

Government of India
Ministry of Personnel, Public Grievances & Pensions
Staff Selection Commission
Northern Region
New Delhi

(Website sscnr.net.in)

RECRUITMENT NOTICE

ADVERTISEMENT NO. NR/1/2017

File No. 1/1/2017-ND-III

Closing Date: 7th JUNE 2017

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

Applications are invited from eligible candidates with Nationality/Citizenship as indicated under Para-6 of this Notice, for the Selection Posts indicated in Para-4 of this Notice. Only those Applications successfully filled through the Website <http://ssconline.nic.in> and Print out of Online Application along with all the required documents received in the concerned SSC Regional Office within the specified time are accepted. Procedure for Online Submission of Application consists of two stages – (i) Registration Part & (ii) Application Part.

2. Candidates should go through the Recruitment Notice carefully before applying for the post and ensure that they fulfil all the eligibility conditions like Age-Limit/Essential Qualifications (EQs)/ Experience/ Caste/ Category etc. as indicated in this Notice. Candidature of candidates not meeting the eligibility conditions is liable to be cancelled at any stage of the recruitment process without any notice. Candidature of Applicants shall be purely **PROVISIONAL** at all stages of the recruitment process.

3. All information relating to this recruitment right from the status of application upto the nomination of the selected candidates to the User Department including call letters for Computer Based Mode Examination to the provisionally eligible candidates will be available on the website of Staff Selection Commission, Northern Region i.e. <http://sscnr.net.in>. Candidates are advised to visit the said website frequently for the latest information regarding the recruitment process.

NOTE: -CANDIDATES ARE ALSO ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES AND MOBILE NUMBER IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL/SMS ONLY.

4. DETAILS/DESCRIPTION OF POSTS:

Post Category No.	:	NR10117
Name of post	:	Statistical Assistant
Classification	:	{Group 'B' Non Gazetted & Non –Ministerial}
Vacancy	:	01 UR
Department	:	Department of Justice and Empowerment, M/o Social Justice and Empowerment, Shastri Bhawan New Delhi
Age	:	18-30 years {age relaxation is admissible as per govt. instructions.}
Pay Scale	:	Rs. 9300-34800/-+ G.P.Rs. 4200/-
Essential Qualification	:	Degree in Mathematics/Statistics or Diploma in Statistics from recognised institution.
D.Q.	:	(1) Computer Training. (2) Knowledge of Social Statistics
Initial Place Of Posting	:	New Delhi (AISL)
Job Requirements	:	(1) Identification of items for data collection. (2) Designing proforma for data collection. (3) Compilation and publication of Social welfare statistics. (4) Preparation of charts, maps for publication and display. (5) Liaisoning with Registrar General of India, Central Statistical Organization, NSSO and other Ministries for collection of data relating to the subjects dealt in the Ministry of Social Justice & Empowerment.

(6) Preparation of Agenda for Committees/Working Groups on Statistics.

(7) Distribution of publications on statistics.

(8) Other miscellaneous work relating to statistics.

**Instruction for PH (PWD Candidates) : Post is identified suitable for PH
PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates Candidates (OH, HH, VH).
Along with details of disability admissible)**

Post Category No. : NR10217

Name of post : Market Intelligence Inspector (Economics)

Classification : {Group 'B' Non Gazetted & Non-Ministerial}

Vacancy : 01{OBC-01}

Department: Directorate of Economics & Statistics, Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture, Cooperation & Farmers Welfare.

Age : 18-30 years {age relaxation is admissible as per govt .instructions.}

Pay Scale : Rs.9300-34800/-+ G.P.Rs. 4200/-

Essential Qualification : Bachelor's Degree in Economics or Commerce or Statistics with Economics as a subject from a recognized University.

D.Q.: NIL.

Initial Place of posting : Bangalore (Karnataka) (AISL)

Job Requirements : Interpret markets & to collect data with regard to stock, arrivals and dispatches of agricultural commodities and other routine work.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH
PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates Candidates.
Along with details of disability admissible)**

Post Category No: - NR10317

Name of Post	:	Documentation & IT Assistant
Classification	:	(Group 'B', Non-Gazetted & Non-Ministerial)
Vacancy	:	UR-01
Department	:	National Medicinal Plants Board, Ministry of Ayush, Room No. 309,3rd Floor, B-Block, 'AYUSH' Bhawan, GPO Complex, INA, New Delhi
Age	:	18-30 years (Age relaxation is admissible as per Govt. Instruction.)
Pay Scale	:	PB-2, (9300-34800/-) + G.P. (Rs. 4200/-)
Essential Qualification	:	(i) Bachelor's Degree from a recognised University or Institute Or equivalent. (ii) One year Certificate or Diploma course in computer Application or Information Technology from a recognised Institution.
D.Q. Initial Place of Posting	:	NIL New Delhi with AISL
Job Requirements	:	The incumbent is required to provide assistance to officers in Matters related to IT collection/ compilation of Data base Documentation and dissemination of information.
Instruction for PH (PWD Candidates) PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)	:	Post is not identified suitable for PH Candidates.

Post Category No. : NR10417

Name of post	:	Junior Engineer (Naval Quality Assurance)- Metallurgical
Classification	:	{Group 'B' Non Gazetted}
Vacancy	:	01{ST-01}
Department:	:	Directorate of Quality Assurance (Naval), Ministry of Defence/Deptt of Defence production, Wing No.7, 2 nd Floor West Block-V, RK Puram, Delhi-110066
Age	:	18-30 years {age relaxation is admissible as per govt .instructions.}

Pay Scale : Rs.9300-34800/-+ G.P.Rs. 4200/-

Essential Qualification : (i)Diploma in Metallurgical Engineering from a recognized University/Institution.
(ii)Two year experience in any of the fields of quality assurance/quality control/production/manufacturing and testing of ferrous/non-ferrous materials and alloys, welding equipment and weld consumables, non-destructive testing/finite element method analysis, chain/pulleys/wire-ropes, fasteners and hardware items, pipe and pipe fittings, shocks and mount/vibration equipment, castings/forging etc. including knowledge of various standard and their interpretation.

D.Q.: Passed six months training course in any computer based programme preferably Micro Soft Word, Excel etc.

Initial Place of posting : Anywhere in India with HQ's at New Delhi.

Job Requirements : Quality Assurance of Equipment / Spares used on board Naval Ship with inspection duties.

**Instruction for PH (PWD Candidates) : Post is identified suitable for PH
PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible) Candidates [OH {OL.OA}]**

Post Category No. : **NR10517**

Name of post : Junior Engineer (Naval Quality Assurance) - Chemical

Classification : {Group 'B' Non Gazetted}

Vacancy : 01{UR-01}

Department: Directorate of Quality Assurance (Naval), Ministry of Defence/Deptt of Defence production, Wing No.7, 2nd Floor West Block-V, RK Puram, Delhi-110066

Age : 18-30 years {age relaxation is admissible as per govt .instructions.}

Pay Scale : Rs.9300-34800/-+ G.P.Rs. 4200/-

Essential Qualification : (i)Diploma in Chemical Engineering from a recognized University/Institution.
(ii) Two year experience in any of the fields of quality assurance/quality control/production/manufacturing and testing of paints, adhesives, sealant, acids/alkalis, refrigerants and industrial gases, oil and lubricants, petroleum products, rubber/polymer products, insecticides, pesticides etc. including knowledge of various standard and their interpretation.

- D.Q.** : Passed six months training course in any computer based programme preferably Micro Soft Word, Excel etc.
- Initial Place of posting** : Anywhere in India with HQ's at New Delhi.
- Job Requirements** : Quality Assurance of Equipment / Spares used on board Naval Ship with inspection duties.

**Instruction for PH (PWD Candidates) : Post is identified suitable for PH
PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible) Candidates [OH {OL.OA}]**

Post Category No : NR10617

- Name of Post** : Assistant (Legal)
- Classification** : (Group 'B', Non-Gazetted & Ministerial)
- Vacancy** : 04 (UR – 03 & ST – 01)
- Department** : Department of Legal Affairs, Ministry of Law & Justice, Room No. 418(A), 4th floor, 'A' Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi
- Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)
- Pay Scale** : PB-2, (9300-34800/-) + G.P. (Rs. 4600/-)
- Essential Qualification** : (i) Degree in Law of recognized University or equivalent.
(ii) Should have at least 3 years 'experience in the Legal Department of a State.
- OR
- Should be a Central Govt. servant who has had at least 3 years experience in Legal Affairs.
- OR
- *Should be a qualified Legal practitioner
[Qualification relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified]
*Note:- the term "qualified legal practitioner" in relation to this clause means an Advocate or pleader who has practiced as such for at least 2 years or an Attorney of the High Court of Bombay or Calcutta, who has practiced as such for at least 2 years.
- D.Q.** : NIL

Initial Place of Posting : New Delhi/Mumbai/Kolkata/Chennai/Bangalore with liability to serve in any part of India (AISL)

Job Requirements : 1. Putting the precedents on matters referred to the Ministry of Law & Justice, Department of Legal Affairs for Legal advice/conduct of litigation.
2. General and Secretarial assistance to the officers in the Ministry of Law & Justice (Department of Legal Affairs) in disposing of matters referred for Legal advice/conduct of litigation including submission of notes and drafts in such cases.
3. 'Reference and Research work', wherever necessary.

Instruction for PH (PWD Candidates) : **Post is reserved for PH (VH) Candidates.**
PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)

Post Category No : NR10717

Name of Post : Data Entry Operator Gr. 'B'

Classification : (Group 'C', Non-Gazetted & Non-Ministerial)

Vacancy : UR - 01

Department : Department of Industrial Policy & Promotion, M/o Commerce & Industry, Room No. 377, 3rd Floor, Udyog Bhawan, New Delhi.

Age : 18-25 years (Age relaxation is admissible as per Govt. Instruction.)

Pay Scale : PB-1, (5200-20200/-) + G.P. (Rs. 2800/-)

Essential Qualification : (1) Degree of a recognized University of equivalent.
(2) Diploma/Certificate in Computer Applicant/programming from a recognized institute as per Deptt. of Electronics norms or from a recognized university.
(3) Should possess a speed of not less than 8000 key Depressions per hour for Data Entry Work.
[*Note: - Qualification are relaxable at the Competent Authority in case of candidate otherwise well qualified]

D.Q. : Preference may be given to those who possess degree with Science/Mathematics/Commerce/Economics/Statistics or Computer Application.

