 07-06-2018 provided the challan has been generated by them before closing date and time for receipt of applications i.e. 04-06-2018 (1700 Hours).
- (v) Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

Note-I: Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of Application Form is shown 'Incomplete' and this information is printed on the top of the Application Form. Further, such status can be verified at 'Check your Application Status Here" tab provided at

<http://www.ssconline.nic.in>. Such applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

8. Centres of Examination:

A candidate must indicate the Centre(s) in the online Application Form in which he/she desires to take the examination. Details about the Examination Centres and Regional Offices under whose jurisdiction these Examination Centres are located are as follows:

S No	Examination Centres & Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices/ Website
1	Agra(3001), Allahabad(3003), Bareilly(3005), Gorakhpur(3007), Kanpur(3009), Lucknow(3010), Meerut(3011), Varanasi(3013), Bhagalpur(3201), Muzaffarpur(3205), Patna(3206)	Central Region (CR)/ Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 21-23, Lowther Road, Allahabad, Uttar Pradesh-211002. (http://www.ssc-cr.org)
2	Gangtok(4001), Ranchi(4205), Barasat(4402), Berhampore (WB)(4403), Chinsurah (4405), Jalpaiguri(4408), Kolkata(4410), Malda(4412), Midnapur(4413), Siliguri(4415), Berhampore(Odisha) (4602), Bhubaneshwar(4604), Cuttack(4605), Keonjhar(4606), Sambalpur(4609), Port Blair (4802)	Eastern Region (ER)/ Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1 st MSO Building,(8 th Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020 (www.sscer.org)
3	Bangalore(9001), Dharwar(9004), Gulbarga(9005), Mangalore(9008), Mysore(9009), Kochi(9204), Kozhikode(Calicut)(9206), Thiruvananthapuram(9211), Thrissur(9212)	Karnataka, Kerala Region (KKR)/ Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 (www.ssckkr.kar.nic.in)
4	Bhopal(6001), Chindwara(6003), Guna(6004), Gwalior(6005), Indore(6006), Jabalpur(6007), Khandwa(6009), Ratlam(6011), Satna(6014), Sagar(6015), Ambikapur(6201), Bilaspur(6202) Jagdalpur(6203), Raipur(6204), Durg(6205)	Madhya Pradesh Sub-Region (MPR)/ Chhattisgarh and Madhya Pradesh	Dy. Director (MPR), Staff Selection Commission, J-5, Anupam Nagar, Raipur, Chhattisgarh-492007 (www.sscmpr.org)
5	Itanagar(5001), Dibrugarh(5102), Guwahati(Dispur)(5105),	North Eastern Region (NER)/	Regional Director (NER),

	Jorhat(5107), Silchar(5111), Kohima(5302), Shillong(5401), Imphal(5501), Churachandpur(5502), Ukhrul(5503), Agartala(5601), Aizwal(5701)	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Staff Selection Commission, Housefed Complex, Last Gate-Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 <u>(www.sscner.org.in)</u>
6	Almora(2001), Dehradun(2002), Haldwani(2003), Srinagar (Uttarakhand)(2004), Haridwar(2005), Delhi(2201), Ajmer(2401), Alwar(2402), Bharatpur(2403), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Kota(2407), Sriganaganagar(2408), Udaipur(2409)	Northern Region (NR)/ NCT of Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 <u>(www.sscnr.net.in)</u>
7	Anantnag(1001), Baramula(1002), Jammu(1004), Leh(1005), Rajouri(1006), Srinagar(J&K)(1007), Kargil(1008), Dodda (1009), Hamirpur(1202), Shimla(1203), Bhathinda (1401), Jalandhar(1402), Patiala(1403), Amritsar(1404), Chandigarh(1601)	North Western Sub-Region (NWR)/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir and Punjab	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 <u>(www.sscnwr.org)</u>
8	Guntur(8001), Kurnool(8003), Rajahmundry(8004), Tirupati(8006), Vishakhapatnam(8007), Vijaywada(8008), Chennai(8201), Coimbatore(8202), Madurai(8204), Tiruchirapalli(8206), Tirunelveli(8207), Puducherry(8401), Hyderabad(8601), Nizamabad(8602), Warangal(8603)	Southern Region (SR)/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 <u>(www.sscsr.gov.in)</u>
9	Ahmedabad(7001), Vadodara(7002), Rajkot(7006), Surat(7007), Bhavnagar(7009), Kutch(7010), Amravati(7201), Aurangabad(7202), Kolhapur(7203), Mumbai(7204), Nagpur(7205), Nanded (7206), Nashik(7207), Pune(7208), Thane(7210), Bhandara(7211), Chandrapur(7212), Akola(7213), Jalgaon(7214), Ahmednagar(7215), Alibaug(7216), Panaji(7801)	Western Region (WR)/ Dadra and Nagar Haveli, Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 <u>(www.sscwr.net)</u>

