

(To be uploaded on the website of the Commission on dated 22-10-2019)



भारत सरकार  
कर्मचारी चयन आयोग  
कार्मिक लोक शिकायत और पेंशन मंत्रालय,  
ब्लॉक सं 12, केन्द्रीय कार्यालय परिसर, लोधी रोड,  
नई दिल्ली - 110003.

Government of India  
Staff Selection Commission  
Ministry of Personnel, Public Grievances  
& Pensions, Block No. 12, CGO Complex,  
Lodhi Road,  
New Delhi - 110003.

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

### NOTICE

Combined Graduate Level Examination, 2019  
(Website of the Commission: <https://ssc.nic.in>)

**Date for submission of online applications: 22-10-2019 to 25-11-2019**

**Last date for receipt of application: 25-11-2019 (17:00)**

**Last date for making online fee payment: 27-11-2019 (17:00)**

**Last date for generation of offline Challan: 27-11-2019 (17:00)**

**Last date for payment through Challan (during working hours of Bank): 29-11-2019**

**Dates of Tier-I Examination (CBE): 02-03-2020 to 11-03-2020**

**Dates of Tier-II (CBE) and Tier-III (Des.) Examinations: 22-06-2020 to 25-06-2020**

**F. No. 3/4/2019-P&P-I (Vol.-I):** Staff Selection Commission will hold the **Combined Graduate Level Examination, 2019** for filling up of various Group “B” and Group “C” posts in different Ministries/ Departments/ Organizations. 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 Level-8 (Rs 47600 to 151100):**

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

2	Assistant Accounts Officer	Indian Audit & Accounts Department under C&AG	Group "B" Gazetted (Non Ministerial)	OH (OA, OL, BL) & HH	Not exceeding 30 years.
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## 2.2 Pay Level-7 (Rs 44900 to 142400):

S No	Name of Post	Ministry/ Department/ Office/ Cadre	Classification of Posts	Nature of Physical Disabilities permissible for the post	Age Limit
3	Assistant Section Officer	Central Secretariat Service	Group "B"	OA, OL, B, BL, OAL, LV & HH	20-30 years
4	Assistant Section Officer	Intelligence Bureau	Group "B"	Post not identified suitable for PwD candidates.	Not exceeding 30 years.
5	Assistant Section Officer	Ministry of Railway	Group "B"	OA, OL, B, BL, LV & HH	20-30 years
6	Assistant Section Officer	Ministry of External Affairs	Group "B"	OA, OL, B, BL, OAL, LV & HH	20-30 years
7	Assistant Section Officer	AFHQ	Group "B"		20-30 years
8	Assistant	Other Ministries/ Departments/ Organizations	Group "B"	OA, OL, B, BL, OAL, LV & HH	18-30 years
9	Assistant	Other Ministries/ Departments/ Organizations	Group "B"		20-30 years
10	Assistant Section Officer	Other Ministries/ Departments/ Organizations	Group "B"		Not exceeding 30 years.
11	Inspector of Income Tax	CBDT	Group "C"	OA, OL, BL, OAL, HH	Not exceeding 30 years
12	Inspector, (Central Excise)	CBIC	Group "B"	OA, OL, OAL, HH	Not exceeding 30 years
13	Inspector (Preventive Officer)				
14	Inspector (Examiner)				

15	Assistant Enforcement Officer	Directorate of Enforcement, Department of Revenue	Group "B"	Post not identified suitable for PwD candidates.	Up to 30 years
16	Sub Inspector	Central Bureau of Investigation	Group "B"	Post not identified suitable for PwD candidates.	20-30 years
17	Inspector Posts	Department of Post	Group "B"	Post not identified suitable for PwD candidates	18-30 years
18	Inspector	Central Bureau of Narcotics	Group "B"	Post not identified suitable for PwD candidates.	Not exceeding 30 years

### **2.3 Pay Level-6 (Rs 35400 to 112400):**

S No	Name of Post	Ministry/ Department/ Office/ Cadre	Classification of Posts	Nature of Physical Disabilities permissible for the post	Age Limit
19	Assistant	Other Ministries/ Departments/ Organizations	Group "B"	OA, OL, B, BL, OAL, LV & HH	Not exceeding 30 years
20	Assistant/ Superintendent	Other Ministries/ Departments/ Organizations	Group "B"	OA, OL, B, BL, OAL, LV & HH	Not exceeding 30 years
21	Divisional Accountant	Offices under C&AG	Group "B"	OL, PD, D	Not exceeding 30 years
22	Sub Inspector	National Investigation Agency (NIA)	Group "B"	Post not identified suitable for PwD candidates.	Up to 30 years
23	Junior Statistical Officer	M/o Statistics & Programme Implementation.	Group "B"	Post identified for individuals with nature of disability*	Up to 32 years
24	Statistical Investigator Grade-II	Registrar General of India	Group "B"	Post identified for individuals with nature of disability#	Not exceeding 30 years

## 2.4 Pay Level-5 (Rs 29200 to 92300):

S No	Name of Post	Ministry/ Department/ Office/ Cadre	Classification of Posts	Nature of Physical Disabilities permissible for the post	Age Limit
25	Auditor	Offices under C&AG	Group "C"	OA, OL, BL & HH	18-27 years
26	Auditor	Other Ministry/ Departments	Group "C"		18-27 years
27	Auditor	Offices under CGDA	Group "C"	OA, OL, BL, HH & VH	18-27 years
28	Accountant	Offices under C&AG	Group "C"	OA, OL, OAL, BL, B, LV, HH	18-27 years
29	Accountant/ Junior Accountant	Other Ministry/ Departments	Group "C"	OA, OL, OAL, BL, HH	18-27 Years

## 2.5 Pay Level-4 (Rs 25500 to 81100):

S No	Name of Post	Ministry/ Department/ Office/ Cadre	Classification of Posts	Nature of Physical Disabilities permissible for the post	Age Limit
30	Senior Secretariat Assistant/ Upper Division Clerks	Central Govt. Offices/ Ministries other than CSCS cadres.	Group "C"	OA, OL, BL, OAL, B, LV, HH	18-27 years
31	Tax Assistant	CBDT	Group "C"	BL, OL, PD, D, PB, B, OA, OAL	18-27 years
32	Tax Assistant	CBIC	Group "C"	OL, OA, BL, OAL, B, LV, HH	18-27 years
33	Sub-Inspector	Central Bureau of Narcotics	Group "C"	Post not identified suitable for PwD candidate	18-27 years
34	Upper Division Clerks	Dte. Gen Border Road Organisation (MoD)  <b>(Post is only for male Candidates with higher physical and medical standards given at Annexure- XVI)</b>	Group "C"	Post not identified suitable for PwD candidates	18-27 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 fulfill	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) OAL (One Arm and One leg Affected) BL (Both Leg Affected) Mobility should not be affected. Persons should be assessed with aids and appliances.

**(#) Disabilities allowed for the post of Statistical Investigator Grade-II (RGI):**

S No	Nature of Disability	Physical requirements which a candidate with 40% or more disability need to fulfill	Remarks
1	Low Vision	MF, S, ST, W, C, H, SP, RW, SE  (with appropriate aids and appliances)	Person should be considered with aids and appliances wherever necessary.
2	Deaf and Hard of Hearing	MF, S, ST, W, C, H, SP, RW, SE  (with appropriate aids and appliances)	Person should be considered with aids and appliances wherever necessary.
3	Locomotor disability including Cerebral Palsy, leprosy cured, dwarfism and acid attach	MF, S, ST, W, C, SP, RW, SE, H  (Mobility should not be affected. Persons should be assessed with appropriate aids and appliances)	OA (One Arm Affected) OL (One Leg Affected) OAL (One Arm and One leg Affected) BL (Both Leg Affected) Mobility should not be affected. Persons should be assessed with aids and appliances.

	victims (OA, OL, OAL, BL)		
4	Multiple disabilities involving (1) to (3) above except deaf blindness.	MF, S, ST, W, C, SP, RW, SE, H  (Mobility should not be affected. Persons should be assessed with appropriate aids and appliances)	Person should be considered with aids and appliances wherever necessary.

Abbreviation used:

- 2 Nature of Physical Disabilities: 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.
- 3 Physical Requirements: S-Sitting, ST-Standing, W-Walking, MF-Manipulation by Fingers, RW-Reading and Writing, SE-Seeing, C-Communication, H-Hearing, SP-Speaking,

**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, etc. 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 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, NIA and UDC in BRO, etc which have specific requirement of Physical Standards, Physical Tests and Medical Standards (Details given at **Annexure-XV** and **Annexure-XVI**). 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 concerned 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:

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:** 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-V:** Tentative vacancies will be intimated in due course. Result will be processed based on number of final vacancies received from the User Departments.