Initial Place of Posting : Udyog Bhawan, New Delhi

Job Requirements : Data entry in Computer

Instruction for PH (PWD Candidates) : **Post is not identified suitable for PH Candidates.**
PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates,

Along with details of disability admissible)

Post Category No. : **NR10817**

Name of post : Junior Account Officer

Classification : {Group 'B' Non Gazetted}

Vacancy : 01{UR-01}

Department: LalBhadurShastri National Academy of Administration,
Mussoorie , Ministry of Personnel, Pubic Grievances &
Pensions, Department of Personnel & Training, New Delhi.

Age : 18-30 years {age relaxation is admissible as per govt
.instructions.}

Pay Scale : Rs.9300-34800/++ G.P.Rs. 4200/-

Essential Qualification : (i)Bachelor's Degree of a recognized University or Institute.
(ii) Two years' experience in Cash, Accounts and Budget work
in a Government Office or Public Sector Undertaking or
Autonomous Body or Statutory Body.

D.Q.: NIL

Initial Place of posting : Mussoorie, District: Dehradun, Utrakhand.

Job Requirements : The preparation of the budget proposals, monitoring /reviewing
the progress of the expenditure against sanctioned grant,
scrutinizing the bills and vouchers submitted for payment,
vetting of the tender/purchases, are the prime responsibilities
included in the duties and responsibilities to the post of Junior
Accounts Officer.

Instruction for PH (PWD Candidates) : **Post is not identified suitable for PH**
PH (Whether post is identified SUITABLE/ **Candidates.**
NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible)

Post Category No.	:	NR10917
Name of post	:	Assistant Programmer
Classification	:	{Group 'B' Non Gazetted & Non-Ministerial}
Vacancy	:	03{UR-02, OBC-01}
Department:		National Investigation Agency Headquarter, 7 th floor, NDCC-II Building, Jai Singh Road, New Delhi-110001
Age	:	18-30 years {age relaxation is admissible as per govt .instructions.}
Pay Scale	:	Rs.9300-34800/-+ G.P.Rs. 4600/-
Essential Qualification	:	<p>(a) (i) Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer science or Computer Technology or Masters degree in Computer Application or Computer Science or master of Technology with specialization in Computer Application from a recognized University;</p> <p>(ii) Two years' experience of electronics data processing work including experience of actual programming.</p> <p style="text-align: center;">OR</p> <p>(b) (i) Degree in Computer Application or Computer Science or degree in Electronics or Electronics and Communication Engineering from a recognized University.</p> <p>(ii) Two years' experience of electronics data processing work including experience of actual programming.</p> <p style="text-align: center;">OR</p> <p>(c) (i) Master degree of a recognized University or degree in Engineering from a recognized University.</p> <p>(ii) Three years' experience of electronics data processing work including experience of actual programming.</p> <p style="text-align: center;">OR</p> <p>(d) (i) "A" level Diploma under the Department of Electronics and Accreditation of Computer Classes (DOEACC) programming or post graduate diploma in Computer Application offered under University programme or post polytechnic diploma in Computer Application awarded by the State Council of Technical Education.</p> <p>(ii) Three years' experience of electronics data processing work including experience of actual programming.</p>

NOTE: IQualification are relaxable a discretion of the SSC or competent authority, for reasons to be recorded in writing in the case of candidates otherwise well qualified.

NOTE-II The qualifications regarding experience is relaxable at the discretion of the SSC or competent authority, for reason to be recorded in writing in the case of candidates belonging to SC or ST if at any stage of selection the SSC or competent

authority of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

- D.Q.** : NIL
- Initial Place of posting** : As per vacancy at New Delhi, Lucknow, Guwahati, Kolkata, Mumbai, Hyderabad, Kochi, Jammu and Raipur (AISL)
- Job Requirements** : Programming and work relating to manage and enhance the Information Technology infrastructure database, software.

Instruction for PH (PWD Candidates) PH (Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible) : **Post is not identified suitable for PH Candidates.**

Post Category No :- NR11017

- Name of Post** : Proof Reader
- Classification** : (Group 'C', Non-Gazetted & Ministerial)
- Vacancy** : UR - 02
- Department** : Legislative Department, Ministry of Law and Justice, Legislative Department, Room No. 411 "A" Wing, Shastri Bhawan, New Delhi.
- Age** : 18-27 years
- Pay Scale** : PB-1, (5200-20200/-) + G.P. (Rs. 2800/-)
- Essential Qualification** : (i) Degree of a recognised University incorporated by or under a Central Act, a Provincial act or a State Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government.
(ii) Minimum five years experience of printing work in English in the Ministry of Law and Justice and/or any Central Government or a State Government Press or any other press or a Newspaper office.
(iii) Should qualify in a department test in English Proof Reading.
- D.Q.** : A degree in Law of a recognised University.

Initial Place of Posting : New Delhi

Job Requirements :

1. First reading of proofs.
2. Revision of the proof.
3. Transfer of correction sin other proof copies.
4. On duty in various presses whenever necessary.
5. Editing of manuscripts whenever necessary.
6. Checking of amendments whenever necessary.
7. Final checking of proofs whenever necessary.

Instruction for PH (PWD Candidates) : Post is identified suitable for PH (Whether post is identified SUITABLE/ PH (OH/HH/VH) Candidates. NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)

Post Category No. : **NR11117**

Name of post : Printing Assistant

Classification : {Group 'B' Non Gazetted}

Vacancy : 01{UR-01}

Department: Official Language Wing, Ministry of Law and Justice, Legislative Department, Room No.411 "A" wing, ShastriBhawan, New Delhi.

Age : 18-27 years {age relaxation is admissible as per govt .instructions.}

Pay Scale : Rs.9300-34800/-+ G.P.Rs. 4200/-

Essential Qualification :

- (1)Degree from a recognized University established or incorporated by or under a Central Act; Provincial Act or a State Act or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central Government Plus.
- (2) At least two years' experience of proof reading in printing press or in a Government of a Central or State and Union Territory Administration.
- (3) Passed High School with Hindi as a medium of Examination.

NOTE: I Qualification are relaxable a discretion of the SSC or competent authority, for reasons to be recorded in writing in the case of candidates otherwise well qualified.

NOTE-II The qualifications regarding experience is relaxable at the discretion of the SSC or competent authority, for reason to be recorded in writing in the case of candidates belonging to

SC or ST if at any stage of selection the SSC or competent authority of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

D.Q. : NIL

Initial Place of posting : New Delhi.

Job Requirements : To edit the manuscripts of Bills, Acts, Gazettes, Digital editions and other jobs of Hindi version published by the department and to check the proofs of the above jobs. Correspondence with Government of India Presses, Directorate of Printing/Publication Division in connection with the printing of the publications of the Department.

Instruction for PH (PWD Candidates) : **Post is identified suitable for PH**
PH (Whether post is identified SUITABLE/ **Candidates (OH, HH, VH).**
NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible)

Post Category No. : **NR11217**

Name of post : Investigator Grade-II

Classification : {Group 'B' Non Gazetted & Non Ministerial}

Vacancy : 01{SC-01}

Department: Ministry of Labour and Employment (Main Secretariat), Shram Shakti Bhavan, Rafi Marg New Delhi-110001

Age : 20-25 years {age relaxation is admissible as per govt .instructions.}

Pay Scale : Rs.9300-34800/++ G.P.Rs. 4200/-

Essential Qualification : (i)Degree from recognized University with Statistics, Mathematics or Economics as one of the subject.

D.Q.: (i) Two year experience in Socio-Economic Investigation, tabulation and writing of report.
(ii) Post Graduation in any of the above disciplines.
(iii) Familiarity with computer and ability to operate various softwares for statistical analysis.

Initial Place of posting : New Delhi but can be posted anywhere in India.

Job Requirements : Collection, compilation, tabulation, analysis and interpretation of statistical data relating to various labour laws, maintaining and updating of such data, analysis in regard to studies conducted by the Ministry through Questionnaire.

Instruction for PH (PWD Candidates) : **Post is not identified suitable for PH Candidates**
PH (Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible)

Post Category No. : **NR11317**

Name of post : Canteen Attendant

Classification : {Group C Non Gazetted & Non Ministerial}

Vacancy : 01{UR-01}

Department: Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, UdyogBhawan New Delhi.

Age : 18-25 years {age relaxation is admissible as per govt .instructions.}

Pay Scale : Rs. 5200-20200/-+ G.P.Rs. 1800/-

Essential Qualification : Matriculation or equivalent.

D.Q. : NIL

Initial Place Of Posting : New Delhi

Job Requirements :

1. To Prepare Tea/Coffee/Juice etc. for the users;
2. To serve Tea/Coffee /Biscuits etc. in the official meeting;
3. To provide regular room service to the Officers/Staff;
4. To collect the used cups/plates & utensils etc. within the canteen premises, after conclusion of Official meetings and also from the rooms of Senior Officers;
5. To clean crockery/cutlery/utensils etc. in three stages i.e. in running normal water; in hot detergent water and in potassium permanganate solution;
6. To sweep and wash the floor area;
7. Cleaning/dusting table, chair and other furniture in canteens.
8. Cleaning slabs and area where food is cooked.
9. Any other additional duty allotted by the in-charge of the canteen.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH
PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates Candidates (OH, HH, VH).
Along with details of disability admissible)**

Post Category No. : NR11417

Name of post : Accountant

Classification : {Group B, Non Gazetted }

Vacancy : 12{UR-08, OBC-3, SC-01 }

Department : Directorate of Estates, Ministry of Urban Development,
Nirman Bhawan New Delhi.

Age : 18-30 years {age relaxation is admissible as per govt
.instructions.}

Pay Scale : Rs. 9300-34800/-+ G.P.Rs. 4200/-

**Essential
Qualification :** 1. Bachelor's degree from a recognized University or
Institute.
2. Two years' experience in Accounts, Cash and Budget
work in any Govt. office or public sector Undertaking or
autonomous or statutory organization.

D.Q. : NIL

**Initial Place
Of Posting :** New Delhi

Job Requirements : Maintenance of licence fee/damages accounts of
GPRA/GPOA/MP Pool Accommodation.
Overhauling/Checking of accounts for CC, NDC, FDC, Refund
Order, first/revised/arrears/damages bill and issue the same.
Follow up action viz correspondence with the Deptt., PAO,
individual occupant/defaulters, police authorities. Filing of
damages recovery cases under PP Act, Court cases, Attending
public for their queries, preparation of challan and any other
duties as deemed fit by HOD for smooth functioning of the
Directorate.