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

8.2 The Commission will endeavour to accommodate the candidates in centres opted by him/ her. However, the Commission reserves the right to cancel any of the Examination Centres and/ or add some other Centres, allot the candidates to any centre other than the one opted by him/ her, at its discretion, depending upon the administrative feasibility.

9. SCHEME OF THE EXAMINATION:

The Examination will be conducted in four tiers as indicated below:

Tier -I	-	Computer Based Examination
Tier -II	-	Computer Based Examination
Tier -III	-	Pen and Paper Mode (Descriptive paper)
Tier-IV	-	Computer Proficiency Test/ Skill Test (wherever applicable)/ Document Verification

9.1 The Commission reserves the right to make changes in the scheme of examination.

9.2 Marks scored by candidates in Tier-I and Tier-II examinations, if conducted in multiple shifts, will be normalized and such normalized scores will be treated as final and will be used for qualifying the candidates to next stage of examination and to determine final merit.

9.3 Scheme of Tier-I and Tier-II Examinations:

Tier	Subject	Number of Questions	Maximum Marks	Time allowed
I	A. General Intelligence and Reasoning	25	50	60 Minutes (Total) For VH/ OH (afflicted with Cerebral Palsy/ deformity in writing hand- PI. See para- 5.10 of Notice): 80 Minutes
	B. General Awareness	25	50	
	C. Quantitative Aptitude	25	50	
	D. English Comprehension	25	50	

II	Paper-I: Quantitative Abilities	100	200	120 Minutes (for each Paper) For VH/ OH (afflicted with Cerebral Palsy/ deformity in writing hand- Pl. See para- 5.10 of Notice): 160 Minutes
	Paper-II: English Language and Comprehension	200	200	
	Paper-III: Statistics	100	200	
	Paper-IV: General Studies (Finance and Economics)	100	200	

Note-I: In Tier-I, there will be negative marking of 0.50 for each wrong answer.

Note-II: In Tier-II, there will be negative marking of 0.25 for each wrong answer in Paper-II (English Language and Comprehension) and of 0.50 marks for each wrong answer in Paper-I, Paper-III and Paper-IV.

Note-III: In Tier-II, Paper-I and Paper-II are compulsory for all the posts.

Note-IV: In Tier-II, Paper-III will be for only those candidates who apply for the post of Junior Statistical Officer (JSO) and who are shortlisted in Tier-I for this Post/ Paper.

Note-V: In Tier-II, Paper-IV will be for only those candidates who are shortlisted in Tier-I for Paper-IV i.e. for the posts of Assistant Audit Officer/ Assistant Accounts Officer.

9.4 Scheme of Tier-III Examination:

Tier	Mode of Examination	Scheme of Examination	Maximum Marks	Time Allowed
III	Pen and Paper mode	Descriptive Paper in English or Hindi (Writing of Essay/ Precis/ Letter/ Application etc.)	100	60 Minutes For VH/ OH (afflicted with Cerebral Palsy/ deformity in writing hand- Pl. See para- 5.10 of Notice): 80 Minutes

Computer Proficiency Test/ Skill Test (wherever applicable)/ Document Verification will also be conducted as per the provisions of the notice of examination.

9.5 Indicative Syllabus:

9.5.1 Tier-I of the Examination:

(A): General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem

solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

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

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

(D): English Comprehension: Candidates' ability to understand correct English, his/ her basic comprehension and writing ability, etc. would be tested.

The questions in Parts A, B, & D will be of a level commensurate with the essential qualification viz. Graduation and questions in Part-C will be of 10th standard level.

9.5.2: Indicative Syllabus for Tier-II of the Examination:

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

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

Paper-III (Statistics):

Collection, Classification and Presentation of Statistical Data – Primary and Secondary data, Methods of data collection; Tabulation of data; Graphs and charts; Frequency distributions; Diagrammatic presentation of frequency distributions.