### 3 Vacancies and Reservation:

- 3.1 Firm number of vacancies will be notified in due course.
- 3.2 Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), Ex-Servicemen (ESM) and Persons with Disabilities (PwD) candidates for all the 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.
- 3.3 Vacancies for ESM are reserved for Group "C" posts only as per extant Government Orders.

### 4 Nationality/ Citizenship:

- 4.1 A candidate must be either:
  - 4.1.1 a citizen of India, or
  - 4.1.2 a subject of Nepal, or
  - 4.1.3 a subject of Bhutan, or
  - 4.1.4 a Tibetan refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India, or
  - 4.1.5 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.

- 4.2 Provided that a candidate belonging to categories (4.1.2), (4.1.3), (4.1.4) and (4.1.5) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- 4.3 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 Age limit (As on 01-01-2020):

### 5.1 Requirement of age for various posts is as follows:

S No	Age Limit	Remarks
(i)	For the posts for which age limit is 18-27 years	Candidate must have been born not earlier than 02-01-1993 and not later than 01-01-2002.
(ii)	For the posts for which age limit is 20-27 years	Candidate must have been born not earlier than 02-01-1993 and not later than 01-01-2000.
(iii)	For the posts for which age limit is 20-30 years	Candidate must have been born not earlier than 02-01-1990 and not later than 01-01-2000.
(iv)	For the posts for which age limit is up to 30 years	Candidate must have been born not earlier than 02-01-1990 and not later than 01-01-2002.
(v)	For the post for which age limit is up to 32 years	Candidate must have been born not earlier than 02-01-1988 and not later than 01-01-2002.

### 5.2 Permissible relaxation in upper age limit and category-codes for claiming age relaxation are as follows:

Code No	Category	Age-relaxation permissible beyond upper age limit
01	SC/ ST	5 years
02	OBC	3 years
03	PwD (Unreserved)	10 years
04	PwD (OBC)	13 years
05	PwD (SC/ ST)	15 years
06	Ex-Servicemen (ESM)	3 years after deduction of the military service rendered from the actual age as on the closing date.



07	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 <sup>st</sup> January 1980 to 31 <sup>st</sup> December 1989	5 years
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	3 years
09	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
<b>Permissible relaxation in upper age limit for Group 'C' posts only</b>		
10	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
11	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
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

5.3 For the Group-B (Gazetted posts), age relaxation up to a maximum of 5 years in the case of ex-servicemen including Commissioned Officers and ECOs/ SSCOs who have rendered at least 5 years Military Service as on closing date of receipt of applications and have been released;

5.3.1 on completion of assignment (including those whose assignment is due to be completed within one year from the closing date of receipt of applications otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or

5.3.2 On account of physical disability attributable to Military Service; or

5.3.3 On invalidment.

5.4 For the Group-B (Gazetted posts), age relaxation up to a maximum of 5 years in the case of ECOs/ SSCOs who have completed an initial period of assignment of 5 years of Military Service as on closing date of receipt of applications and whose assignment has been extended beyond 5 years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on 3 months notice selection from the date of receipt of offer of appointment.

- 5.5 Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted.
- 5.6 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 reservation in ESM category and fee concession. However, such candidates 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.
- 5.7 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.
- 5.8 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 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. 25-11-2019). Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application (i.e. 25-11-2019).
- 5.9 **Explanation:** An 'ex-serviceman' means a person:
- 5.9.1 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
- 5.9.1.1 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
- 5.9.1.2 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
- 5.9.1.3 Who has been released from such service as a result of reduction in establishment;
- Or
- 5.9.2 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

- 5.9.3 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
- 5.9.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;
- or
- 5.9.5 Gallantry award winners of the Armed forces including personnel of Territorial Army;
- or
- 5.9.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- 5.10 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 with the Armed Forces of the Union shall be considered eligible for appointment to the reserved vacancies for ESM in Group “C” posts. Thus, those non-graduate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications (i.e. 25-11-2019) or would not complete 15 years of service within one year from the closing date of receipt of applications (i.e. 25-11-2019) are not eligible to apply for this examination. Such ESM are not eligible for Group ‘B’ posts.
- 5.11 **Age relaxation/ ESM reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore such candidates should not indicate their category as ex-servicemen.**

## 6 **Process of Certification and Format of Certificates:**

- 6.1 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/ EWS/ PwD/ ESM category will not be entertained and their candidature/ application will be considered under unreserved (UR) category. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format will not be accepted.
- 6.2 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 online application i.e. 25-11-2019.

- 6.3 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 cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwD/ ESM status or avail any other benefit.
- 6.4 Crucial date for claim of SC/ ST/ OBC/ EWS/ PwD status or any other benefit viz. fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications i.e. 25-11-2019.

## 7 **Provision of Compensatory Time and assistance of scribe:**

- 7.1 In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate. Since the posts are not identified suitable for persons with BA, therefore facility of scribe will not be admissible to such candidates.
- 7.2 In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I**.
- 7.3 The candidate will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.
- 7.4 In case the candidate opts for his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-II**. In addition, the scribe has to produce a valid ID proof [as per list given at para-12.7] in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-II**. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.
- 7.5 Own scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- 7.6 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 7.1 and 7.2 above.
- 7.7 The candidates referred at Para 7.1 and 7.2 above who are allowed use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- 7.8 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- 7.9 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.

- 7.10 The PwD candidates who have availed the facility of Scribes/ Passage Reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

## 8 **Essential Educational Qualifications (as on 01-01-2020):**

### 8.1 **Assistant Audit Officer/ Assistant Accounts Officer:**

- 8.1.1 **Essential Qualifications:** Bachelor's Degree from a recognized University or Institute.
- 8.1.2 **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.
- 8.1.3 During the period of probation direct recruits shall have to qualify the "Subordinate Audit/ Accounts Service Examination" in respective branches for confirmation and regular appointment as Assistant Audit Officer/ Assistant Accounts Officer.

### 8.2 **Junior Statistical Officer:**

- 8.2.1 Bachelor's Degree in any subject from a recognized University or Institute with at least 60% Marks in Mathematics at 12<sup>th</sup> standard level;
- or
- Bachelor's Degree in any subject with Statistics as one of the subjects at degree level.

### 8.3 **Statistical Investigator Grade-II:**

- 8.3.1 Bachelor's Degree in any subject with Statistics as one of the subjects from a recognized University or Institute. The candidates must have studied Statistics as a subject in all the three years of the graduation course.

### 8.4 **All other Posts:**

- 8.4.1 Bachelor's Degree from a recognized University or equivalent.
- 8.5 The candidates appearing in the final year of their graduation can also apply, however they must possess Essential qualification on or before 01-01-2020.
- 8.6 As per Ministry of Human Resource Development Notification dated 10.06.2015 published in the Gazette of India all the degrees/ diplomas/ certificates 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.

- 8.7 **As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23.06.2017, under Part-I (2) (P), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode.**
- 8.8 All candidates who are declared qualified by the Commission for appearing in 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/ Degree of Graduation in original as proof of having acquired the minimum educational qualification on or before 01-01-2020, 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. **It is reiterated that the result of required educational qualification must have been declared by the Institute/ University by the specified date. Mere processing of the result by the University/ Institute by the crucial cut-off date does not fulfill the EQ requirement.**
- 8.9 Order/ letter in respect of equivalent Educational Qualifications will require to be produced by the candidates at the time of Document Verification or as and when required by the Commission, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of the Notice of examination.

## **9 How to apply, Application Fee and Mode of Payment:**

- 9.1 The applications must be submitted through online mode only. For detailed instructions on filling online application, please refer to **Annexure-III** and **Annexure-IV**.
- 9.2 Fee payable: Rs. 100/- (Rupees One Hundred only).
- 9.3 Fee can be paid through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit card or in cash at SBI Branches by generating SBI Challan.
- 9.4 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disability (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.
- 9.5 Online fee can be paid by the candidates up to **27-11-2019 (17:00)**. 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 **29-11-2019** provided the challan has been generated by them before **27-11-2019 (17:00)**.
- 9.6 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.
- 9.7 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

printout of online Application Form. Further, status of fee payment can be verified at the ‘**Payment Status**’ link provided in the candidate’s login screen. 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.