**Instruction for PH (PWD Candidates) : Post is identified suitable for PH
PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates Candidates (OH, HH).
Along with details of disability admissible)**

Post Category No. : NR11517

Name of post : Language Typist (Hindi)

Classification : {Group C Non Gazetted & Non-Ministerial}

Vacancy : 01{ST-01}

Department : Directorate of Advertising & Visual Publicity, Ministry of Information & Broadcasting, DD(A), Room No. 365, O/o DAVP, Phase-IV,soochnaBhawan, Lodhi Road, New Delhi-110003.

Age : 18-25 years {age relaxation is admissible as per govt .instructions.}

Pay Scale : Rs. 5200-20200/-+ G.P.Rs. 1900/-

Essential Qualification : 1.Matriculation or its equivalent.
2. Minimum speed of 20 words per minute in Hindi language

D.Q. : Knowledge of English Typewriting.

Initial Place Of Posting : New Delhi

Job Requirements : To assist the Assistant Editors of the respective language and carry out the typing work of respective language. Also help the AE in proof checking, diarizing & dispatch of necessary dak& others papers.

**Instruction for PH (PWD Candidates) : Post is identified suitable for PH
PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates Candidates [OH {OA, OL, OAL,
Along with details of disability admissible) BL}, VH {B, LV}]**

Post Category No.	:	NR11617
Name of post	:	Technical Assistant (Printed Publicity/Production)
Classification	:	{Group B Non Gazetted & Non-Ministerial}
Vacancy	:	01{ST-01}
Department	:	Directorate of Advertising & Visual Publicity, Ministry of Information & Broadcasting, DD(A), Room No. 365, O/o DAVP, Phase-IV,soochnaBhawan, Lodhi Road, New Delhi-110003.
Age	:	18-30 years {age relaxation is admissible as per govt .instructions.}
Pay Scale	:	Rs. 9300-34800/-+ G.P.Rs. 4200/-
Essential Qualification	:	1. Diploma in Printing Technology from a recognized University /Institution or equivalent. 2. 2 years' experience in a reputable printing press/publishing house/advertising agency/Government Organization engaged in bringing out books, periodicals, posters, folders, calendar's and other form of printed materials.
D.Q.	:	1. Knowledge of Hindi. 2. Practical experience in Offset Printing. 3. Costing and Estimating.
Initial Place Of Posting	:	New Delhi (AISL)
Job Requirements	:	To assist the Assistant Production Manager (Printed Publicity) Assistant Director (Production) in the day-to-day work for completion of Production and Printing of books, periodicals, posters, folders, calendars and other form of printed materials.
Instruction for PH (PWD Candidates) PH (Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)	:	Post is identified suitable for PH Candidates (OA, HH, OL, LU).

Post Category No.	:	NR11717
Name of post	:	Junior Wireless Officer
Classification	:	{Group 'B' Non Gazetted & Non-Ministerial}
Vacancy	:	51{UR-24, OBC-20, SC-01, ST-06}
Department:		Department of Telecommunications, M/o Communication, Under Secretary (Admin-II), Room No. 416, 4 th floor, Sanchar Bhawan, New Delhi.
Age	:	18-30 years {age relaxation is admissible as per govt .instructions.}
Pay Scale	:	Rs. 9300-34800/-+ G.P.Rs. 4200/-
Essential Qualification	:	Degree of a recognised University in Telecommunication Engineering/Electrical Engineering with Radio Communication/Electronics /Telecommunication as a special subject. OR Master's Degree in science with physics and Radio Communication/Electronics/Telecommunication as a special subject.
D.Q.:		1. One year experience in operation and/or maintenance and serving of Radio Communication equipment. 2. One year experience in operation of computers or computer based equipment. 3. Certificate of proficiency in Maritime Mobile and Aero mobile Communication issued by the Ministry of Communications.
Initial Place of posting	:	WPC Delhi and 5 RLOs (at Delhi, Mumbai, Chennai, Kolkata, Guwahati) WMO Delhi and 27 WMSs and other units at (Ahmedabad, Ajmer, Bengaluru, Bhopal, Bhubaneswar, Chennai, Dehradun, Dibrugarh, Goa, Gorakhpur, Hyderabad, Jalandhar, Jammu, Kolkata, Lucknow, Mangalore, Mumbai, Nagpur, New Delhi, Patna, Raipur, Ranchi, Shillong, Siliguro, Thiruvananthapuram, Vijayawada, Visakhapatnam and Jalna(ESMES), Hyderabad (RNSU)
Job Requirements	:	1. Collection, collation and classifications of propagation data. 2. Frequency prediction for the engineering of communication circuits.

3. Technical examination of communication network schemes of Wireless Users.
4. Drawing up of Technical Specifications for Telecommunications equipment's
5. Scrutiny of wireless Licenses.
6. Installations, operation and maintenance of monitoring and monitoring and specialized measuring equipment such as inosphoric recorders, Atmospheric noise measuring equipment etc.
7. Assistance in the work or the Standing Advisory Committee and on radio Frequency allocations and its sub-committee.
8. Examination of indents of various user departments to wireless equipment in respect of specifications and standards, etc.
9. Assistance in the conduct of competency examinations held by the Ministry of Communications.
10. Mechanical studies connected with frequency management.

**Instruction for PH (PWD Candidates) : Post is reserved for 03 vacancies for
PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible) PH Candidates (OH)**

Post Category No. : **NR11817**

Name of post : Technical Officer(S&R)

Classification : {Group 'B' Non Gazetted & Non-Ministerial}

Vacancy : 13{UR-06, OBC-03, SC-02, ST-01, PH-01(OH)}

Department: Department of Food & Public Distribution, M/o consumer Affairs, Food & Public Distribution, Room No.284A, KrishiBhawan New Delhi-110001

Age : 18-30 years {age relaxation is admissible as per govt .instructions.}

Pay Scale : Rs. 9300-34800/-+ G.P.Rs. 4200/-

Essential Qualification : Master degree in Entomology Plant pathology (Bio-chemistry from recognized University) OR Master degree in Agriculture with specialization in Entomology/plant pathology/Bio-Chemistry from a recognized University; OR Master degree in Zoology or Botany or chemistry from a recognized university.

D.Q.: NIL

Initial Place of posting : 1. New Delhi
2. Hapur
3. Ludhiana
4. QCC(Lucknow, Kolkata, Pune, Bhopal, Hyderabad, Bangalore, Bhubaneswar)

Job Requirements : The duties of Technical Officer is to analyse food grains samples, assist in inspection activities and R&D activities of QCC and IGMRI supervision of Laboratory Assistant and Laboratory Attendant/Technical operators; to undertake lectures on storage and inspection aspects of food grains in various programmes of the Department.

Instruction for PH (PWD Candidates) : **Post is reserved for one OH candidate.**
(Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible)

Post Category No. : **NR11917**

Name of post : Scientific Assistant.

Classification : {Group 'B' Non Gazetted & Non-Ministerial}

Vacancy : 12{UR-08, OBC-04,}

Department: Central Water Commission, Ministry of Water Resources, River Development and Ganga Rejuvenation, SewaBhawan, R.K. Puram, New Delhi-110066

Age : 18-30 years {age relaxation is admissible as per govt .instructions.}

Pay Scale : Rs. 9300-34800/-+ G.P.Rs. 4200/-

Essential Qualification : (i). Master's Degree in Physics or Geophysics or Geology or Meteorology or Hydrometeorology from a recognized university
OR
(ii). Bachelor's Degree in Physics or Geophysics or Geology or Meteorology or Hydrometeorology from a recognized university with two years' experience in Hydro meteorological work.

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

D.Q. : NIL

Initial Place of posting : **New Delhi (AISL)**

Job Requirements :
1. Checking of rainfall data copies by the computers.
2. Checking of all other computations and work done by the computers.
3. Drawing of Thesis-in Polygon network required for weigh rainfall calculations.
4. Selection of heavy rainfall spell and processing of data in various formats.
5. Analysis of self-recording rainfall data for design storm studies.

6. Preliminary drawing of isophets.

7. Maintenance of files and rainfall records.

8. The Scientific Assistant will be in-charge of the Section and will look-after the distribution of work among the non-gazetted staff.

**Instruction for PH (PWD Candidates) : Post is identified as suitable for PH
PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates Candidates (OH, HH, VH).
Along with details of disability admissible)**

Post Category No. : NR12017

Name of post : Data Entry Operator.

Classification : {Group 'C' Non Gazetted & Non-Ministerial}

Vacancy : 01{OBC-01}

Department: Directorate of Economics & Statistics, Ministry of Agriculture and Farmers Welfare, 119 'F'-Wing, ShastriBhawan, New Delhi-110001

Age : 18-25 years {age relaxation is admissible as per govt .instructions.}

Pay Scale : Rs.5200-20200/-+ G.P.Rs. 2800/-

Essential Qualification : 1.Bachelor's Degree from a recognized University
2. Should possess a speed of not less than 8000(eight thousand key depressions per hour for data entry work.

D.Q.: Preference will be given to those who possess degree with Economic or Statistics as one of the subjects.

Initial Place of posting : New Delhi (AISL)

Job Requirements : Compilation, feeding, tabulation and posting of Agro-Economic, data and other routine work.

**Instruction for PH (PWD Candidates) : Post is identified suitable for PH
PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates Candidates (VH).
Along with details of disability admissible)**

Post Category No. : **NR12117**

Name of post : Handicrafts Promotion Officer.

Classification : {Group 'B' Non Gazetted}

Vacancy : 20{UR-14, OBC-03, SC-2, ST-01}

Department: Ministry of Textiles, Office of the Development Commissioner (Handicrafts), West Block 7, R.K. Puram, New Delhi-110066

Age : 18-30 years {age relaxation is admissible as per govt .instructions.}

Pay Scale : Rs.9300-34800/-+ G.P.Rs. 4200/-

Essential Qualification : Bachelor's Degree in Design or Fine Arts (Fashion or Textiles or Apparel Production) of four years' duration from a recognized University or Institute with one year experience in field of handicrafts or cottage or small scale industry;
OR
Diploma in Fine Arts (Fashion or Textile Design) of three year's duration from a recognized University or Board or institute plus two years' experience in field of handicrafts or cottage or small scale industry.