Measures of Central Tendency- Common measures of central tendency – mean median and mode; Partition values- quartiles, deciles, percentiles.

Measures of Dispersion- Common measures dispersion – range, quartile deviations, mean deviation and standard deviation; Measures of relative dispersion.

Moments, Skewness and Kurtosis – Different types of moments and their relationship; meaning of skewness and kurtosis; different measures of skewness and kurtosis.

Correlation and Regression – Scatter diagram; simple correlation coefficient; simple regression lines; Spearman's rank correlation; Measures of association of attributes; Multiple regression; Multiple and partial correlation (For three variables only).

Probability Theory – Meaning of probability; Different definitions of probability; Conditional probability; Compound probability; Independent events; Bayes' theorem.

Random Variable and Probability Distributions – Random variable; Probability functions; Expectation and Variance of a random variable; Higher moments of a random variable; Binomial, Poisson, Normal and Exponential distributions; Joint distribution of two random variable (discrete).

Sampling Theory – Concept of population and sample; Parameter and statistic, Sampling and non-sampling errors; Probability and non-probability sampling techniques (simple random sampling, stratified sampling, multistage sampling, multiphase sampling, cluster sampling, systematic sampling, purposive sampling, convenience sampling and quota sampling); Sampling distribution (statement only); Sample size decisions.

Statistical Inference - Point estimation and interval estimation, Properties of a good estimator, Methods of estimation (Moments method, Maximum likelihood method, Least squares method), Testing of hypothesis, Basic concept of testing, Small sample and large sample tests, Tests based on Z, t, Chi-square and F statistic, Confidence intervals.

Analysis of Variance - Analysis of one-way classified data and two-way classified data.

Time Series Analysis - Components of time series, Determinations of trend component by different methods, Measurement of seasonal variation by different methods.

Index Numbers - Meaning of Index Numbers, Problems in the construction of index numbers, Types of index number, Different formulae, Base shifting and splicing of index numbers, Cost of living Index Numbers, Uses of Index Numbers.

Paper-IV (General Studies-Finance and Economics):

Part A: Finance and Accounts - (80 marks):

1. Fundamental principles and basic concept of Accounting.

Financial Accounting: Nature and scope, Limitations of Financial Accounting, Basic concepts and Conventions, Generally Accepted Accounting Principles.

Basic concepts of accounting: Single and double entry, Books of original Entry, Bank Reconciliation, Journal, ledgers, Trial Balance, Rectification of Errors, Manufacturing, Trading, Profit & loss Appropriation Accounts, Balance Sheet Distinction between Capital and Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Non-profit organisations Accounts, Receipts and Payments and Income & Expenditure Accounts, Bills of Exchange, Self Balancing Ledgers.

Part B: Economics and Governance - (120 marks)

2. Comptroller & Auditor General of India- Constitutional provisions, Role and responsibility

3. Finance Commission-Role and functions

4. Basic Concept of Economics and introduction to Micro Economics

Definition, scope and nature of Economics, Methods of economic study and Central problems of an economy and Production possibilities curve

5. Theory of Demand and Supply

Meaning and determinants of demand, Law of demand and Elasticity of demand, Price, income and cross elasticity; Theory of consumer's behaviour - Marshallian approach and Indifference curve approach, Meaning and determinants of supply, Law of supply and Elasticity of Supply.

6. Theory of Production and cost

Meaning and Factors of production; Laws of production- Law of variable proportions and Laws of returns to scale.

7. Forms of Market and price determination in different markets

Various forms of markets - Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly and Price determination in these markets

8. Indian Economy

Nature of the Indian Economy Role of different sectors - Role of Agriculture, Industry and Services-their problems and growth;

National Income of India - Concepts of national income, Different methods of measuring national income

Population - Its size, rate of growth and its implication on economic growth

Poverty and unemployment - Absolute and relative poverty, types, causes and incidence of unemployment

Infrastructure - Energy, Transportation, Communication

9. Economic Reforms in India

Economic reforms since 1991; Liberalisation, Privatisation, Globalisation and Disinvestment

10. Money and Banking

Monetary/ Fiscal policy - Role and functions of Reserve Bank of India; functions of commercial Banks/ RRB/ Payment Banks

Budget and Fiscal deficits and Balance of payments

Fiscal Responsibility and Budget Management Act, 2003

11. Role of Information Technology in Governance

Note-I: Questions in Paper-I will be of Matriculation Level, Paper-II of 10+2 Level and in Paper-III and Paper-IV of Graduation Level.