## 10 Centres of Examination:

- 10.1 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), Gorakhpur(3007) , Jhansi (3008), Kanpur(3009), Lucknow(3010), Meerut(3011), Prayagraj(3003), Varanasi(3013), Bhagalpur(3201), Darbhanga (3202), Muzaffarpur(3205), Patna(3206), Purnea (3209)	<b>Central Region (CR)/</b> Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. <a href="http://www.ssc-cr.org">http://www.ssc-cr.org</a>
2	Port Blair (4802), Ranchi(4205), Balasore(4601), Berhampore(Odisha) (4602), Bhubaneshwar(4604), Cuttack(4605), Dhenkenal(4611), Rourkela(4610), Sambalpur(4609), Gangtok(4001), Hooghly (4418), Kolkata(4410), Siliguri(4415)	<b>Eastern Region (ER)/</b> Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1 <sup>st</sup> MSO Building, (8 <sup>th</sup> Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020 <a href="http://www.sscer.org">www.sscer.org</a>
3	Belagavi (9002), Bengaluru (9001), Hubballi (9011), Kalaburagi (Gulbarga) (9005), Mangaluru (9008), Mysuru (9009), Shivamogga (9010), Udupi (9012). Ernakulam (9213), Kannur (9202), Kollam (9210), Kottayam (9205), Kozhikode (9206), Thrissur (9212), Thiruvananthapuram (9211), Kavaratti (9401).	<b>Karnataka, Kerala Region (KKR)/</b> Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1 <sup>st</sup> Floor, “E” Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 <a href="http://www.ssckkr.kar.nic.in">www.ssckkr.kar.nic.in</a>
4	Bhopal(6001), Gwalior(6005), Indore(6006), Jabalpur(6007), Satna(6014), Sagar(6015), Ujjain (6016), Bilaspur(6202), Raipur(6204), Durg-Bhilai(6205)	<b>Madhya Pradesh Sub-Region (MPR)/</b> Chhattisgarh and Madhya Pradesh	Dy. Director (MPR), Staff Selection Commission, J-5, Anupam Nagar, Raipur, Chhattisgarh-492007 <a href="http://www.sscmpr.org">www.sscmpr.org</a>
5	Itanagar(5001), Dibrugarh(5102),	<b>North Eastern</b>	Regional Director (NER),

	Guwahati(Dispur)(5105), Jorhat(5107), Silchar(5111), Kohima(5302), Shillong(5401), Imphal(5501), Churachandpur(5502), Ukhrul(5503), Agartala(5601), Aizwal(5701)	<b>Region (NER)/</b> Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 <a href="http://www.sscner.org.in">www.sscner.org.in</a>
6	Dehradun(2002), Haldwani(2003), Haridwar(2005), Roorkee(2006), Delhi(2201), Ajmer(2401), Alwar(2402), Bharatpur(2403), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Kota(2407), Sriganaganagar(2408), Udaipur(2409), Sikar(2411)	<b>Northern Region (NR)/</b> NCT of Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 <a href="http://www.sscnr.net.in">www.sscnr.net.in</a>
7	Chandigarh/Mohali(1601) Hamirpur(1202), Shimla(1203), Jammu(1004), Leh(1005), Samba (1010), Srinagar(J&K)(1007), Jalandhar(1402), Ludhiana(1405) Patiala(1403), Amritsar(1404)	<b>North Western Sub-Region (NWR)/</b> 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 <a href="http://www.sscnwr.org">www.sscnwr.org</a>
8	Chirala(8011), Guntur(8001), Kakinada (8009), Kurnool(8003), Nellore (8010), Rajahmundry(8004), Tirupati(8006), Vizianagaram(8012), Vijaywada(8008), Vishakhapatnam(8007), Puducherry(8401), Chennai(8201), Coimbatore(8202), Madurai(8204), Salem(8205), Tiruchirapalli(8206), Tirunelveli(8207), Vellore (8208), Hyderabad(8601), Karimnagar (8604), Warangal(8603)	<b>Southern Region (SR)/</b> Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 <sup>nd</sup> Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 <a href="http://www.sscsr.gov.in">www.sscsr.gov.in</a>
9	Panaji(7801), Ahmedabad(7001), Anand(7011), Gandhinagar(7012), Mehsana(7013), Rajkot(7006), Surat(7007), Vadodara(7002), Amravati(7201), Aurangabad(7202), Jalgaon(7214), Kolhapur(7203), Mumbai(7204), Nagpur(7205), Nanded (7206), Nashik(7207), Pune(7208)	<b>Western Region (WR)/</b> Dadra and Nagar Haveli, Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 <a href="http://www.sscwr.net">www.sscwr.net</a>



- 10.2 A candidate has to 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.
- 10.3 The Commission will endeavour to accommodate the candidates in centres opted by them. However, the Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

## 11 **Scheme of the Examination:**

- 11.1 The Examination will be conducted in four tiers as indicated below:
- 11.1.1 Tier-I: Computer Based Examination
  - 11.1.2 Tier-II: Computer Based Examination
  - 11.1.3 Tier-III: Pen and Paper Mode (Descriptive paper)
  - 11.1.4 Tier-IV: Computer Proficiency Test/ Data Entry Skill Test (wherever applicable)/ Document Verification.
- 11.2 The Commission reserves the right to make changes in the Scheme of Examination.
- 11.3 Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, will be normalized by using the formula published by the Commission through Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.
- 11.4 Tentative Answer Keys will be placed on the Commission's website after the Examination. Candidates may go through the Answer Keys and submit representations, if any, on payment of Rs 100/- per question within the time limit given by the Commission through on-line modality only. Any representation regarding Answer Keys received within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. No representation regarding Answer Keys shall be entertained later.
- 11.5 The dates of examinations indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to the candidates only through the website of the Commission.
- 11.6 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- 11.7 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

## 11.8 Scheme of Tier-I and Tier-II Examinations:

Tier	Subject	Number of Questions	Maximum Marks	Time allowed
<b>I</b>	A. General Intelligence and Reasoning	25	50	60 Minutes (1 hour and 20 minutes for the candidates who are allowed use of scribe as per Para-7.1 and 7.2)
	B. General Awareness	25	50	
	C. Quantitative Aptitude	25	50	
	D. English Comprehension	25	50	
<b>II</b>	<b>Paper-I:</b> Quantitative Abilities	100	200	120 Minutes (for each Paper)
	<b>Paper-II:</b> English Language and Comprehension	200	200	(2 hours and 40 minutes for the candidates who are allowed use of scribe as per Para-7.1 and 7.2)
	<b>Paper-III:</b> Statistics	100	200	
	<b>Paper-IV:</b> General Studies (Finance and Economics)	100	200	

- 11.8.1 Tier-I and Tier-II will consist of Objective Type, Multiple choice questions only. The questions will be set both in English & Hindi except for English Comprehension in Tier-I and Paper-II in Tier-II.
- 11.8.2 In Tier-I, there will be negative marking of 0.50 for each wrong answer.
- 11.8.3 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.
- 11.8.4 In Tier-II, Paper-I and Paper-II are compulsory for all the posts.
- 11.8.5 Paper-III of Tier-II will be for only those candidates who apply for the posts of Junior Statistical Officer (JSO) in the Ministry of Statistics and Programme Implementation and Statistical Investigator Grade-II in the office of Registrar General, India (M/o Home Affairs) and who are shortlisted in Tier-I for these Posts.
- 11.8.6 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.

### 11.9 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  (1 hour and 20 minutes for the candidates who are allowed use of scribe as per Para-7.1 and 7.2)

11.9.1 The Paper in Tier-III will have to be written either in Hindi or in English. Part paper written in Hindi and part in English will be awarded zero marks.

11.9.2 In Tier-III, candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.

11.9.3 Candidates are strictly advised not to write any personal identity e.g. name, roll number, mobile number, address, etc inside the Answer Book (Tier-III). The candidates who fail to adhere to these instructions will be awarded zero marks even if marks are awarded during the evaluation process.

### 11.10 Tier-IV (Skill Test):

11.10.1 In the Tier-IV, Computer Proficiency Test and Data Entry Skill Test will be conducted.

### 11.11 Indicative Syllabus (Tier-I):

11.11.1 **Tier-I: 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 & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

- 11.11.2 **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.
- 11.11.3 **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.
- 11.11.4 **English Comprehension:** Candidates' ability to understand correct English, his/ her basic comprehension and writing ability, etc. would be tested.
- 11.11.5 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 10<sup>th</sup> standard level.
- 11.12 **Indicative Syllabus (Tier-II):**
- 11.12.1 **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.
- 11.12.2 **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.