D.Q.: NIL.

Initial Place of posting : New Delhi (AISL)

Job Requirements : Field work in connection with the development of handicrafts & collection of primary data. Processing of schemes for financial assistance for the development of handicrafts.

Instruction for PH (PWD Candidates) : **Post is not identified suitable for PH Candidates.**
PH (Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)

Post Category No.	:	NR12217
Name of post	:	Technical Superintendent {Processing}
Classification	:	{Group B Non Gazetted & Non –Ministerial}
Vacancy	:	03{UR-02&OBC -01}
Department	:	Weaver service centre O/o of the development Commissioner for Handloom, Ministry of Textiles Bunker Colony, Bharat Nagar, Delhi-110052.
Age	:	18-30 years {age relaxation is admissible as per govt .instructions.}
Pay Scale	:	Rs. 9300-34800/-+ G.P.Rs. 4200/-
Essential Qualification	:	(i) Four years Bachelor’s Degree in Textile Processing or Textile Chemistry or Bachelor of Engineering/Bachelor of Technology in Textile Processing or Textile Chemistry from a recognised University or institute. (ii) Two years experience as a Shift-in- Charge/Dyer/Bleacher/Finisher/Dyeing Master/Printing Master/Textile Processing Assistant/Laboratory Technician/Demonstrator(Processing)/Supervisor, handling work relating to bleaching or dyeing or printing or finishing etc. In a textile processing factory/processing or dye house/dyeing laboratory/handloom establishment. OR (i) Diploma in Handloom Technology or Diploma in Handloom and Textile Technology from a recognised University or Institute. Post Diploma in Textile Chemistry or Textile Processing from a recognised University or Institute. (ii) Two years experience as a Shift-in- charge/Dyer/Bleacher/Finisher/Dyeing Master/Printing Master/Textile Processing Assistant/Lab Technician/Demonstrator (Processing)/Supervisor, handling work relating to bleaching or dyeing or printing or finishing in a textile processing factory/ processing or dye house/ dyeing laboratory/handloom establishment.
D.Q.	:	NIL
Initial Place Of Posting	:	Meerut – 01, Srinagar – 01, Varanasi – 01 withAISL (Delhi/Haryana/HimachalPradesh/Uttarakhand/UP/ Rajasthan/J&K).
Job Requirements	:	Supervision and handling work related to dyeing/Bleaching/Finishing/Printing/Textile Processing etc.

**Instruction for PH (PWD Candidates) : Post is identified suitable for PH
PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible) Candidates {OH(OL),HH,}.**

Post Category No.: **NR12317**

Name of Post : Junior Investigator

Classification : Group C, (Non- Gazetted, Non – Ministerial)

Vacancy : 02 {OBC-1, SC-1}

Department : Bureau of Police Research & Development, Ministry of Home Affairs, 3/4 floor, CGO Complex, Lodhi Road, New Delhi- 110003.

Age : 18-32 years {Age relaxation is admissible as per Govt. Instruction}

Pay Scale : PB -1 (5200-20,200/-) + Grade Pay (Rs.2800/-)

Essentail Qualification : A graduate of any University with Criminology or Sociology as one of the subject.

D.Q. : Nil

Initial Place of Posting : New Delhi (AISL)

Job Requirements : To collect and analyse data relating to Police Problems for finalizing Research Projects.

**Instruction for PH {PWD Candidates} : NIL
{Whether post is identified SUITABLE/
NOT SUITABLE for PH {PWD} Candidates
along with details of disability admissible}**

Post Category No: - NR12417

- Name of Post** : Junior Grade of Indian Information Service
- Classification** : (Group 'B', Non-Gazetted & Non-Ministerial)
- Vacancy** : 25 {UR-14, OBC- 3, SC-5 & ST-3}
- Department** : Ministry of Information & Broadcasting, R. No -747,
AWING, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-
110001
- Age** : 18-30 years (Age relaxation is admissible as per Govt.
Instruction.)
- Pay Scale** : PB-2, (9300-34800/-) + G.P. (Rs. 4200/-)
- Essential Qualification** : (1)Degree of a Recognised University or equivalent
(2) Diploma in Journalism from a Recognised University /
Institution or equivalent.
(3) Direct Requirement to the posts in Junior Grade of IIS
Group -B shall be made language – wise. The candidates must Studied
the concerned Indian language up to the Secondary School.
- D.Q.** : 3 years experience of Journalistic, Publicity or public
Relation Work in a Govt. Deptt. Or any Newspaper / News agency.
- Initial Place of Posting** : AISL
- Job Requirements** : Preparation of news material for the Press in English And
Other Indian Language translation of English
Language material to the other Indian Language and vice – versa.
- Instruction for PH (PWD Candidates)** : **Post is identified suitable for PH**
PH(Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible) **Candidates(OH,HH,VH).**

Post Category No: - NR12517

- Name of Post** : Section Officer (Horticulture)
- Classification** : (Group 'B', Non-Gazetted)
- Vacancy** : 17 {UR-08, OBC-03, PH-02(OH-HH) & SC-04}
- Department** : Central public Works Department Director of Hort. (NDR), CPWD, Urban Development & Poverty Alleviation, C-118, I.P. Bhawan, New Delhi
- Age** : 18-30years
- Pay Scale** : PB-2, (9300-34800/-) + G.P. (Rs. 4200/-)
- Essential Qualification** : (a) B.Sc. in Agriculture or botany or Horticulture from a recognized university or Institute, and **possessing two years' experience in Horticulture including ornamental gardening** in any Government Department or autonomous or statutory body or PSU or in any company incorporated under companies Act, 2013 or listed in stock exchange.
- OR**
- (b) M.Sc. in agriculture with specialization in Horticulture or M.Sc. in landscape architecture or floriculture from a recognized university or institute.
- Note 1:** Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.
- Note 2:** The qualification(s) regarding experience is/are relaxable at the discretion of the staff Selection Commission/Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Schedule Tribes if at any stage of selection, the Staff Selection Commission/Competent Authority, is of the opinion that sufficient number of candidates from these communities possessing the requisites experience are not likely to be available to fill up the vacancies reserved for them.
- D.Q.** : NIL
- Initial Place of Posting** : Anywhere in India (AISL)
- Job Requirements** : 1. The Section Officer selected for this job will be Responsible for the progression and maintenance of the trees, lawn and the gardens of bungalows, residential colonies, parks and both sides of the roads.
2. The Section officer will be responsible for sharing the work with his subordinate employees presented.

3. He is also responsible for maintaining the accounts of tools and plants and the materials purchased for the store by him.

4. Section Officer should be capable for distributing the work to the gardeners normally 40 to 50 gardeners will be there and make them do more work and the section Officer himself should be physically strong and should have the capacity to work in all the climates such as instructions determined by the Department from time to time.

Duty Time Morning: 9AM to 1 PM and Afternoon: 2 PM to 5 PM

Instruction for PH (PWD Candidates) : Post is reserved for PH (OH & HH) Candidates.
(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)

Post Category No : NR12617

Name of Post : Technical Clerk (Economics)

Classification : Group C (Non- Gazetted, Non- Ministerial)

Vacancy : 03 (UR- 03)

Department : Ministry of Agriculture and Farmers Welfare ,
Department of Agriculture, Cooperation & Farmers Welfare.

Age : 18-27 years (Age relaxation is admissible as per Govt. Instruction.)

Pay Scale : PB-1, (5200-20200/-) + G.P. (Rs. 2400/-)

Essential Qualification : Senior Secondary School Pass from a recognised Board Or University.
Note: Preference shall be given to the candidates having Commerce as a subject at Senior Secondary level.

D.Q. : Nil

Initial Place of Posting : New Delhi (AISL).

Job Requirements : Compilation and posting of Agro- Economics data and other Routine work.

Instruction for PH (PWD Candidates) : Post is identified suitable for PH Candidates (HH).
PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)

Post Category No.: NR12717

- Name of Post** : Clerk
- Classification** : Group C (Non-Gazetted, Non-Ministerial)
- Vacancy** : 02 (UR- 01, SC- 01)
- Department** : Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Room No -440-B, Department of Industrial Policy & Promotion, Udyog Bhawan New Delhi – 110011
- Age** : 18- 25 years (Age relaxation is admissible as per Govt. Instruction.)
- Pay Scale** : PB – 1, (5200-20200/-) + G.P. (Rs.1900/-)
- Essential Qualification** : (a) 12 class pass or equivalent with Commerce.
(b) A typing speed of 35 w.p.m. In English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 key Depression Per Hour/9000 key Depression per Hour on an average of 5 keys depression for each word).
- D.Q.** : Nil
- Initial Place of Posting** : New Delhi (AISL).
- Job Requirements** : 1. To issue coupons in respect of items prepared for daily sale on counter.
2. To maintain daily sale register.
3. Tally daily cash sales against the coupon issued off and Submit daily account in respect of sales.
4. Responsibility of accounting Tiffin Room C- Type.
5. Any other additional duty allotted by the in charge of the Can teen.

Instruction for PH (PWD Candidates) : Post is not identified suitable for PH Candidates.
PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible)

Post Category No:- NR12817

Name of Post	:	Technical Assistant (Economics)
Classification	:	Group – ‘B’, (Non- Gazetted, Non- Ministerial)
Vacancy	:	01 (OBC-01)
Department	:	Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture, Cooperation & Farmers Welfare 119, F- Wing, Shastri Bhawan, New Delhi-110001.
Age	:	18-30 years (as per Age relaxation is admissible Govt. Instruction.)
Pay Scale	:	PB-2 (9300-34800/-) + G.P. (Rs. 4200/-)
Essential Qualification	:	Bachelor degree from a recognised University having Economics as one of the subjects.
D.Q.	:	Nil
Initial Place of Posting	:	New Delhi (AISL).
Job Requirements	:	Compilation and posting of Agro- Economic data and other routine work.
Instruction for PH (PWD Candidates) PH(Whether post is identified NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)	:	Post is identified suitable for PH (HH) Candidates.

Post Category No: - NR12917

Name of Post	:	Lower Division Clerk
Classification	:	NIL
Vacancy	:	01(UR-01)
Department	:	Ministry of Labour & Employment, Director, ATI-EPI, Greenpark, Niranjanpur, P.O. Majra, Dehradun – 24817(Uttarakhand).
Age	:	18- 27 years (as per Age relaxation is admissible Govt. Instruction.)
Pay Scale	:	Pay band –2 of 5200 -20200+ Grade Pay of Rs. 1900/-

Essential Qualification : 12 class pass or equivalent from a recognised board or University Skill Text
Typing speed 30 words per minute in English or 25 words per Minute in Hindi on manual typewriter.
OR
A typing speed of 35 w.p.m. in English or 30 w.p.m.in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500KDPH/9000 KDPH on average of 5 key depression for each word) The skill text norms only on computer.