NOTE-II: Any representation to answer keys of the examination will be scrutinized with the help of experts, wherever necessary, and evaluation in that case will be done with modified answer key. The decision of the Commission in this regard will be final and no further representation will be entertained.

9.6: Skill Test:

9.6.1 Date Entry Skill Test (DEST): For the post of Tax Assistants (Central Excise & Income Tax): Data Entry Speed Test (DEST) at 8,000 (eight thousand) Key Depression per hour on Computer:

The “Data Entry Speed Test” Skill Test will be conducted for a passage of about 2000 (two thousand) key depressions for a duration of 15 (fifteen) minutes. This test will be of qualifying nature. Computers for the test will be provided by the Commission at the Centre/ venue notified for the purpose. The Skill Test will be held at the Commission’s Regional/ Sub-Regional Offices or at other Centres as may be decided by the commission. Detailed instructions regarding Skill Test will be sent by the Regional/ Sub Regional Offices of the Commission to eligible candidates declared qualified for appearing in Skill Test. Information about evaluation of Typing Test/ DEST are available on the Commission’s website www.ssc.nic.in (Candidate’s Corner).

The Skill test will be conducted in the manner decided by the Commission for the purpose.

Note-I: OH candidates opting for the post of Tax Assistant in CBDT are exempted for appearing in Skill Test. OH candidates opting for post of Tax Assistant in CBEC are not exempted from Skill Test. HH and VH candidates are not eligible for exemption from the Skill Test.

Note-II: VH candidates will be allowed additional compensatory time of 5 (five) minutes in DEST. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of Skill Test.

9.6.2: Computer Proficiency Test (CPT): The Commission will hold Computer Proficiency Test (CPT), comprising of three modules – (i) Word Processing, (ii) Spread Sheet and (iii) Generation of Slides, for the posts of Assistant Section Officer of CSS, Assistant Section Officer (MEA), Assistant in Serious Fraud Investigation Office (SFIO) under the Ministry of Corporate Affairs and Assistant (GSI) in the Ministry of Mines. The CPT will be conducted in the manner decided by the Commission for the purpose. No exemption from CPT is allowed for any category of PwD candidates. CPT will be of qualifying nature.

Detailed instructions regarding CPT will be provided by the Regional/ Sub Regional Offices of the Commission to eligible candidates declared qualified for appearing in the CPT.

10. Document Verification (DV):

All the candidates qualified for Document Verification are required to come for Document Verification. **Those who fail to do so will not be considered for any post at the time of final selection.** Candidates will have to submit copies of various documents like Matriculation Certificate, educational qualification, caste certificate, relevant document, if any relaxation is taken, etc. Candidates will be required to produce all documents in original for verification at the time of document verification. Information about the required documents will be provided while calling candidates for DV. Detailed options for posts will be taken either online or at the time of document verification.

11.1: Physical standards for the post of Inspector (Central Excise/ Examiner/ Preventive Officer), Inspector & Sub-Inspector in CBN:

Male Candidates:

(i) Physical Standards:

Height 157.5 cm. Chest 81 cm (fully expanded with a minimum expansion of 5 cm.)	Height relaxable by 5 cm in the case of Garwalis, Assamese, Gorkhas and members of Scheduled Tribes.
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ii) Physical Test:

Walking : 1600 metres in 15 minutes.

Cycling : 8 Kms. In 30 minutes.

Female Candidates:

i) Physical standards (Minimum):

Height: 152 cms. Weight: 48 Kgs.	Height relaxable by 2.5 cms. Weight relaxable by 2 Kg. for Gorkhas, Garwalis, Assamese and members of Scheduled Tribes.
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ii) Physical Test:

Walking: 1 Km. in 20 minutes.

Cycling: 3 Kms. in 25 minutes.