### 11.12.3 **Paper-III (Statistics):**

- 11.12.3.1 **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.
- 11.12.3.2 **Measures of Central Tendency**- Common measures of central tendency – mean median and mode; Partition values- quartiles, deciles, percentiles.
- 11.12.3.3 **Measures of Dispersion**- Common measures dispersion – range, quartile deviations, mean deviation and standard deviation; Measures of relative dispersion.
- 11.12.3.4 **Moments, Skewness and Kurtosis** – Different types of moments and their relationship; meaning of skewness and kurtosis; different measures of skewness and kurtosis.
- 11.12.3.5 **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).
- 11.12.3.6 **Probability Theory** – Meaning of probability; Different definitions of probability; Conditional probability; Compound probability; Independent events; Bayes' theorem.
- 11.12.3.7 **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).
- 11.12.3.8 **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.
- 11.12.3.9 **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.
- 11.12.3.10 **Analysis of Variance** - Analysis of one-way classified data and two-way classified data.

- 11.12.3.11 **Time Series Analysis** - Components of time series, Determinations of trend component by different methods, Measurement of seasonal variation by different methods.
- 11.12.3.12 **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.
- 11.12.4 **Paper-IV (General Studies-Finance and Economics):**
- 11.12.4.1 **Part A: Finance and Accounts-(80 marks):**
- 11.12.4.1.1 **Fundamental principles and basic concept of Accounting:**
- 11.12.4.1.1.1 **Financial Accounting:** Nature and scope, Limitations of Financial Accounting, Basic concepts and Conventions, Generally Accepted Accounting Principles.
- 11.12.4.1.1.2 **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.
- 11.12.4.2 **Part B: Economics and Governance-(120 marks):**
- 11.12.4.2.1 **Comptroller & Auditor General of India- Constitutional provisions, Role and responsibility.**
- 11.12.4.2.2 **Finance Commission-Role and functions.**
- 11.12.4.2.3 **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.
- 11.12.4.2.4 **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.
- 11.12.4.2.5 **Theory of Production and cost:** Meaning and Factors of production; Laws of production- Law of variable proportions and Laws of returns to scale.
- 11.12.4.2.6 **Forms of Market and price determination in different markets:** Various forms of markets-Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly ad Price determination in these markets.

11.12.4.2.7 **Indian Economy:**

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

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

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

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

11.12.4.2.7.5 Infrastructure-Energy, Transportation, Communication.

11.12.4.2.8 **Economic Reforms in India:** Economic reforms since 1991; Liberalisation, Privatisation, Globalisation and Disinvestment.

11.12.4.2.9 **Money and Banking:**

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

11.12.4.2.9.2 Budget and Fiscal deficits and Balance of payments.

11.12.4.2.9.3 Fiscal Responsibility and Budget Management Act, 2003.

11.12.4.2.10 **Role of Information Technology in Governance.**

11.12.5 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.

11.13 **Skill Test:**

11.13.1 **Date Entry Skill Test (DEST):**

11.13.1.1 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.

11.13.1.2 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 <https://ssc.nic.in> (Candidate's Corner).

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

11.13.1.4 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.

11.13.1.5 PwD candidates who are eligible for scribes as para-7.1 and 7.2 of the Notice of Examination 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.

**11.13.2 Computer Proficiency Test (CPT):**

11.13.2.1 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 in CSS, MEA & AFHQ, Assistant in Serious Fraud Investigation Office (SFIO) under the Ministry of Corporate Affairs, Assistant (GSI) in the Ministry of Mines, Inspector (Central Excise), Inspector (Preventive Officer) & Inspector (Examiner) in CBIC. 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.

11.13.2.2 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.

**12 Admission to the Examination:**

12.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificates (AC) by the Regional/ Sub-Regional Offices of the Commission for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.

12.2 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, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. Physical and medical standards will be scrutinized by the User Departments after the declaration of result. 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.

12.3 Admission Certificates for the Examination will be uploaded on the website of the concerned Regional/ Sub-Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Therefore candidates are advised to visit the website of concerned Regional Office and SSC HQ regularly for updates and information about the examination.

12.4 Information about the Examination indicating the time table and City/ Centre of examination for the candidates 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.

- 12.5 Candidate must write his/ her Registration-ID, registered Email-ID and Mobile Number along with his/ her name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.
- 12.6 Facility for download of Admission Certificates will be available 3-7 days before the examination on the website of concerned Regional/ Sub-Regional Office. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- 12.7 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate, such as:
  - 12.7.1 Aadhaar Card/ Printout of E-Aadhaar,
  - 12.7.2 Voter's ID Card,
  - 12.7.3 Driving License,
  - 12.7.4 PAN Card,
  - 12.7.5 Passport,
  - 12.7.6 ID Card issued by University/ College/ School,
  - 12.7.7 Employer ID Card (Govt./ PSU),
  - 12.7.8 Ex-Serviceman Discharge Book issued by Ministry of Defence,
  - 12.7.9 Any other photo bearing ID Card issued by the Central/ State Government.
- 12.8 If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.
- 12.9 PwD candidates using the facility of scribes as per Para 7.1 and 7.2 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination.
- 12.10 Any other document mentioned in the Admission Certificate may also be carried by the candidates while appearing in the Examination.
- 12.11 Applications with blurred photograph and/ or signature will be rejected.

### 13 **Document Verification (DV):**

- 13.1 All the candidates qualified for Document Verification are required to appear for Document Verification along with the photocopies and original documents as mentioned at Para: 15.6.
- 13.2 Detailed options for various posts and departments will be taken from the candidates either online before DV or at the time of Document Verification. A candidate will not be considered for a Post and Ministry/ Department/

Organization, if he/ she has not indicated his/ her preference for it. Options confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. **Therefore, candidates are advised to be careful in exercise of such options.**

- 13.3 While giving preference of the posts/ Departments either online before DV or at the time of Document Verification, the candidates may note that the following posts have **specific requirements of Physical Standards, Physical Tests and Medical Standards:**
- 13.3.1 Inspector (Central Excise)-CBIC
  - 13.3.2 Inspector (Examiner)-CBIC
  - 13.3.3 Inspector (Preventive Officer)-CBIC
  - 13.3.4 Inspector-CBN
  - 13.3.5 Sub-Inspector-CBN
  - 13.3.6 Sub-Inspector-CBI
  - 13.3.7 Sub-Inspector-NIA
  - 13.3.8 Upper Divisional Clerk-BRO
- 13.4 Detailed information about the Physical Standard, Physical Tests about the posts at 13.3.1 to 13.3.7 are given at **Annexure-XV** and information about the Physical Standards, Physical Tests and Medical Standards for the post of Upper Divisional Clerk in BRO are given at **Annexure-XVI**.
- 13.5 Candidates must ensure that they fulfill all the requirements of Physical Standards, Physical Tests and Medical Standards before giving their preferences/ options. Measurement of Physical Standards, Physical Tests and Medical Tests will be conducted by the concerned User Department after final selection and nomination of candidates by the Staff Selection Commission. **If a candidate fails in such tests, his/ her candidature will not be subsequently considered for any other post/ department. Candidates are therefore advised to thoroughly go through these requirements and give their considered preference of posts/ Departments.**
- 13.6 Candidates have to bring two passport size recent colour photographs and one **original valid Photo ID Proof** while appearing for the Document Verification. Photo ID Proof can be:
- 13.6.1 Aadhaar Card/ Printout of E-Aadhaar.
  - 13.6.2 Voter ID Card.
  - 13.6.3 PAN Card.
  - 13.6.4 Passport.
  - 13.6.5 Driving License.
  - 13.6.6 Government School/ College ID Card.
  - 13.6.7 Employer ID (Govt./ PSU)
- 13.7 Candidates will have to submit copies of various documents like:
- 13.7.1 Matriculation/ Secondary Certificate.
  - 13.7.2 Educational Qualification Certificate.
  - 13.7.3 Caste/ Category Certificate, if belongs to reserved categories.

- 13.7.4 Persons with Disabilities Certificate in the required format, if applicable.
- 13.7.5 For Ex-Servicemen (ESM):
  - 13.7.5.1 Undertaking as per **Annexure-VII**.
  - 13.7.5.2 Serving Defence Personnel Certificate as per **Annexure-VI**, if applicable.
  - 13.7.5.3 Discharge Certificate, if discharged from the Armed Forces.
- 13.7.6 Relevant Certificate if seeking any age relaxation.
- 13.7.7 Certificate as per **Annexure-V** by the Central Government Civilian Employees.
- 13.7.8 No Objection Certificate, in case already employed in Government/ Government undertakings.
- 13.7.9 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
  - 13.7.9.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
  - 13.7.9.2 In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
  - 13.7.9.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
  - 13.7.9.4 In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
- 13.8 Any other document specified in the Admission Certificate for DV.