D.Q. : Nil

Initial Place of Posting : Dehradun (AISL).

Job Requirements : Clerical

Instruction for PH (PWD Candidates) : Post is not identified suitable for PH Candidate.
PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)

Post Category No: - NR13017

Name of Post : Senior Scientific Assistant (Electronics)

Classification : (Group 'B', Non-Gazetted & Non-Ministerial)

Vacancy : UR - 01

Department : Bureau of Police Research & Development, M/o Home Affairs, 3rd & 4th floor, Block no.11, CGO Complex, Lodhi Road, New Delhi.

Age : 18-30years

Pay Scale : PB-2, (9300-34800/-) + G.P. (Rs. 4200/-)

Essential Qualification : Master's degree in Physics with Electronics, as a subject or Bachelor's degree in Electronics Engineering from a recognised university or equivalent.

D.Q. : 1. Two years Experience in Research, Design, Development or Standardization in the field of electronics.
2. "O" level diploma under Department of Electronics Accredited Computer Courses Programme.

Initial Place of Posting : New Delhi (AISL)

- Job Requirements :**
1. Knowledge of all type of electronics gadgets including Computers so as to evaluate the same.
 2. Handling operating and routine maintenance of all types of electronics goods for office work, like projectors (Audio video) presentation in multimedia mode.
 3. Liaison with various police & civil units for arranging Meetings demonstration and discussion.
 4. Handling of office files for correspondence.

Instruction for PH (PWD Candidates) : NIL

**PH (Whether post is identified SUITABLE/
NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible)**

Post Category No. : NR13117

- Name of Post :** Assistant Engineer
- Classification :** Group C Non – Gazetted
- Vacancy :** 03 (UR-02, OBC-01)
- Department :** Ministry of Textiles, Office of the Development Commissioner (Handicrafts), West Block 7, R. K. Puram, New Delhi-110066
- Age :** 18-30 years (as per Age relaxation is admissible Govt. Instruction.)
- Pay Scale :** PB-1 Rs. 5200-20200 with Grade Pay Rs.2400/-
- Essential Qualification :** Bachelor s Degree (Mechanical) or Textiles Technology Or Carpet Technology or Leather Technology or Ceramic. Technology or Chemical Technology or Production Technology from a recognised University or Institute.
- D.Q. :** One year experience in creative Art.
- Job Requirements :** Assisting the Engineer in preparation of paper drawings / Sketches for different craft section for day to today assignment , preparation of design documentation , conducting survey , study of crafts objects , attending to tasks assigned as per annual action plan, attending to in house training ,assisting in conducting Design Development Workshops by giving design inputs, technique as a development Designer etc.
- Initial Place of Posting :** Regional Design and Technical Development Centre , Okhla, New Delhi (AISL).

Instruction for PH (PWD Candidates) : Post is not identified suitable for PH Candidates.
PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible)

Post Category No.: - NR13217

Name of Post : Data Entry Operator Grade 'A'
Classification : (Group 'C', Non-Gazetted & Non-Ministerial)
Vacancy : UR - 02
Department : Directorate of Economics & Statistics, Ministry of Agriculture and Farmers Welfare, D/o Agriculture, Cooperation & Farmers Welfare, 119 'F'-Wing, Shastri Bhawan, New Delhi
Age : 18-25years
Pay Scale : PB-1, (5200-20200/-) + G.P. (Rs. 2400/-)
Essential Qualification : (i)12th Standard pass from a recognized Board or University.
(ii) Should possess a speed of not less than 8000 (Eight Thousand) key depressions per hour for data entry work.
D.Q. : Knowledge of Data Base Management and spread sheet on Personal Computer.
Initial Place of Posting : New Delhi (AISL)
Job Requirements : Compilation, feeding, tabulation and posting of Agro Economic data and other routine work.

Instruction for PH (PWD Candidates) : Post is identified suitable for PH (VH) Candidates.
PH (Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates
Along with details of disability admissible)

Post Category No: - NR13317

Name of Post	:	Senior Scientific Assistant (Operational Research)
Classification	:	(Group 'B', Non-Gazetted, Non-Ministerial)
Vacancy	:	01 {UR-01}
Department	:	Bureau of Police Research & Development, M/o Home Affairs, 3 rd & 4 th floor, Block No. 11, CGO Complex, Lodhi Road, New Delhi.
Age	:	18-30years
Pay Scale	:	PB-2, (9300-34800/-) + G.P. (Rs. 4200/-)
Essential Qualification	:	(i) Master's degree in Operational Research or in Mathematics with specialisation in Operational Research of a recognized university or equivalent. (ii) Two years experience in Operational Research.
D.Q.	:	NIL
Initial Place of Posting	:	New Delhi (AISL)
Job Requirements	:	Application of Operational Research techniques and advanced Statistical techniques to the research studies related to police problems and to assist the Assistant Director (Research) in day to day routine work.
Instruction for PH (PWD Candidates) PH (Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)	:	NIL.

Post Category No: - NR13417

Name of Post	:	Accounts Clerk
Classification	:	(Group 'C', Non-Gazetted, Non-Ministerial)
Vacancy	:	01 {UR-01}
Department	:	National Foundation for Teachers Welfare, Ministry of Human Resource Development/Department of School Education and Literacy, Shastri Bhawan, New Delhi.
Age	:	18-25years

- Pay Scale** : PB-1, (5200-20200/-) + G.P. (Rs. 2400/-)
- Essential Qualification** : (i) Matriculation or equivalent;
(ii) Experience of not less than three years in Government accounts and payment work.
- D.Q.** : (i) Diploma in Accountancy or Commerce
(ii) Pass in at least one part of Subordinate Accounts Services examination of the Indian Audit & Accounts Department.
(iii) Knowledge of Typewriting in English or in Hindi.
- Initial Place of Posting** : New Delhi
- Job Requirements** : The nature of work of Accounts Clerk in NFTW entails maintenance of Accounts of NFTW (day to day), financial dealings with Treasurer of Charitable Endowment, Ministry of Finance providing financial assistance to school teachers all over India under various schemes, Teachers Day function.

Instruction for PH (PWD Candidates) : NIL.
PH (Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)

Post Category No: - NR13517

- Name of Post** : Evaluator (Malayalam/Tamil/Bangla)
- Classification** : (Group 'B', Non-Gazetted)
- Vacancy** : 03 {UR-01(Malayalam), OBC-01(Tamil), SC-01(Bangla)}
- Department** : Central Hindi Directorate, M/o Human Resource Development (Department of Higher Education) West Block-VII, R.K. Puram New Delhi-110066
- Age** : 18-30 years
- Pay Scale** : (9300-34800/-) + G.P. (Rs. 4200/-)
- Essential Qualification** : (i) At least second class Master's Degree in Hindi of a recognized University or equivalent.
(ii) Knowledge of English and the regional language concerned at the degree level
- D.Q.** : (i) Experience of teaching Hindi as a second Language.
(ii) Knowledge of one additional regional Language other than regional language concerned.

Initial Place of Posting : New Delhi with AISL

Job Requirements : (i) To evaluate response sheets of the students.
(ii) To prepare lessons.
(iii) Hindi classrooms teaching through Personal Contact Programmes in various Non-Hindi Speaking areas.

Instruction for PH (PWD Candidates) (Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible) : **Post is identified suitable for OH candidates.**

Post Category No: - NR13617

Name of Post : Economic Investigator

Classification : (Group 'B', Non-Gazetted, Non-Ministerial)

Vacancy : 05 (UR-03, OBC-02)

Department : Development Monitoring and Evaluation Office, Room No.212, NITI Aayog, New Delhi-110001

Age : 18-27 years

Pay Scale : (9300-34800/-) + G.P. (Rs. 4200/-)

Essential Qualification : Degree with Economics as a regular subject in each year of graduation from a recognized University or equivalent.

D.Q. : Aptitude for rural survey

Initial Place of Posting : (Shimla, Chandigarh, Jaipur) however, they can be transferred/posted to any of the RDMEOs/ Hqrs depending upon requirement of work.

Job Requirements : (i) Collection of data/information required for Evaluation study from Programme Beneficiary/stake holders.
(ii) Scrutiny and compilation/tabulation of data collected in the field investigations.
(iii) Preparation of textual tables and appendices for evaluation report.
(iv) Analysis of primary data.
(v) Handling of technical correspondence and drafting of technical reports/notes etc.

(vi) Assisting seniors in monitoring and Evaluation of Government polices/schemes.

Instruction for PH (PWD Candidates) : Post is not identified suitable for PH (Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)

NOTE-I: THE VACANCIES HAVE BEEN ADVERTISED BY STAFF SELECTION COMMISSION AS PER THE INDENT SUBMITTED BY THE RESPECTIVE INDENTING OFFICES. THE STAFF SELECTION COMMISSION WILL NOT BE RESPONSIBLE FOR WITHDRAWAL/ALTERATION OF THE VACANCIES BY THE INDENTING OFFICES.

NOTE-II: CANDIDATES WHO WISH TO APPLY FOR MORE THAN ONE POST SHOULD APPLY SEPARATELY FOR EACH POST AND PAY THE EXAMINATION FEE FOR EACH POST. THEY MUST ALSO SUBMIT HARD COPY OF APPLICATION FOR EACH POST TO THE REGIONAL OFFICE AS GIVEN IN PARA 8 BELOW

5. ABBREVIATIONS USED:

SSC: Staff Selection Commission; M/o: Ministry of, D/o: Department of, O/o: Office of, Age: Age-limit, EQ: Essential Qualification, DQ: Desirable Qualification, IP: Initial Posting, AISL: All India Service Liability, JR: Job Requirements, UR: Unreserved, GEN: General, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, ExS: Ex-Serviceman, PH (PWD): Physically Handicapped (Persons with Disabilities), OH: Orthopedically Handicapped, HH: Hearing Handicapped, VH: Visually Handicapped, OA: One arm affected, OL: One leg affected, BL: Both legs affected, PD: Partially Deaf, LV: Low vision, CGCE: Central Government Civilian Employee; NA: Not Applicable; OEA: Other Employed Applicant.