NOTE: For the post of Inspector (Central Excise/ Examiner/ Preventive Officer), persons with disabilities will have to meet the physical standards i.e. height, chest and weight as prescribed for the relevant post. However, for orthopedically disabled candidates, the following relaxation in Physical Test is allowed:

- (a) The test of “Walking” shall not be insisted in case of OL and OAL categories.
- (b) The test of “Cycling” shall not be insisted in case of OA, OL and OAL categories.

11.2: Physical standards for the Post of Sub- Inspector in Central Bureau of Investigation:

- a) **Height**
For men - 165 cm.
For women - 150 cm.
Height relaxable for Hillsmen and Tribals : 5 cms.
- b) **Chest** :
76 cm with expansion (There shall be no such requirement in case of female candidates)
- c) **Vision** :
Eye-sight (with or without glasses)
Distant vision: 6/6 in one and 6/9 in the other eye.
Near vision 0.6 in one eye and 0.8 in other eye.

11.3: Physical standards for the Post of Sub-Inspector in National Investigation Agency:

- a) **Height**
For men - 170 cms.
For women - 150 cms.
Height relaxable for Hillsmen and Tribals : 5 cms.
- b) **Chest**:
76 cm with expansion (There shall be no such requirement in case of female candidates)
- c) **Vision**:
Eye-sight (with or without glasses)
Distant vision: 6/6 in one and 6/9 in the other eye.
Near vision 0.6 in one eye and 0.8 in other eye.

Note: Candidates are advised to make sure before opting for any category of post that they fulfill the requirements for that category. The physical measurements (including vision test) for candidates will be conducted by the concerned Indenting Departments and only those candidates who fulfill the specified physical measurements will be eligible for the respective posts. No request from candidates for allotting to any other service/ category of post will be entertained by the Commission if the nominated candidates fail to meet the physical requirements. Thus, the onus of fulfilling the eligibility criteria will exclusively be on the candidates opting for such posts.

12. General instructions to be complied by the candidates in the Computer based Examination:

Candidates must write the papers/ indicate the answers in their own hand.

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

Use of mobile phone, calculator and other electronic gadgets and their accessories is not permitted. Therefore, these should not, be brought inside the Examination Premises/ Venue.

Candidature of any candidate found to possess mobile phones or any other means of wireless communication or related accessories either in working or switched off mode, shall be cancelled forthwith. This will also invite further penal action as per the policy of the Commission.

The Candidates are advised to desist from use of any unfair method in the examination hall which will render them ineligible for further consideration for the examination and also lead to their debarment from Commission's examinations in future beside inviting criminal prosecution.

13. Mode of Selection:

13.1 All candidates whose online applications are found to be in order will be called to appear in the Tier-I Computer Based Examination. Admit Cards for calling candidates to appear in Tier-I as well as all subsequent tiers/ stages of examination will not be sent by post. Admit Cards for all stages of examination will be issued online on the websites of concerned Regional/ Sub-Regional Office of the Commission. Candidates are advised to regularly visit the websites of the Commission Headquarters (i.e. www.ssc.nic.in) and concerned Regional/ Sub-Regional office of the Commission i.e. the website of Regional/ Sub-Regional Office under whose jurisdiction the examination centres opted by the candidate is located (detail at para-8).

13.2 Based on the marks scored in Tier-I Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Tier-II Examination. The Commission may fix separate cut-offs for Paper-III (i.e. for the post of JSO), Paper-IV (i.e. for the posts of Assistant Audit Officer and Assistant Accounts Officer) and for

Paper-I+Paper-II (all other posts). The Commission shall have the discretion to fix minimum qualifying marks in each component of the Tier-I Examination.

13.3 Based on the aggregate performance in Tier-I and Tier-II Examinations, candidates will be shortlisted to appear in Tier-III (Descriptive Paper). The Commission may fix minimum qualifying marks in each Paper of Tier-II.

13.4 The candidates who score minimum qualifying marks, as fixed by the Commission, in Tier-III Examination will be eligible to appear in Skill Tests and Document Verification. Based on the aggregate performance in Tier-I, Tier-II and Tier-III Examinations, candidates will be shortlisted to appear in Document Verification and Skill Tests i.e. Computer Proficiency Test (CPT) and Data Entry Skill Test (DEST). Skill Tests are qualifying in nature. If a candidate does not appear in Skill Test or fails to qualify the Skill Test, he/ she will not be eligible for the posts where CPT/ DEST are required.