#### 14 **Mode of Selection:**

- 14.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination (Tier-I).
- 14.2 Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional/ Sub-Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. <https://ssc.nic.in>) and concerned Regional/ Sub-Regional office of the Commission under whose jurisdiction the examination

centres opted by the candidate are located (detail at para-10.1).

- 14.3 Minimum qualifying marks in Tier-I, each Paper of Tier-II and Tier-III Examination are as follows:
- |        |          |   |     |
|--------|----------|---|-----|
| 14.3.1 | UR       | : | 30% |
| 14.3.2 | OBC/ EWS | : | 25% |
| 14.3.3 | Others   | : | 20% |
- 14.4 Based on the marks scored in Tier-I i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Tier-II and Tier-III Examinations. Separate cut-offs will be fixed for Paper-III of Tier-II (i.e. for the post of JSO and Statistical Investigator Grade-II), Paper-IV of Tier-II (i.e. for the posts of Assistant Audit Officer and Assistant Accounts Officer) and for Paper-I + Paper-II of Tier-II (i.e. for all other posts).
- 14.5 Tier-II and Tier-III Examinations will be conducted for all the candidates qualified in Tier-I. In Tier-II, all the candidates will be required to appear in Paper-I and Paper-II. However, only specific candidates shortlisted for the posts of JSO/ Statistical Investigator and Assistant Audit Officer/ Assistant Accounts Officer will be required to appear in Paper-III and Paper-IV respectively.
- 14.6 Based on the aggregate performance in Tier-I and Tier-II Examinations, candidates will be shortlisted for evaluation of Tier-III Examination. The candidates who are not qualified in Tier-II will not be eligible for evaluation of Tier-III and they will not be considered for further selection process.
- 14.7 Based on the aggregate performance of qualified candidates 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 where prescribed are mandatory but 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 mandatory.
- 14.8 Preference of posts will be taken from the candidates either online before DV or at the time of Document Verification.
- 14.9 **Posts listed at Para-13.3 have mandatory requirements of physical and medical standards including Physical Efficiency Test (Details of such requirements are available at Annexure-XV and XVI). Examination of such physical and medical standards will be conducted after the final selection of candidates by the concerned User Department. If a candidate fails in such tests, his/ her candidature will not be subsequently considered for any other post/ department. Candidates are therefore advised to thoroughly go through these requirements and give their considered preference of posts.**
- 14.10 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.

- 14.11 The final allotment of posts are made on the basis of merit-cum-preferences of Posts/ Departments 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 for that post, his/ her candidature will be rejected and he/ she will not be considered for any other posts.
- 14.12 SC, ST, OBC, EWS, ESM 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, EWS, ExS and PwD candidates.
- 14.13 SC, ST, OBC, EWS, ESM and PwD candidates 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-Serviceman 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.
- 14.14 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.
- 14.15 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.
- 14.16 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.
- 14.17 Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).
- 14.18 Candidates on final selection may be allotted a State/ UT/ Zone by the concerned User Ministry/ Department/ Organization. Such candidates may be required to acquire the proficiency in local language of the allotted State/ UT/ Zone for confirmation of the candidates to the allotted posts by the concerned User Ministry/ Department/ Organization.

## 15 Resolution of Tie Cases:

15.1 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:

- 15.1.1 Total marks of relevant Papers in Tier-II Examination.
- 15.1.2 Total marks in Tier-III Examination.
- 15.1.3 Date of birth, with older candidate placed higher.
- 15.1.4 Alphabetical order in which the names of the candidates appear.

## 16 Action against candidates found guilty of misconduct:

16.1 If any candidate is found indulging in any irregularity/ misconduct/ malpractice at any stage of recruitment, the candidate shall be debarred for the period mentioned below, apart from cancellation of candidature for the examination without prejudice to any other legal action. The Commission may take appropriate actions as deemed fit including verification of Signature, Thumb Impression, Handwriting, Photograph, etc captured during various stages of recruitment to ascertain genuineness of candidates to ensure fair selection:

S No	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as OMR/ Examination sheets, Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination.	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in 'switched on' or 'switched off' mode.	3 Years
8	Appearing in the same examination more than once in contravention of the rules.	3 Years
9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/ equipments.	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years

16	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

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), 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.

18 **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 SSC where the candidate has appeared in the examination(s).

19 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/EWS/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.

20 **Important Instructions to Candidates:**

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
(b)	THE CANDIDATE MUST WRITE HIS/ HER NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATION/ SECONDARY CERTIFICATE. IF ANY VARIATION IN THE NAME AND DATE OF BIRTH IS OBSERVED, HIS/ HER CANDIDATURE WILL BE CANCELLED.
(c)	<b>CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE SSC WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.</b>
(d)	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 and medical standards etc. and satisfy themselves that they are eligible for the post (s). Copies of supporting documents will be sought at the time of Document Verification. 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.
(e)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ EWS/ PwD/ ESM 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.
(f)	Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities.
(g)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Normally, printout of the online Application Form is not required to be submitted to the Commission.
(h)	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, all the applications will be rejected by the Commission and his/ her candidature for the examination will be cancelled. 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 as per rules.
(i)	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 it comes into the notice of the commission.
(j)	Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
(k)	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances. Such requests received through Post/ Fax/ Email/ By Hand, etc shall not be entertained.
(l)	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.
(m)	The candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. <b>If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of their Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.</b> PwD candidates using the facility of scribes as per Para 7.1 and 7.2 shall also be



	required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.
(n)	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.
(o)	All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
(p)	If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the concerned Regional/ Sub-Regional Office of the Commission within two months of the declaration of the result or two week prior to the conduct of next stage of the examination, whichever is earlier.
(q)	If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year after declaration of result, he/ she must communicate immediately thereafter with the concerned User Department.
(r)	Fee payable: Rs 100/- (Rs one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), ESM eligible for reservation and Persons with disability (PwD) are exempted from payment of fee.

**Under Secretary (P&P-1)**

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

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

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

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

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State/ UT) My qualification is \_\_\_\_\_

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination

I do hereby undertake that his/ her qualification is \_\_\_\_\_. In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date:

**(Procedure for filling online Application)**

The process of filling online application for the examination consists of two parts:

- I. One Time Registration
- II. Filling of online Application for the Examination

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

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.
2. Before proceeding with One-Time Registration, keep the following information/documents ready:
  - a. Mobile Number (to be verified through OTP)
  - b. Email ID (to be verified through OTP).
  - c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
    - i. Voter ID Card
    - ii. PAN
    - iii. Passport
    - iv. Driving License
    - v. School/ College ID
    - vi. Employer ID (Govt./ PSU/ Private)
  - d. Information about the Board, Roll Number and Year of Passing the Matriculation (10<sup>th</sup>) Examination.
  - e. Scanned colour passport size photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). **Applications with blurred photograph will be rejected.**
  - f. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 3.0 cm (height). **Applications with blurred signature will be rejected.**
  - g. Disability Certificate Number, if you are a person with benchmark disability.
3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on <http://ssc.nic.in>.
4. One-Time Registration process requires filling up of following information:
  - a. Basic Details
  - b. Additional Details and Contact Details
  - c. Uploading of the scanned image of passport size photograph and signature.
5. **For filling up the 'One-Time Registration Form', please follow the following steps:**
  - a. Few critical details (e.g. Aadhaar Number, name, father's name, mother's name, date of birth etc) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data column, indication will be given in red text.
  - b. S No-1, provide information about Aadhaar Number/ Identity Card and its Number. Any one of these Numbers is required to be given.