6. NATIONALITY/ CITIZENSHIP

A candidate must either be:

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

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

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

7. EXAMINATION FEE, EXEMPTION FROM PAYMENT OF FEE; AND MODE OF PAYMENT OF FEE:

A. EXAMINATION FEE

Rs. 100/- (Rupees Hundred only) through “SBI Net-Banking/Credit Cards/Debit Cards of all Banks” or through SBI Challan.

Fee paid through any other mode will NOT be accepted. Fee once paid will not be refunded under any circumstances. Fee should be paid separately for each category of post applied.

B. EXEMPTION FROM PAYMENT OF FEE:

All Women candidates and candidates belonging to Scheduled Castes, Scheduled Tribes, Physically Handicapped and Ex-Servicemen eligible for reservation, are exempted from paying application fee, as per extant government orders.

8. HOW TO APPLY ONLINE AND MAKE PAYMENT:

- (i) **CANDIDATES WILL HAVE TO APPLY FOR EACH CATEGORY OF POST SEPARATELY AND PAY FEE FOR EACH CATEGORY.**
- (ii) **CANDIDATE MAY NOTE THAT ONLY ONLINE APPLICATIONS WILL BE ACCEPTED AT <http://ssconline.nic.in> Applications received through any other mode would be summarily rejected.**
- (iii) **Candidates should apply only once for any post. IN CASE OF MULTIPLE APPLICATIONS FOR ANY ONE POST, ALL THE APPLICATIONS WILL BE REJECTED SUMMARILY.**
- (iv) **Procedure for filing online Applications is given in Appendix – I (A).**
- (v) After filling up the Application Form Online and after making payment of Examination Fee, candidate should take a print out of the Application Form, sign the same, affix a copy of the same photograph used for filling up online application and attach self-attested copies of Certificates/documents in support of age, Essential Qualifications, Experience, where it is prescribed as Essential Qualification, proof of Caste/Category [SC/ST/OBC/PH(PWD)/EXS – in the format as given in the Notice] issued by the Competent Authority and send the same to the Regional Director at the address mentioned below so as to reach the Regional Office within ten days from the closing date.

The Regional Director/Dy. Director (NR),
Staff Selection Commission,
Northern Region,
Office of Northern Region

The information furnished by the candidates in their applications will be verified by the Commission with reference to the in original documents after the Computer Based Mode Examination. During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/her candidature will be rejected forthwith. No appeal or representation against rejection of such candidature will be entertained. The candidates should ensure that they have furnished correct information in the application form.

- (vi) **IMPORTANT : CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES AND MOBILE NUMBER IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL/SMS ONLY.**

9. CLOSING DATE FOR FILLING UP ONLINE APPLICATION PART IS 07-06-2017(05.00 P.M). CLOSING DATE FOR MAKING ONLINE PAYMENT IS 07-06-2017(05.00 P.M).

10. CRUCIAL DATE FOR ESSENTIAL QUALIFICATIONS (EQ) & AGE LIMIT:

- i. Essential Qualifications (EQs) & Age Limit for each Post are mentioned in Para - 4 of this Notice.
- ii. The Crucial Date for determining the possession of '**AGE AND ESSENTIAL QUALIFICATION (EQs)/EXPERIENCE**' will be the closing date for filling up Registration Part/Application part of the application i.e. 07-06-2017
- iii. Before applying for the post, the candidates must ensure that they possess the **ESSENTIAL QUALIFICATIONS including Experience wherever it is prescribed as Essential Qualification and also meet the Age Limit** as on the crucial date mentioned in Para 10(ii) above.
- iv. For posts where **EXPERIENCE** in a particular field/discipline for a specified period has been indicated as an **ESSENTIAL QUALIFICATION**, the applicants should submit self attested copy of **CERTIFICATE** in support of their claim of possession of Experience in that field/discipline from the **Competent Authority along with the print out of the application, failing which their application shall be rejected.**
- v. If candidates claim that their Educational Qualifications are **EQUIVALENT** to the prescribed Essential Qualifications, it is the responsibility of the candidates to submit the necessary Documents/Certificates (Order/Letter with Number & Date) in support of equivalence, issued by the Government of India or by the Competent Authority from which they obtained the Educational

Qualification, failing which their application shall be rejected.

- vi. In respect of Post(s) requiring proficiency in the relevant language as an essential qualification the applicant must have studied that language up to Matriculation level and in case the relevant language is not taught as a subject in Matriculation, the said language must be the mother-tongue of the applicant.

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

**11. AGE-LIMIT AND RELAXATION ON UPPER AGE-LIMIT:
AGE LIMIT IS MENTIONED IN PARA-4 AGAINST EACH CATEGORY OF POST.**

A. PROOF OF AGE

The Date of Birth as 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.

B. RELAXATION IN UPPER AGE-LIMIT

Relaxation in upper Age-limit admissible to eligible categories of applicants is given below:

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

The 'Category CODES', 'CATEGORY' and '**Permissible Age Relaxation beyond the Upper age limit as mentioned at Para-10 of this Notice**' are given below:-

Category-Codes for claiming Age Relaxation as on the date of reckoning: Code No.	CATEGORY	Permissible Age Relaxation beyond the Upper age limit
For Group-'B' & Group-'C' Posts		
01	SC	5 years
02	ST	5 years
03	OBC	3 years
04	PWD	10 years
05	PWD (OBC)	13 years
06	PWD(SC)	15 years
07	PWD(ST)	15 years
08	Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of application.

09	Ex-Servicemen (OBC)	06 years (3 years+3 years) after deduction of the Military service rendered from the actual age as on the closing date for receipt of application.
10	Ex-Servicemen (SC)	08 years (3 years+5 years) after deduction of the Military service rendered from the actual age as on the closing date for receipt of application.
11	Ex-Servicemen (ST)	08 years (3 years+5 years) after deduction of the Military service rendered from the actual age as on the closing date for receipt of application.

For Group 'B' Posts		
12	Central Government Civilian Employees (Unreserved / General) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	05 years
13	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	08 (5+3) years
14.	Central Government Civilian Employees (SC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	10 (5+5) years
15	Central Government Civilian Employees (ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	10 (5+5) years
For Group 'C' Posts		
16.	Central Government Civilian Employees (Unreserved / General) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 40 years of age
17	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 43 years of age
18	Central Government Civilian Employees (SC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
19	Central Government Civilian Employees (ST) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
For Group 'B' & Group 'C' Posts.		
20	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01-01-1980 to 31-12-1989 (Unreserved/General)	5 years

21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01-01-1980 to 31-12-1989 (OBC)	8 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01-01-1980 to 31-12-1989 (SC)	10 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir from 01-01-1980 to 31-12-1989 (ST)	10 years
For Group `B` & Group `C` Posts.		
24	Widows/Divorced Women/Women judicially separated and who are not remarried (Unreserved/ General)	Upto 35 years of age
25	Widows/Divorced Women/Women judicially separated and who are not remarried (OBC)	Upto 38 years of age
26	Widows/Divorced Women/Women judicially separated and who are not remarried (SC)	Upto 40 years of age
27	Widows/Divorced Women/Women judicially separated and who are not remarried (ST)	Upto 40 years of age
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (General/ Unreserved)	5 years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC)	8 (5+3) years
30	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC)	10 (5+5) years
31	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (ST)	10 (5+5) years
32	Others	As per Government of India's Orders issued from time to time.

NOTE 1: The age relaxation for reserved category applicants is admissible only in the case of vacancies reserved for such categories. The reserved category applicants, who apply against posts meant for UR category, are not entitled to get age relaxation.

NOTE 2: Applicants shall check their eligibility for seeking relaxation in Upper Age Limit carefully. If eligible, they are required to fill the correct Age Relaxation Code as applicable to them. In case of filling up of wrong Age Relaxation Code by the applicant in the Application Form, age relaxation allowed at the application stage will be withdrawn and his/her application will be rejected on account of not falling under the Age Limit prescribed for the particular Post applied for.

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

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

- i. SC/ST applicants seeking **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc. shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT (**Appendix-II** of this Notice) from COMPETENT AUTHORITY (APPENDIX-I of this Notice) certifying their Sub-Castes/Communities are approved by the Government of India under (SC & ST Category) on or before the closing date of receipt of applications otherwise their claims for

fee concession, age-relaxation, reservation etc. shall not be considered.

B. FOR OTHER BACKWARD CLASSES (OBC) APPLICANTS

- i. OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time, seeking **AGE-RELAXATION, RESERVATION** etc. **shall invariably submit, along with the print out of their Application Forms**, the requisite Certificate as per **FORMAT (Appendix-III of this Notice)**. 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 as the closing date for receipt of applications.** Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the **Appointing Authority**. Candidates are warned that they may be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ST/OBC/ExS/PH (PWD) status.
- ii. **The closing date for receipt of application as mentioned at Para-9 of the Notice will be treated as the date of reckoning for Non-Creamy Layer status of applicants under the OBC category.**

C. FOR PHYSICALLY HANDICAPPED (PH) (PERSONS WITH DISABILITIES) [OH / HH/ VH] APPLICANTS:

Whether the post is identified suitable for Physically Handicapped persons or not and the nature of disability admissible is indicated against each category of post. Physically Handicapped Candidates should apply only for posts for which they are eligible.

- i. Only the PH (PWD) persons having 40% or above disability are eligible for **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc.
- ii. They shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per **FORMAT [Appendix-VI (Form-II)/(Form-III)/(Form-IV)] of the Notice**, otherwise, their claim for PH (PWD) status will not be entertained.

D. SPECIAL INSTRUCTION FOR THE PH CANDIDATES:

- a. Persons with visual disability of less than forty percent will not be treated as Visually Handicapped candidates. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall. Visually Handicapped (VH) candidates with visual disabilities of **forty percent** and above and candidates suffering from Cerebral Palsy can avail the assistance of a SCRIBE to be provided by the Commission in the Computer Based Mode Examination subject to such requests being made to the Commission while filling up the application form. Candidates suffering from Cerebral Palsy will also be provided with the facility of Scribe and compensatory time at par with VH candidates.

Question Papers and Answer Sheets will not be provided in BRAILLE. Visually Handicapped (VH), including blind and partially blind, candidates with visual disability of **forty percent** and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VH/Cerebral Palsy candidates will be allowed inside the examination premises.