13.5 Preference of posts will be taken from the candidates either online or at the time of Document Verification.

13.6 Merit list will be prepared on the basis of overall performance of candidates in Tier-I, Tier-II and Tier-III Examinations. Final selection of candidates, in each category, will be made on the basis of aggregate marks scored by them in Tier-I, Tier-II and Tier-III examinations and preference of posts exercised by them. Once the candidate has been given his/ her first available preference, as per his/ her merit, he/ she will not be considered for any other option. Candidates are, therefore, advised to exercise preference of posts very carefully. The option/ preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of allocation/ service by candidates will not be entertained under any circumstances/ reasons.

13.7 SC, ST, OBC, ExS and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/ unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, ExS and PwD candidates.

13.8 SC, ST, OBC, ExS and PwD candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his/ her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of ex-servicemen are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for

PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

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

13.10 Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/ post.

13.11 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

14. Resolution of Tie Cases:

In the event of tie in scores of candidates in Tier-I+Tier-II+Tier-III examinations, merit will be decided by applying following criteria, one after another, till the tie is resolved:

- (i) Total marks of Tier-II Examination.
- (ii) Total marks in Tier-III Examination.
- (iii) Total marks in Tier-I Examination.
- (iv) Date of birth, with older candidate placed higher.
- (v) Alphabetical order in which the first names of the candidates appear.

15. How to Apply:

The application must be submitted through online mode only. For detailed instructions for filling up the application form, Annexure-II may be referred to.

16. Preference:

The Examination is being held for multiple posts with different qualifications and other requirements. The candidate, at the time of document verification or as and when asked by the Commission to give online options, is required to indicate his/ her posts-wise preferences very carefully. He/ she would be considered for only those posts which are opted by him/ her subject to the condition that he/ she is prima facie eligible for the post. Options so exercised will be final and therefore, candidates are advised to be very careful in exercise of option for the posts. Post of UDC in BRO has significantly higher physical and medical standards as notified at Annexure-X. Therefore while opting for the said post, the candidates are advised to ensure that they fulfill these requirements.

17. Admission to the Examination:

Admit Cards/ Admission Certificates (ACs) for the Examination will be uploaded on the website of the concerned Regional/ Sub-Regional Office of the Commission. **Admit Cards will not be issued by post for any stage of examination.** Information about the Examination indicating the time table and city/ centre of examination for each candidate will be uploaded on the websites of the concerned Regional/ Sub-Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail on the website of the Commission, one week before the date of examination, he/ she must immediately contact the concerned Regional/ Sub Regional Office of the commission with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration. Facility for download of Admit Cards will be available at least one week before the examination on the website of concerned Regional/ Sub-Regional Office. Candidates are advised to visit the website of concerned Regional Office and SSC HQ regularly for updates and information about the examination.

18. 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, in filling Answer Sheet, it will not be evaluated.

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

- (i) In possession of mobile phone & accessories, blue tooth devices and other electronic gadgets within the premises of the examination centers, 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 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 unauthorized 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) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Commission considers to be sufficient cause for cancellation of candidature.

19. Commission's decision final:

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, 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.

20. Courts' Jurisdiction:

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

21. In accordance with the directions issued by DOPT vide its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings in the said open Competitive Examinations conducted by the Commission available on its website in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate. (ii) Father/Husband's name (iii) Date of Birth (iv) Category (Gen/SC/ST/OBC/PH/Minority) (v) Gender of the candidate. (vi) Educational Qualifications. (vii) Total Marks obtained in the qualifying examination (viii) Ranking by which the merit is decided. (ix) Complete address (x) E-mail address However, the candidate will have the option, at the time of filling up of his/her application form, from opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details or else have inadvertently not exercised their option will be made available on the website of the Commission.

22 Important Instructions to Candidates:

- (i) BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION, VERY CAREFULLY.
- (ii) The Examination will comprise of a Computer Based Examination for Tier-I and Tier-II (Paper-I, Paper-II, Paper-III and paper-IV), written descriptive examination for Tier-III and CPT/ DEST/ Document verification for Tier-IV.
- (iii) The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore,

candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical standards etc. and satisfy themselves that they are eligible for the post(s) before applying. Copies of supporting documents will be sought at the time of document verifications. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.

(iv) Candidates seeking reservation benefits available for SC/ ST/ OBC/ PwD/ ExS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.