- c. S No-2: Fill your name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.
- d. S No-3: Fill your father's name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- g. S No-6: Matriculation (10<sup>th</sup> Class) Examination Details which include:
  - i. Name of Education Board
  - ii. Roll Number
  - iii. Year of passing
- h. S No-7: Gender
- i. S No-8: Level of Educational Qualification (Highest).
- j. S No-9: Your Mobile Number. This must be a working mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Commission may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.
- k. S No-10: Your Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Commission may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number, if required.
- l. Provide detail of State/ UT of your Permanent Address.
- m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be save and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.
- n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
- o. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.
- p. After successful password change, you need to login again using your Registration Number and changed password.
- q. On successful login, information about the 'Basic Details' so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on 'Next' button at the bottom to complete your one-time Registration.
- r. S No-11: Provide information about your Category.
- s. S No-12: Provide information about your Nationality
- t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
- u. S No-14: Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified suitable for government jobs, then provide Disability Certification Number.
- v. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.
- w. S No: 19 to 20: Upload your recent Photo and Signature as specified at S No-2

- above.
- x. Save the information provided. Take draft printout and review the information provided thoroughly, before 'Final Submit'.
  - y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.
  - z. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.
  - aa. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.
6. After completion of registration process, 'Basic Details' can be changed only twice. **THEREFORE BE EXTREMELY CAUTIOUS WHILE MAKING ONE TIME REGISTRATION.**
  7. **YOU ARE AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAIL SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**

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

1. Login to online system through your Registration Number and password.
2. Click 'Apply' link in '**Combined Graduate Level Examination 2019**' section under 'Latest Notifications' tab.
3. Information in columns at S No-1 to 14 will be automatically filled from your One-time Registration Data which is non-editable.
4. S No-15: Select 'Yes' if you belong to Economically Weaker Section (EWS). This is applicable only for unreserved candidates.
5. S No-16: Give your preference of Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference.
6. S No-17: If you are an ex-serviceman, fill up the required information. **Wards of servicemen/ ex-servicemen are not treated as ex-servicemen.**
7. S No-18.1: If you are suffering from Cerebral Palsy or are eligible for availing the facility of scribe as per Para-7.1 and 7.2 of the Notice of examination, provide information about the requirement of scribe.
8. S No-19: Select 'Yes', if you are applying for the post of Junior Statistical Officer. You should possess the required educational qualification for the post and enter the same at S No-20.
9. S No-21: Select 'Yes', if you are applying for the post of Statistical Investigator Grade-II. You should possess the required educational qualification for the post and enter the same at S No-22.
10. S No-23: If you are seeking age relaxation, select appropriate age-relaxation category.
11. S No-24: Please indicate your highest qualification.
12. S.No-25: Please see Notice of Examination, **Para No: 19** and fill up accordingly.
13. S No-26, 27 and 28: Information with regard to Present and Permanent Address will be filled up automatically from the One-time Registration Data.
14. Information with regard to Photo and Signature will be filled up automatically from the One-time Registration Data.
15. Go through the declarations carefully and click on "I agree" check box if you accept the same. Fill up Captcha code.
16. Preview and verify the information provided by you and Submit the Application.
17. Proceed to make fee payment if you are not exempted from payment of fee.
18. Fee can be paid through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit card or in cash at SBI Branches by generating SBI Challan. Refer Para-9 of the Notice of Examination for further information on the payment of fee.
19. 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 normally not required to be submitted to the Commission at any stage.

**Annexure-V**

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).

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.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office Seal

\_\_\_\_\_

Place:

Date:

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



**Certificate for serving Defence Personnel**

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:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I .....,bearing Roll No.....appearing for the Document Verification of the .....Examination, 20....., do hereby undertake that:

- (a) 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.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....  
Name: .....  
Roll Number: .....  
Date: .....  
Date of appointment in Armed Forces: .....  
Date of Discharge: .....  
Last Unit/ Corps: .....  
Mobile Number: .....  
Email ID: .....

**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/ her 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 Tribe Orders (Amendment ) Act 2002@

The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/ Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

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

Signature \_\_\_\_\_

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

(with seal of office)

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

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

Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY  
WEAKER SECTIONS**

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

Date \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of  
\_\_\_\_\_ permanent resident of \_\_\_\_\_,  
Village/Street \_\_\_\_\_ Post \_\_\_\_\_  
Office \_\_\_\_\_ District \_\_\_\_\_ in the State/ Union  
Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ Whose photograph is attested below  
belongs to Economically Weaker Sections, since the gross annual income\* of his/ her 'family'\*\*  
is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_ His/ her family  
does not own or possess any of the following assets \*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III Residential plot of 100 sq. yards and above in notified municipalities;
- IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste  
which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes  
(Central List).

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of the  
applicant

---

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

\*\* Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Form-V  
Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size  
attested photograph  
(Showing face only) 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:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

(C) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words)  
permanent locomotor disability/dwarfism/blindness in relation to his/her \_\_\_\_\_ (part of  
body) as per guidelines ( .....number and date of issue of the 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 certificate of disability is issued



Form - VI  
Certificate of Disability  
(In cases of multiple disabilities)  
[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested  
photograph  
(Showing face only) of the  
person with disability.

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

Date: \_\_\_\_\_

This is to certify that we have carefully examined Shri/Smt./Kum.  
\_\_\_\_\_ son/wife/daughter of Shri  
\_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_  
Age \_\_\_\_\_ years, male/female \_\_\_\_\_.

Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State  
\_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical  
impairment/disability has been evaluated as per guidelines (.....number and date of  
issue of the guidelines to be specified) for the disabilities ticked below, and is shown against  
the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			

16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the 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)

@ e.g. Left/right/both arms/legs

# e.g. Single eye

£ 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

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in

whose favour certificate of disability is issued.

Form – VII  
Certificate of Disability  
(In cases other than those mentioned in Forms V and VI)  
(Name and Address of the Medical Authority issuing the Certificate)  
(See rule 18(1))

Recent passport 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  
(.....number and date of issue of the guidelines to be specified) and is shown against the  
relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			

16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above 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) \_\_\_\_\_

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. 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  
 Chief Medical Officer/Medical Superintendent/  
 Head of Government Hospital, in case the  
 Certificate is issued by a medical authority who is  
 not a Government servant (with seal) }

Signature/thumb impression of the person in  
 whose favour certificate of disability 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 of the District

**Essential Educational Qualification Code:**

<b>Educational Qualification</b>	<b>Code</b>
Certificate	<b>03</b>
Diploma	<b>04</b>
BA	<b>05</b>
BA (Hons.)	<b>06</b>
B. Com.	<b>07</b>
B.Com. (Hons.)	<b>08</b>
B.Sc.	<b>09</b>
B.Sc. (Hons.)	<b>10</b>
B. Ed.	<b>11</b>
LLB	<b>12</b>
BE	<b>13</b>
B. Tech	<b>14</b>
AMIE (Part A & Part B)	<b>15</b>
B.Sc. (Engg.)	<b>16</b>
BCA	<b>17</b>
BBA	<b>18</b>
Graduation issued by Defence (Indian Army, Air Force, Navy)	<b>19</b>
B. Lib.	<b>20</b>
B. Pharm.	<b>21</b>
ICWA	<b>22</b>
CA	<b>23</b>
PG Diploma	<b>24</b>
MA	<b>25</b>
M.Com.	<b>26</b>
M. Sc.	<b>27</b>
M.Ed.	<b>28</b>

LLM	<b>29</b>
ME	<b>30</b>
M. Tech.	<b>31</b>
M. Sc. (Engg.)	<b>32</b>
MCA	<b>33</b>
MBA	<b>34</b>
Others	<b>35</b>

**A. 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.
--	--

**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.
-------------------------------------	--

**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.

## **B. 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.

## **C. 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.



**Physical Efficiency Test, Physical and Medical Standard for the Posts in Border Roads Organization (BRO)**

1 **Physical Efficiency Test**

(i) Criteria for Physical Efficiency Tests are placed as '**Schedule-I**' of the Notification. The Physical Efficiency Tests will be conducted at GREF Centre or respective Recruitment Centre as applicable, by a Board of Officers, detailed by the Headquarters, Director General Border Roads.

2 **Physical Standards** Region wise requirement of Physical Standards of personnel for recruitment in GREF (Border Roads Organization) is placed as '**Schedule-II**' of the Notification.

3 (A) **Medical Standards** The specified Medical Standards are requirement for recruitment of candidates for their service in GREF (BRO) as per their job profile, charter of duties and anticipated deployment, including extreme remote areas, high altitude areas and difficult areas of hilly terrain etc. Medical Standards have been specified in '**Schedule-III**' of the Notification.

(B) **Medical Examination & Medical Tests:** Medical examination and medical tests will be carried out as per guidelines of this Notification for each provisionally selected candidate. The Medical Examination will be carried out by a Medical Board nominated by HQ DGBR. The guidelines to be followed for conduct of Medical Examination and the procedure for declaring candidates as Temporary or Permanent UNFIT are enumerated in succeeding sub-paras:

(i) After detailed checking of all documents, Officer-In-Charge Recruiting Section will handover medical papers (duly affixed with passport size photograph) of selected candidates to Medical Board of respective Recruitment Centre, including GREF Centre, and the candidates will report as per schedule decided. Medical examination of provisionally selected candidates will be carried out by two Medical Officers at each Recruitment Centre including GREF Centre.