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

E. SPECIAL INSTRUCTIONS FOR THE EX-SERVICEMEN APPLICANTS:

- (i) EXS applicants seeking for **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc. shall invariably submit along with the printout of their Application Forms, the requisite Certificate as per FORMAT (**Appendix-V** of this Notice) from COMPETENT AUTHORITY (APPENDIX-I of this Notice) and also submit a Declaration as per FORMAT [**Appendix-V(A)** of this Notice] otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.
- (ii) For any serviceman of the three Armed Forces of the Union to be treated as EXS for the purpose of securing the benefits of reservation etc.; he/she must have already acquired, at the relevant time of submitting his/her application for Post/Service, the status of EXS and/or is in a position to establish his/her acquired entitlement by documentary evidence from the COMPETENT AUTHORITY that he/she would complete specified term of engagement with the Armed Forces within the stipulated period of ONE YEAR from the closing date of receipt of applications as stipulated at Para-9 of this Notice, or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

F. EX-SERVICEMAN: An Ex-Serviceman means a person

- i. who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and
- a. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his/her pension; or
- b. who has been relieved from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- c. who has been released from such service as a result of reduction in Establishment;
- OR
- ii. who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army, namely pension holders for continuous embodied service or broken spells of qualifying service;
- OR
- iii. Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent

service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;

OR

- iv. Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

OR

- v. Gallantry award winners of the Armed Forces including personnel of Territorial Army;

OR

- vi. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

- G.** The period of 'Call up Service' of an EXS in the Armed forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.

- i) A Matriculate Ex-Serviceman (includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service on the closing date of receipt of applications as stipulated at **Para-9** of this Notice with Armed Forces of the Union shall be considered eligible for appointment to the Group 'C'. Posts. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on the closing date of receipt of applications as stipulated at Para-8 of this Notice are not be treated as a deemed graduate applicant.

- ii) As per Department of Personnel & Training's O.M. No. 36034/6/90-Estt-SCT Dated 24.4.92, such EXS applicants who have already secured employment under the Central Govt. in civil side after availing of the benefit given to them as EXS for their re-employment, are eligible for age-relaxation prescribed for EXS for securing another employment in a higher grade, but will not be eligible for the benefit for reservation for the EXS for securing another employment in a higher grade. They will also not be eligible for fee concession admissible to EXS. Such EXS would have to pay the requisite fee for this recruitment.

However, as per the Department of Personnel & Training's O.M. No. 36034/1/2014-Estt- (Res.) dated 14.08.2014, the Govt. of India has now decided that if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-servicemen for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex- servicemen.

- iii) Service Clerks in the last year of their COLOUR SERVICE are not exempted from payment of fee.

H. INSTRUCTIONS FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) APPLICANTS

- i. Central Govt. Civilian Employees should have rendered not less than 3 years continuous service on a regular basis (and not on ad hoc basis) as on the closing date of receipt of applications as mentioned at Para-9 of the Notice and should remain in Central Government Service holding civil post in any Department/Offices of Government of India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.
- ii. For claiming the benefit of age relaxation they shall invariably submit along with the printout of their Application Forms, the requisite Certificate as per FORMAT (**Appendix-IV** of this Notice) from the COMPETENT AUTHORITY (**APPENDIX-I** of this Notice) and also submit a Declaration [**Appendix-IV(A)** of this Notice] otherwise their claims for age-relaxation shall not be considered.
- iii. Central Government Civilian Employees applying for any post shall invariably submit along with the print out of their Application Forms, a Declaration [Appendix-IV (A) of this Notice] that they have intimated their Office and also they would be in a position to furnish NO OBJECTION CERTIFICATE from their EMPLOYER at the time of **VERIFICATION OF DOCUMENTS**, failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process.

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

13. DOCUMENTS VERIFICATION:

- (a) Applicants must submit **Self Attested legible Copies** of all their Certificates/Documents, along with the print out of their Applications, in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH (PWD)/ESX – in the format as given in the Notice] from the Competent Authorities, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.
- (b) They shall be in a position to produce all the ORIGINAL CERTIFICATES/DOCUMENTS in support of the information given in their Application Forms at the time of **VERIFICATION OF DOCUMENTS after the Computer Based Mode Examination**, failing which their candidature is liable to be cancelled at that very stage or at any subsequent stage.
- (c) **Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/PH(PWD)/ExS/C.G.C.E. Status or submit false Certificates/Documents/Mark Sheets claiming reservation / age relaxation admissible to these categories or in support of Essential Qualification/Experience/Age-proof.**

14. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:

APPLICATIONS / CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/REJECTED SUMMARILY OR AT ANY STAGE OF THE RECRUITMENT PROCESS IN THE EVENT OF ALL OR ANY OF THE FOLLOWING:

- i. Applications being incomplete.
- ii. Any variation in the Signatures.
[All the **SIGNATURES** (in **FULL NOT IN SHORT**) done on the Print out of the Application Form and also on other Documents must be **THE** same.]
- iii. Application without **CLEAR** and **LEGIBLE PHOTOGRAPH**.
- iv. Non-payment of Examination Fees, if not otherwise exempted.
- v. Fee not paid as per instructions.
- vi. Under aged/over aged candidates.
- vii. Non forwarding of **Self Attested legible Copies** of all the relevant Certificates/Documents issued by the competent authority, along with the print out of Application Forms, in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH(PWD)/ESX].
- viii. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
- ix. Incorrect information or misrepresentation or suppression of material facts.
- x. Non-receipt / Late receipt of the printout of the Application Form along with self-attested copies of the relevant documents.
- xi. For carrying mobile phones / accessories in the Examination premises/Hall.
- xii. Any other irregularity.
- xiii. Non-production of Original Certificates at the time of Verification of Documents

Note: I. CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ANY OTHER COMMUNICATION DEVICES INSIDE THE EXAMINATION PREMISES/HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DEBARMENT FROM SSC'S FUTURE EXAMINATIONS WITHOUT PREJUDICE TO INITIATION OF CRIMINAL PROCEEDINGS AGAINST THE CANDIDATES.

Note II. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THOSE SPECIFIED ABOVE, SUCH AS BOOKS, NOTES AND LOOSE SHEETS, MOBILES AND ANY OTHER ELECTRONIC GADGGETS ETC. INTO THE EXAMINATION HALL.

15. SELECTION PROCEDURES:

- (a) The Government has dispensed with Interviews for Junior Level Posts. Accordingly, recruitment to Selection Posts will be made through Written Examination in Computer Based Mode consisting of Objective Type Multiple Choice Questions.

- (b) Candidates will be shortlisted for Computer Based Examination based on the percentage of marks in Essential Qualifications as indicated by them in their application. **Candidates will be shortlisted in the ratio of 1:50, i.e. 50 candidates for every vacancy**, subject to availability of sufficient number of eligible candidates. Candidates will be shortlisted by applying suitable cut off in the percentage of marks, in multiples of five. The number of candidates shortlisted may be slightly more or less due to the criteria of applying cut off in multiples of five.
- (c) For the purpose of shortlisting of candidates for Computer Based Examination, the Commission will follow the yardstick adopted by the University/Institution and take into account the percentage of marks as indicated in the Final Year Marks Statement. The Commission will not take the responsibility of working out the percentage of marks by adding up the marks secured by the candidates in different subjects/each year of Graduation and instead take into account the percentage of marks / CGPA as indicated in the Final Year Marks Statement.
- (d) Where the Merit of the candidate is indicated in the Final Year Marks Statement in CGPA without indicating the corresponding percentage of marks, the Commission will follow the criteria indicated by the University/Institution in the Certificate, if any, for arriving at the corresponding percentage. In all other cases, the Commission will apply the conversion formula of CGPA (as indicated in the Final Year Marks Statement) multiplied by (x) 9.5.
- (e) The criteria followed by the Commission in shortlisting candidates will be final. No appeal or representation will be entertained against such Shortlisting criteria.
- f) The information furnished by the candidates in their applications will be verified by the Commission with reference to their original documents after the Computer Based Mode Examination. During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/her candidature will be rejected forthwith. No appeal or representation against such rejection of candidature will be entertained. The candidates should ensure that they have furnished correct information in the application form.

16. SCHEME OF EXAMINATION:-

There will be Computer Based Mode of Examinations consisting of Objective/Multiple Choice Questions, separately for posts with minimum Educational Qualification of Matriculation, Higher Secondary and Graduation and above levels. The details of subjects for Questions, marks and number of Questions subject-wise are given below:-

<i>Subject</i>	<i>No. of Question</i>	<i>Maximum Marks</i>	<i>Total Duration/Timing</i>
General Intelligence	25 questions	50	60 Minutes (Total) For VH/OH (afflicted by Cerebral Palsy and OH with deformity in writing hand (Pl. see Para 12 (c) & (D) of notice).-80 Minutes
English Language (Basic Knowledge)	25 questions	50	
Quantitative Aptitude (Basic Arithmetic Skill)	25 questions	50	
General Awareness	25 questions	50	

There will be negative marking of 0.50 marks for each wrong answer.

Answer Keys will be placed on the Commission's website after the Examination. Candidates may go through the Answer Keys corresponding to their Test Form and submit representations, if any within three (3) days after the uploading of the Answer Key, through on-line modality only, on payment of Rs.100/- per answer. Any representation regarding Answer Key received within the time limit fixed by the Commission at the time of uploading of the Answer Key will be scrutinized and the decision of the Commission in this regard will be final.

- (a) Skill Tests like Typing/Data Entry/Computer Proficiency Test, etc., where prescribed in the Essential Qualification, will be conducted, which will be of a qualifying nature.
- (b) **Final Merit List will be drawn on the basis of performance in Computer Based Mode Examination.**
- (c) **Resolution of TIE CASES.**

In case two or more candidates secure same marks in the Computer Based Mode Examination, the tie will be resolved by the following procedure:

- i. On the basis of date of birth with the older candidate being placed higher in merit.
- ii. Alphabetical Order of first names of the candidates.

IMPORTANT NOTE: Computer Based Examination for Selection Posts will be held only in selected Cities/Centres and the Commission reserves the right to call candidates to any of the identified Centres for the Examination. The Commission's decision regarding allotment of Examination Centre shall be final and no request/appeal will be entertained for change of Centre.