(v) Candidates with physical disability of 40% and more only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities.

(vi) Central Government Civilian Employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should be for not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment in the event of their selection.

(vii) Fee payable: Rupees one hundred only (Rs.100/-) payable through SBI Challan/ SBI Net Banking or by using Visa, MasterCard or Maestro Credit/ Debit card. Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe and Ex-Servicemen eligible for reservation. (vii) CLOSING DATE: 04.06.2018 (5.00 PM).

(viii) CLOSING DATE: Online applications can be submitted through the website <http://www.ssconline.nic.in>. from 05-05-2018 to 04-06-2018 (up to 1700 Hours). Online fee payment can be made up to the closing date and time only. Payment through challan of SBI, can be made at designated branches of SBI within the working hours of bank up to 07.06.2018 provided the challan has been generated before closing date and time for receipt of applications i.e. 04.06.2018 (up to 1700 Hours).

(ix) Fee once paid will not be refunded under any circumstances. Fee paid more than once for the same applications with service charge etc. will also not be refunded.

(x) Candidate should note down and retain 'Registration-ID' and 'Password' provided to them while making 'One-Time Registration' which is required for filling online application.

(xi) When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is not required to be submitted to the Commission at any stage.

(xii) Only one online application is allowed to be submitted by a candidate for Combined Graduate Level Examination-2018. Therefore, the candidates are advised to exercise due diligence at the time of filling their application forms. In case, more than one applications of a candidate are detected, the Commission will consider latest application. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Commission for three years.

(xiii) The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of document verification or as and when comes into the notice of the commission.

(xiv) Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.

(xv) Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.

(xvi) Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.

(xvii) The candidates must carry at least one latest photo bearing identification proof such as Driving License, Voter Card, Aadhaar Card, Identity Card issued by University/ College, Income Tax Pan Card, etc in original to the Examination Venue, failing which they shall not be allowed to appear for the same.

(xviii) Mobiles and other electronic gadgets including Bluetooth devices are banned within the premises of the examination centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from commission's examination up to 3 (three) years, as may be decided by the commission.

(xix) In case of Fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.

xx) All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.

Under Secretary (P&P-1)

Procedure/ Instructions for Registration/ Online Submission of Application

1. Candidates must apply online through the website <http://www.ssconline.nic.in>.
2. Candidates should read the instructions given in the Notice of Examination carefully before filling up the online one time 'Registration Form'/ Application Form.
3. After reading the instructions, candidates should move to the Registration Part and fill up the online Registration Form.
4. In the Registration Part, candidates will have to fill in basic information relating to them like name, father's name, mother's name, gender, date of birth, category, permanent address, etc. On submission of details, candidates will be prompted to check the details and make corrections, if any, before submitting the Form.
5. Candidate should provide all the required details while filling up the Online Registration/ Application Forms. Mandatory fields are marked with * (asterisk) sign.
6. On submission of the Registration Form, **Registration ID** and **password** will be provided. **Note down the Registration ID and password and keep them safely. This would be your permanent Registration ID & Password which would be required to apply for this examination as well as any other Recruitment Examination of the Commission.**
7. After submission of the Registration Form, candidate should upload his/ her latest colour photograph and signature. The photograph and signature must be uploaded in jpg format. The digital size of the photograph must be more than 4 KB and less than 20 KB. The digital size of the signature must be more than 1 KB and less than 12 KB. Photo and signature must be clearly visible and photo must be identifiable also. Applications with blurred photo/ signatures will be summarily rejected.
8. The Registration becomes complete only after the photograph and signature are uploaded by the candidate.
9. After completion of the Registration Part the candidates should proceed to fill up the Online Application Form.
10. Candidates already registered can omit instructions given from S No-3 to 9 above and can directly login to the system using their "*Registration ID*" and "*Password*" and proceed to fill up the Application Form.
11. In case, there is any discrepancy in 'One time registration' data filled by the candidate, photograph/ signature, etc., 'One time Registration' data may be suitably edited before proceeding to fill online application form. The commission allows editing of information like name, father's name, mother's name, date of birth, gender and matriculation roll number only once after Registration. Therefore, these fields **MUST BE ENTERED/ EDITED VERY CAREFULLY**. Other fields in the 'One Time Registration' can be edited once before every examination but prior to submission of Application for the Examination. **SUCH EDITING IS ALLOWED BEFORE SUBMISSION OF APPLICATION. ONCE THE APPLICATION HAS BEEN SUBMITTED, NO CHANGE IN 'One Time Registration' and Application data will be allowed.**
12. Except for the post of Junior Statistical Officer (S No-23 at para-2.1), essential educational qualification for all other posts is Bachelor's Degree from a recognized University or Institute. Therefore candidature of all candidates will be considered for all posts except JSO. If you have requisite EQ and you wish to apply for this post, you need to state so at S No-13 and 14 in the online