(ii) Recruitment Medical Board will examine the medical fitness of the candidates as per guidelines of this Notification.

(iii) Candidates found medically fit or unfit will be informed of their medical result by the **Medical Board** themselves so that the candidates are clear about their position.

(iv) Where the medical officer needs the opinion of a Specialist, the case will be referred to Military Hospital or any service/ Army Hospitals in proximity of **respective Recruitment Centre or GREF Centre**. Based on the day of the OPD of concerned Specialist, doctor would personally brief the candidate about the conduct of medical examination at Military Hospital and subsequent procedure.

(v) Medical papers in respect of fit and unfit candidates will be given to Recruiting Section/ Mobile Regional Recruitment Team by MI Room after completion of medical examination preferably on the same day of medical examination but not later than 5 days from the date of examination.

(vi) Details about cases referred to Military Hospitals or any Service/ Army Hospitals will also be informed by Medical Board to Recruiting Section simultaneously.

(vii) Referred cases returned by Medical Specialist duly reviewed by concerned Specialist will be disposed of by Regimental Medical Officer expeditiously according to the remarks of Specialist and Recruiting Section be informed simultaneously by Regimental Medical Officer.

(viii) **Temporarily Unfit:** Candidates declared temporarily UNFIT will be divided in two categories:

(a) **Temporarily Unfit due to Medical Reasons:** Candidates who are declared Temporary UNFIT due to medical reasons will be informed of their disability in writing by Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Such candidates have a right to appeal against the medical examination conducted by the Recruitment Centre Medical Board and such appeal should be made within the period of 60 days from the date of being declared temporarily unfit initially by the Medical Board of Recruitment Centre. Such candidates should report for medical examination by Specialist 05 (five) days in advance with an appeal and will be referred to concerned Specialist of nearest Military Hospital/ Service Hospital on Review Certificate in duplicate. Such candidates will not be required to deposit Rs 40/- as fees for re-medical examination. If such candidates are found UNFIT again on review, no further chance will be given for re-medical examination and their candidature shall stand cancelled automatically. After re-medical examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(b) **Temporarily Unfit for being Below Physical Standards:** Candidates declared Temporary UNFIT due to physical standards will also be informed of their disability or shortcoming in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Candidates protesting in writing against Physical measurements will be once again measured by Medical Board of Recruitment Centre in the presence of Commandant or Officer-In-Charge Recruiting in case Medical Examination is carried out at GREF Centre and in the presence of Board of Officers in case it is carried out at Mobile Regional Recruitment Team Centre within 24

hrs of the Medical Examination. Candidates declared Temporary UNFIT for being Below Physical Standards in weight or Chest measurement only will be given a reasonable time not exceeding two months from the date of initial Medical Examination for attaining the desired standards. After re-measurement, if candidate is found FIT the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(ix) **Permanently Unfit:** Candidates declared Permanent UNFIT also will be divided in two categories:

(a) **Permanently Unfit due to medical reasons:** Candidates who are declared Permanent UNFIT by the Medical Board will be informed of their disability in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officers. Such candidates have a right to appeal against the present medical examination within a period of 60 days of their being declared permanently unfit. In case such candidates should report at GREF Centre or Recruitment Zone 05 (Five) days in advance with an appeal for re-medical examination, the Medical Board will refer such candidates to the nearest service hospital on Review certificate in duplicate. Such candidates will be required to deposit a sum of Rs 40/- in Govt. treasury at SBI before the re-medical examination by the service Specialist is done. All such cases which are declared UNFIT again on review by the concerned Specialist, will not be given any further chance for re-medical Examination/ Review and their candidature shall stand cancelled automatically. After re-medical examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(b) **Permanently Unfit for being Below Physical Standards:** For candidates declared Permanent UNFIT by Medical Board due to being below physical standards with respect to height, no appeal can be made against physical measurements. However candidates protesting against physical measurements will be once again measured by Medical Board in presence of Officer-In-Charge Recruiting or Commandant GREF Centre or Board of Officers or Mobile Regional Recruitment Team (MRRT) as the case may be on the very same day.

(x) **Visual standards:** Visual acuity not less than 6/12 each eye or Right eye 6/6, Left 6/24. Corrective spectacles are permitted during the visual test. Unaided vision in case of corrected vision will not be below 6/60 in each eye and on correction will be same as laid down for other recruits.

(xi) **Surgery:** Any candidate who have recently undergone abdominal surgery (e.g.: in Hernia, Muscle defect, Nephrolithotomy, Cholelithiasis, Cholecystotomy) are liable to be made Unfit for one year as per existing rules. However, the provision of medical appeal for permanent unfit cases remains the same i.e. within 2 months. In such cases same criterion as for eye surgery cases should be followed as above.

(C) **Medical Fitness:** Notwithstanding anything contained in these rules, only those persons who are medically fit shall be eligible for appointment under the provisions of these rules.

(i) Border Roads Organisation is a Central Govt. Organisation with all India transferable liabilities. BRO is governed by Central Civil Services Rules. However, certain provisions of Army Act-1950 are also applicable to members of the Force.

(ii) The final selection of the candidates selected by Staff Selection Commission and GREF Centre will be subject to pass the Medical fitness test. Medical Board detailed by Headquarters Director General Border Roads will carry out the medical fitness test of the candidates declared selected by SSC and GREF Centre.

(iii) Candidates declared medically 'FIT' by the Medical Board, will be inducted in General Reserve Engineer Force (BRO) subject to fulfillment of all other criteria and have to undergo initial training at GREF Centre, Dighi Camp, Pune-15.

(iv) After imparting training at GREF Centre, they will be posted anywhere in India as per available vacancies.

4 **Cancellation of candidature:** If any, candidate is absent on the date of reporting for Medical Examination or during Medical Examination or does not report for Medical Review within prescribed time limit, his candidature shall be cancelled automatically. No representation/ appeal in this regard will be entertained by the department.

5 **Power to relax rules:** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6 **Saving:** Nothing in these rules shall effect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**PHYSICAL EFFICIENCY TEST (FOR GROUP 'C' POSTS)**

<b>S No</b>	<b>ACTIVITY</b>	<b>MAXIMUM MARKS</b>	<b>TIME AVAILABLE</b>
1.	<b>ONE MILE RUN</b>	<b>ONLY PASSING THE TEST IS MANDATORY</b>	<b>10 MINUTES</b>

**NOTE : (i) ONE MILE RUN TO BE COMPLETED WITHIN THE SPECIFIED TIME.**

**(ii) CANDIDATES QUALIFYING THROUGH STAFF SELECTION COMMISSION WILL HAVE TO MANDATORILY PASS THE TEST IN ONE MILE RUN TO BE HELD AT GREF CENTRE, PUNE TO UNDERGO FURTHER MEDICAL EXAMINATION.**

**REGION-WISE PHYSICAL STANDARDS OF PERSONNEL**

S/ No	Region	States/Region included	Physical Standards		
			Minimum Height	Chest	Minimum Weight
(a)	Western Himalayan	J&K, Himachal Pradesh, Punjab Hills (Area South and west of the Inter State Border between Himachal Pradesh and Punjab and North and East of Road of Mukerian Hoshiarpur, Garh Shankar, Ropar and Chandigarh), Uttarakhand	158 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(b)	Eastern Himalayan Region	Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam & Hill region of West Bengal (Darjeeling and Kalimpong districts and Andaman Nicobar)	152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(c)	West Plain Region	Punjab, Haryana, Chandigarh, Delhi, Rajasthan, Western UP	162.5 Cms	Minimum 76 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(d)	Eastern Plain	Eastern UP, Bihar, West Bengal & Orissa and Jharkhand	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(e)	Central Region	Gujrat, Maharastra and Madhya Pradesh, Dadar Nagar & Haveli, Daman & Diu and Chaattisgarh	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(f)	Southern Region	Andhra Pradesh, Karnataka, Tamil Nadu, Kerala, Goa and Pondicherry, Telangana	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 kgs
(g)	Relaxation to sons of serving/ Ex-GREF personnel)		2 Cms	1 Cm	2 Kgs
(h)	Relaxation in DD cases (this will be applicable to own son adopted son and not any other relative		2 Cms	1 Cm	2 Kgs
(j)	Gorkhas (Indian Domicile)		152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs

**MEDICAL STANDARDS OF RECRUITMENTS FOR GREF**

**General**

1 Every recruit must be sufficiently intelligent, free from nervous instability and be in possession of sound health. He shall have no constitutional or acquired disability as may in the opinion of Recruiting Medical Officer render him unfit for duties, in the organization, particularly at high altitude and hard areas.