RECOMMENDATION FOR APPOINTMENT

- i. The Commission will have the full discretion to fix separate minimum qualifying marks in Computer Based Mode Multiple Choice Examination/Skill Test, wherever applicable, for each category of candidates [viz. SC/ST/OBC/PH(PWD)/ExS/General (UR)].
- ii. After the Examination and Skill Test, wherever applicable, the Commission will draw up the Merit List, on the basis of the marks obtained by the candidates in the Computer Based Mode Examination. The Commission has prescribed minimum qualifying cut-off marks in the Computer Based Mode Examination for different categories of candidates. Based on the position in the Merit List, candidates equal to the number of vacancies advertised will be recommended for appointment, subject to their obtaining the minimum qualifying cut-off marks prescribed by the Commission for different categories of candidates.
- iii. SC, ST and OBC candidates, who are selected on their own merit without relaxed standards (i.e. relaxation in age limit and short listing criteria), will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be adjusted against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies, if any advertised, will be filled up separately from amongst the eligible SC, ST and OBC candidates on relaxed standards fixed for respective category.
- iv. A PH (PWD) candidate who meets the standards fixed for candidates of his/her respective category without availing relaxation in selection and in short listing criteria fixed for such categories, can be recommended against an unreserved vacancy, provided the post is identified suitable for persons with that particular category of disability.
- v. An Ex-Serviceman or PH (PWD) category candidate who qualifies on the basis of relaxed standards will be considered against vacancies reserved for them only.
- vi. Insofar as cases of Ex- Serviceman/PH candidates are concerned, age relaxation is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.
- vii. Success in the examination confers no right of appointment unless the Government is satisfied, after such enquiry/verification of documents, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/post.

17. In pursuance of the Government's initiative of increasing access of the unemployed to job opportunities, the Regional Offices of the Commission will upload on their websites, the details of the non-selected candidates applied for different posts, who meet the minimum qualifying cut off marks prescribed for different categories of candidates, along with the marks secured by them in the qualifying Examination. The objective is that other private/public agencies, if they so desire, can use the data for making recruitment to posts in their organisations. For this purpose, the candidates will have to exercise their option in the online application form. Data of candidates who opt out of the disclosure scheme would not be placed on the website.

18. NO PERSON

- a. who has entered into or contracted a marriage with a person having a spouse living; or
- b. who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service, Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

19. GOOD MENTAL AND BODILY HEALTH OF CANDIDATE

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

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

20. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

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

- (ii) Without prejudice to criminal action/debarment upto 3 years from Commission's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:-
- i. In possession of mobile phone and/or accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode and on person or otherwise.
 - ii. Involved in malpractices.
 - iii. Using unfair means in the examination hall.
 - iv. Obtaining support for his / her candidature by any means.
 - v. Impersonate/ Procuring impersonation by any person.
 - vi. Submitting fabricated documents or documents which have been tampered with.
 - vii. Making statements which are incorrect or false or suppressing material information.
 - viii. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
 - ix. Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.
 - x. Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the Examination.
 - xi. Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.

21. CANVASSING

Canvassing in any form will disqualify the applicant.

22. COMMISSION'S DECISION FINAL

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and selection will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

23. JURISDICTION OF COURTS/TRIBUNALS

ANY DISPUTE IN REGARD TO THIS RECRUITMENT WILL BE SUBJECT TO COURTS/TRIBUNALS HAVING JURISDICTION OVER THE PLACE OF THE _____ OFFICE OF THE STAFF SELECTION COMMISSION i.e. THE COURTS / TRIBUNALS AT.....

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

Procedure/Instructions for Registration/ Online Submission of Application

1. To apply for Selection Posts, candidates are required to Register themselves on <http://ssconline.nic.in>. Candidates may register once and can apply for any **Selection Posts** advertised by SSC.
2. The Registration facility is available to the candidates throughout the year on website <http://ssconline.nic.in>.
3. Candidates should read the instructions given in the Registration/Online Application Portal <http://ssconline.nic.in>, carefully before filling up the Online Registration Form/ Application Form.
4. After reading the instructions candidates should move to the Registration Part and fill up the online Registration Form.
5. In the Registration Part, candidates will have to fill in basic information relating to them. On submission of details, candidates shall be prompted to check the details and make, corrections, if any, before submitting the Form.
6. Candidate should provide all the required details while filling up the Online Registration/Application Forms. Mandatory fields are marked with * (asterisk) sign.
7. On submission of the Registration Form, a page with Registration ID and password will appear. Note down the Registration ID and password and keep them safely.
8. This would be your permanent Registration ID & Password which would be required to apply for Selection Posts.
9. After submission of the Registration Form, candidate should upload his/her latest colour photograph of the stipulated size and signature.
10. The digital size of the file of the photographs must be more than 4 kb and less than 20 kb with resolution of 100 pixel width and 120 pixel height.
11. The signature must be uploaded in jpg format. The digital size of the signature file must be more than 1 kb and less than 12 kb with resolution of 40 pixel width by 60 pixel height.
12. The Registration becomes complete only after the photograph and signature are uploaded by the candidate.
13. After completion of the Registration Part the candidates should proceed to fill up the Online Application Form.
14. Candidates already registered earlier can log into the system and proceed to fill up the Application Form.
15. Candidates should read the instructions in the Notice carefully before filling up the Online Application Form.
16. The facility of on-line application (including payment of fees through debit/credit card of all Banks) will be available from **08-05-2017 to 07-06-2017 (5.00 PM)**. Candidates who wish to make the payment through challan of SBI, may make the payment to designated branches of SBI within the working hours of bank upto **5.00 pm** provided the challan has been generated by them before **5.00 PM of 07-06-2017**. The challan generation facility will be available upto **07-06-2017 (05:00 PM)** only.
17. Application part also requires filling of payment details,
18. To pay fee through SBI Challan, candidates should take print-out of challan generated online after completion of Application Part and deposit the requisite fee in pay branch of State Bank of India. Thereafter, log into the system with your Registration ID and Password and submit the details within the stipulated date and time.
19. Request for change/correction in the Application Form shall not be entertained under any circumstances.
20. **The application form without photograph/signature or with Blurred photograph/signature or incomplete in any manner will summarily be rejected.**

FORMAT FOR SC/ST CERTIFICATE

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

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

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ Of village/town/* _____ in District/Division _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Caste/Scheduled Tribe* under:-
The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Caste) 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, 991@
The Constitution (ST) orders (Amendment) Ordinance 1996
The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002
The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002
The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/mother _____ of _____

Shri/Shrimati/Kumari* _____ who
of village/town* _____ in District/Division* _____ of
the State/Union Territory* _____
belongs to the _____ Caste/Tribe which is recognized as a Scheduled
Caste/Scheduled Tribe in the State/Union Territory* issued by
the _____ dated _____.

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

Place _____

Date _____

Signature _____

** Designation.....

(with Seal of Office)

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

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

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

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

This is to certify that Shri/Smt./Kumari _____ Son/ Daughter
of _____ of village/town _____ in
District/Division _____ in the _____ State/Union Territory

_____ belongs to the _____ Community which is recognized as a
backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution
dated _____*.
No. _____

and/or his/her family ordinarily reside(s) in
Shri/Smt./Kumari _____
District/Division of the _____
the _____

State/Union Territory. This is also to certify that he/she does not belong to the persons/sections of (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993**.

Date _____

District Magistrate /
Deputy Commissioner etc.

Seal of Office

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

**-. As amended from time to time.

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

APPENDIX – IV

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

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

[Please see Para-12(H) of the Notice]

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

Signature _____
Name & Designation _____

Office seal

Place:

Date :

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

APPENDIX-IV(A)

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

[Please see Para- 12(H) of the Notice]

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

I further submit the following information:

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

Place & Date:

**Full Signature of the applicant*

FORMAT OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

(Letter Head of the Organisation)
[Please see Para-12(E) & (F) of the Notice]

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

Signature of Commanding Officer
Office Seal:

Place:
Date:

APPENDIX – V(A)

DECLARATION TO BE GIVEN BY THE EXS APPLICANT

[Please see Para-12(E) & (F) of the Notice]

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

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

I further submit the following information:

- a. Date of appointment in Armed Forces :
- b. Date of discharge :
- c. Length of service in Armed Forces :
- d. My last Unit / Corps :
- e. **Details of Re-employment, if any.** :

Place & Date:

**Full Signature of the applicant*

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

<p>(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)</p>	<p>Recent Pass Port size Attested Photograph (Showing face only) of the person with disability</p>						
<p>Certificate No.----- Date:-----</p>							
<p>This is to certify that I have carefully examined Shri/Smt./ Kum. _____ son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YY) Age _____ years, Male/Female _____ Registration No. _____ permanent resident of Home No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that (A) he/she is a case of:</p> <ul style="list-style-type: none"> • locomotor disability • blindness <p>(Please tick as applicable)</p> <p>(B) the diagnosis in his/her case is _____</p> <p>(A) He/She has _____ % (in figure) _____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified).</p> <p>2. The applicant has submitted the following document as proof of residence:-</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Nature of Document</th> <th style="width:30%;">Date of Issue</th> <th style="width:40%;">Details of Authority issuing Certificate</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Nature of Document	Date of Issue	Details of Authority issuing Certificate			
Nature of Document	Date of Issue	Details of Authority issuing Certificate					
<p>Signature/Thumb impression of the person in whose favour disability certificate is issued.</p>	<p>(Signature and Seal of Authorised Signatory of notified Medical Authority)</p>						

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

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

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

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)	Recent Pass Port size Attested Photograph (Showing face only) of the person with disability
--	---

Certificate No.-----

Date:-----

This is to certify that I have carefully examined Shri/Smt./ Kum. _____ son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YY) Age _____ years, Male/Female _____ Registration No. _____ permanent resident of Home No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/She is a Case of _____ **disability**. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities (to be specified) and is shown against the relevant disability in the table below:-

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)
 (@ e.g. Left/Right/both arms/Legs)(# e.g. Single eye/both eyes)(£ e.g. Left/Right/both ears.)
 2. This condition is progressive/non progressive/likely to improve/not likely to improve.
 3. Reassessment of disability is:
 (i). not necessary
 Or
 (ii). is recommended/after _____ years _____ months, and therefore this certificate shall be valid till ____/____/____(DD/MM/YY)
 (@ e.g. Left/Right/both arms/Legs)(# e.g. Single eye/both eyes)(£ e.g. Left/Right/both ears.)

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of Authority issuing Certificate

(Authorised Signatory of notified Medical Authority)
(Name & Seal)

(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificates issued by a medical authority who is not a permanent servant(with seal)

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