- application form failing which you will not be considered for this post.
13. Candidates should read the instructions in the Notice carefully before filling up the Online Application Form. They must satisfy themselves that they are eligible to apply for the posts.
 14. Candidate should thoroughly check all the entries filled in the online application form, before final submission. In case of any discrepancy, relevant entry may be corrected/ edited. After final submission of online application, no change in any particular shall be allowed.
 15. After filling online application, the candidates are required to make **fee payment** (Candidates who are exempted from fee payment are not required to pay fee). Fee can be paid through SBI Challan/ SBI Net Banking or by using Visa/ Mastercard/ Maestro Credit/ Debit card. The facility of submission of online application (including payment of fees through online method) will be available from 05.05.2018 to 04.06.2018 (5.00PM). However, candidates who wish to make the payment through challan of SBI may make the payment to designated branches of SBI within the working hours of bank up to 07.06.2018 provided the challan has been generated by them before 5.00 PM of 04.06.2018.
 16. On successful fee payment, your application will be complete and will be accepted provisionally. You may take printout of this application for your own record but you are not required to submit this printout to the Commission.

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN
EMPLOYEES SEEKING AGE-RELAXATION**

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

(Please see Para 5.3 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 Rs. _____ with 3 years regular service in the grade as on closing date.

There is no objection to his appearing for Combined Graduate Level Examination, 2018.

Signature _____

Name _____

Office seal

Place:

Date :

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

Form of Certificate for serving Defence Personnel (*Please see Para-5.6) of Notice for the Examination*)

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

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER PARA 5(F) OF 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-servicemen 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-servicemen, except as per Department of Personnel and Training OM No. 36034/1/2014-Estt(Res) dated 14.08.2014.

I further submit the following information:

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

(Signature of the Candidate)

Place:

Date:

FORMAT FOR SC/ ST CERTIFICATE

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

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

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

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

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

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

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

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

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
 The Constitution (Pondicherry) Scheduled Castes Order 1964@
 The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
 The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
 The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
 The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
 The Constitution (Sikkim) Scheduled Castes Order 1978@
 The Constitution (Sikkim) Scheduled Tribes Order 1978@
 The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
 The Constitution (SC) orders (Amendment) Act, 1990@
 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 belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town* _____ of _____ District/Division* _____ of the State/Union Territory of _____

Signature_____

** Designation_____

(with seal of office)

Place_____

Date_____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st 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 candidate and/or his family normally resides.

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

(FORM 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 O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

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

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

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

(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP 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 ____ ____ Age
_____ years, male/Female _____

(DD/ MM/ YY)

Registration No. _____ permanent resident of House No _____
Ward/Village/Street _____ Post Office _____ District _____
State _____

Whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) The diagnosis in his/her case _____

(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 other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP size Attested
Photograph (showing face
only) of the person with
disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum _____ Son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YY) Age _____ years, male/Female _____ Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____ Whose photograph is affixed above, and am satisfied that he/She is a Case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (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 the body	Diagnosis	Permanent physical impairment/mental disabilities (in %)
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)

2. The above condition is progress/non progress/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary

Or

(ii) is recommended/after _____ years _____ on this, 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 and Seal)

Countersigned

{ (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)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer on the District.”

Essential Educational Qualification Code:

Educational Qualification	Code
Certificate	03
Diploma	04
BA	05
BA (Hons.)	06
B. Com.	07
B.Com. (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B. Ed.	11
LLB	12
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
BBA	18
Graduation issued by Defence (Indian Army, Air Force, Navy)	19
B. Lib.	20
B. Pharm.	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com.	26

M. Sc.	27
M.Ed.	28
LLM	29
ME	30
M. Tech.	31
M. Sc. (Engg.)	32
MCA	33
MBA	34
Others	35