**General examination**

2 It is absolutely essential in all cases to have the recruits stripped while carrying out medical examination. Due regard be paid to privacy and decency. It is not sufficient that the clothing be only partially removed. An underwear may be permitted except when the examination is being carried out involving private parts. Every part of the body must be examined and if a recruit does not submit to this even after persuasion, he will be rejected. Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/ Comdt GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers)/ Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

**Responsibility for physical fitness**

3 The examining Medical Board is responsible for checking the physical fitness of the recruits, the likelihood of their physical development and for their identification marks. The Board will also enter on the enrolment form any minor defects insufficient to cause rejection. In the case of fit recruits the Board will make the necessary entry on the enrolment form, the wording used being Fit-category GREF-I and return it to the enrolling officer. The signature of the examining Medical Officer on the enrolment form will be accepted as equivalent to a declaration that he has personally examined the recruit in question according to the existing instructions and that the recruit has no blemish or defect except those noted on the enrolment form. Remarks relating to any defects in the recruit will be endorsed in the medical examiner's own handwriting. When there are no distinctive marks this must be stated.

**Medical History Sheet GREF/ MED/ 2A**

4 This is a document of great importance which is linked to claims for disability pension on soldier's discharge from the service Medical items in table No 1 of GREF/ MED/ 2A will be completed by the Medical Board GREF/ MED/ 2A.

5 Any failure of officers concerned to give attention to the preparation and maintenance of these documents, and inaccuracy in or insufficiency of the entries therein may cause considerable delay, much expense and grave injustice to the person recruited. Medical Officers will, therefore, take every care to ensure that all necessary entries are carefully and accurately made at the time of examination.

6 Marks and small defects are to be noted concisely and clearly in the space allotted for the purpose in order to facilitate the men's future identification. Special attention should

always be drawn to any defects which may influence decision on possible claims for pension in the future.

## **RULES GOVERNING MEDICAL INSPECTION OF CANDIDATES IN GREF**

### **Principal points in Medical Examination of Candidates**

7 Principle points in medical examination of recruits. In the inspection of candidates the principle points to be attended to, are as under:

- a) That the candidate is sufficiently intelligent (Any defect may be observed during the examination).
- b) That his bearing is good and that there is no sign of disease of ear, nose and throat.
- c) That his vision with either eye is up to the required standard, his eyes are bright, clear and with no obvious squint, nystagmus or other abnormality. Movement of eye balls should be full and free in all directions.
- d) That his speech is without impediment.
- e) That he has no glandular swelling.
- f) That his chest is well formed, and that his heart and lungs are sound.
- g) That his limbs are well formed, and fully developed.
- h) That there is free and perfect action of all the joints.
- i) That his feet and toes are well formed.
- j) That he has no congenital malformation or defects.
- k) That he does not bear traces of previous acute or chronic diseases pointing to an impaired constitution.
- l) That he possesses sufficient number of sound teeth for efficient mastication.
- m) That he has no disease of the genitor-urinary tract.

### **Ground for permanent rejection**

- 8 Candidates presenting with following conditions will be rejected:
- a) General impaired Constitution with frail health (BMI less than 18).
  - b) Abnormal Gait.
  - c) Abnormal Posture (Kyphosis, Scoliosis or Lordosis).
  - d) Gross physical deformity of chest, (pigeon chest, Barrel shaped chest, pectus excavatum, Harrison's sulcus & joints (Knock knee bow, leg, flat feet etc).
  - e) Defective Intelligence.



- f) Deafness.
- g) Pronounced Stammering.
- h) Mental and nervous instability includes coarse Digital Tremors, palmar & plantar Hyperhydrosis and Tachycardia (Pulse rate more than 100/ min).
- j) Sexually Transmitted diseases.
- k) Any degree of squint or nystagmus.
- l) Cases of colour blindness.
- m) Corneal Opacities effecting binocular vision of the individual.
- n) Perforation of Tympanic membrane.
- o) Chronic Suppurative Otitis Media/ Mastoiditis.
- p) Loss or decay of teeth to such an extent as to interfere with proper mastication. Dental points less than 14.
- q) Chronic Lung Infection.
- r) Endocranial Disorder.
- s) Cardiac murmur or Hypertension (BP>140/95 mm Hg).
- t) Gross degree myopia & cases of corneal surgery for refractive error.
- u) Healed fracture with implants or ankylosis of effected joints due to fracture.
- v) Any amputation effecting in the working efficiency of individual.
- w) Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/ Comdt GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers)/ Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

### **Grounds for Temporary Rejection:**

- 9 Following are the grounds for temporary rejection:
- (a) Pterygium
  - (b) Conjunctivitis
  - (c) Defective Vision (corrected with glasses, 6/6 in both eyes is acceptable)
  - (d) Trachoma Grade III
  - (e) Deviated Nasal Septum
  - (f) Chronic Tonsillitis
  - (g) Few decayed teeth (corrected with denture is acceptable)
  - (h) Pityriasis Versicolor
  - (j) Tinea Cruis, Scabies, Eczema etc
  - (k) Planter Warts
  - (l) Hydrocele, Hernia, Vericocele
  - (m) Vericose Veins
  - (n) Phimosis, Fissure in ano or abscess, Haemorroids
  - (o) Acute infection of respiratory tract
  - (p) Gynaecomastia
  - (q) Anaemia
  - (r) Hepatosplenomegaly
  - (s) BMI above 30 (Should bring down BMI to below 30 within 3 months will be accepted)

### **Acceptance of Candidates with Minor Defects:**

- 10 Candidates presenting with mild degree of following defects may be accepted:
- (a) Mild Flat Feet but flexible and Hammer toes.
  - (b) Mild knock knee (Inter malleolic distance 5 cms).
  - (c) Mild Bow Legs (Inter condylar distance 7 cms).
  - (d) Mild Degree of Sephena varix.
  - (e) Slight degree of Vericocele, or undescended testis (Not arrested in inguinal region).
  - (f) Healed perforation of Ear drums.
  - (g) Healed Trachoma without residual gross deformity.
  - (h) Slight stammering.
  - (j) Mild hyperhydrosis.
  - (k) Mild degree phimosis or Hypospadiasis.
  - (l) Perforation in the ear drums which has healed and closed leaving a firm healthy scar (Tympanoplasty done).
  - (m) Slight curvature of leg.
  - (n) Slight hammer toe.
  - (o) Mild degree of varices.
  - (p) Tenea versicolor (Only after treatment).
  - (q) DNS (Acceptable after treatment).
  - (r) Any other slight defects which in the opinion of Recruiting Medical Officer will not interfere with work efficiency of the candidate in future provided the candidate conforms to the prescribed standards in all respects. The mild problem if any must be recorded in the documents.

An undertaking from the candidate be taken that there is no past history of seizure, leprosy, diabetes, tuberculosis or HIV infection. All cases of past healed operations carried out will be noted in medical case sheet.

The foregoing relaxation is permissible only in the case of recruit who conform to the prescribed standards of measurements.

### **Time limit for clearance of any unfit by Higher Reviewing Authority**

- 11 (a) All cases of **permanent unfit** may be reviewed by higher medical authority and should declare him unfit/ fit within 01 month duration since the time of unfit declaration.
- (b) All **temporary unfit** cases may be reviewed by higher medical authority within 3 months (90 days) to clear him fit/ unfit since the time of unfit declaration.

12 In all cases where a recruit is suffering from a minor defect is accepted, the Medical Board will fully satisfy themselves that the defect will not, in any way, affect the efficiency of the recruit as a subordinate serving in BRO.

13 Whenever recruits who are suffering from minor defects as mentioned in Para 10 above are accepted, the defects will invariably be noted in the medical history sheet GREF/ MED/ 2A.

14 Recruits suffering from minor health problems of ordinary nature such as simple sores, shoe bite, common cold coughs and similar other minor ailments which usually last

only a few days may be accepted. Medical Board before accepting such a recruit must fully satisfy themselves that the disease is likely to be cured in a few days without indoor treatment. Normally, unless the recruit is required to meet some urgent demand which cannot be met readily, he should be advised to get himself treated and come again. If recruit who is suffering from a minor disease of any nature is accepted, no entry need to be made of the disease in the medical history sheet GREF/ MED/ 2A.

15 The decision of the Medical Board in all cases of rejection due to not meeting the required medical standards will be final.

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