

STAFF SELECTION COMMISSION

NOTICE

Special Recruitment Drive for persons with disabilities to the post of Multi Tasking (Non-Technical) Staff in Different States and Union Territories 2015

COMMON INSTRUCTIONS TO CANDIDATES

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

F.No.3/8/2015-P&P-I. In compliance of Hon'ble Supreme Court's Interim Order dated 28.04.2015 in Contempt Petition No. 499/2014 in Civil Appeal No. 9096/2013 in the matter of National Federation of Blind, the Regional Office of Staff Selection Commission is making Special recruitment to the posts of Multi Tasking Staff for the persons with disabilities in Pay Band-1(₹ 5200-20200/-) + Grade Pay ₹ 1800/-, a General Central Service Group 'C' Non-Gazetted, Non-Ministerial post in various Central Government Ministries / Departments / Offices, in different States / Union Territories. A Common Examination (Paper-I & Paper-II) for all applicants for posts in different States / UTs will be held on 10.01.2016 and if required on subsequent dates.

2.VACANCIES / RESERVATION: Tentatively the vacancies for the post of MTS (Non-Technical) under PH category (OH, VH & HH) are 61, 18 and 43 respectively. Statewise break-up of Vacancies is as under:

Region	State/UT	OH	HH	VH	Total
SSC(CR)	Uttar Pradesh	3	2	1	6
	Bihar	2	0	0	2
SSC(NER)	Assam	0	2	0	2
	Manipur	0	0	0	0
	Meghalaya	3	0	0	3
	Mizoram	1	0	0	1
	Nagaland	0	0	0	0
	Tripura	0	0	0	0
SSC(KKR)	Karnataka	4	4	2	10
	Kerala	0	1	0	1
SSC(SR)	Tamil Nadu	1	2	0	3
	Andhra pradeh	1	1	1	3
SSC(MPR)	Madhya Pradesh	6	4	0	10
	Chhattisgarh	0	0	0	0
SSC(WR)	Maharashtra	4	3	1	8
	Gujarat	19	1	0	20
	Goa	0	0	0	0

SSC(ER)	West Bengal	0	1	1	2
	Odisha	2	1	0	3
	Jharkhand	0	0	0	0
	Sikkim	0	0	0	0
	Anaman & Nikobar	0	0	0	0
SSC(NWR)	Chandigarh	1	0	0	1
	Jammu & Kashmir	1	0	0	1
	Haryana	0	0	0	0
	Himachal Pradesh	2	2	0	4
	Punjab	0	0	0	0
SSC(NR)	Delhi	8	18	11	37
	Rajasthan	1	0	0	1
	Uttarakhand	2	1	1	4
	TOTAL	61	43	18	122

3. NATIONALITY / CITIZENSHIP:

A candidate must be either:

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

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

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the

necessary eligibility certificate has been issued to him by the Government of India.

4(A) AGE LIMIT: 18-25 years as on 01.01.2016

The upper age limit will be relaxed in the case of Blind, Deaf-Mute and Orthopaedically handicapped person as under:

Code	Category	Age-Relaxation permissible beyond the Upper age limit
03	PH	10 years
04	PH+OBC	13 years
05	PH+ SC/ST	15 years

15	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than three years regular and continuous service as on crucial date.	Up to 40 years of age
17	Central Govt. Civilian Employees (OBC) who have rendered not less than three years regular and continuous service as on crucial date.	Up to 43 years of age
19	Central Govt. Civilian Employees (SC/ST) who have rendered not less than three years regular and continuous service as on crucial date.	Up to 45 years of age

If a person with disability is entitled to age concession by virtue of being a Central Government Employee, concession to him/her will be admissible either under PH category or under Central Government Employee, whichever is beneficial to the candidate.

Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

Candidate should note that Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by the Commission for determining the Age- eligibility and no subsequent request for its change will be considered or granted

4(B):PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:

Candidates who seek age-relaxation/reservation must submit requisite SC/ST/OBC/disability certificate from the competent authority issued on or before the prescribed date, in the prescribed format whenever such certificates are sought by the Regional/Sub-Regional Office. Otherwise, their claim will not be entertained. The formats of the certificates are annexed. Certificates obtained in any other format will not be accepted. OBC Certificate for the status of Creamy Layer issued between 24.11.2012 to 20.05.2016 only will be accepted.

Candidates are warned that they will be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/PH status.

The Closing date (i.e. 23.11.2015) will be treated as the date of reckoning for OBC status, subject to 4(B) above.

4(C) 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 in the Written Examination subject to such requests being made in the application form. Question Papers and Answer Sheets will not be provided in BRAILLE.

No attendant will be allowed with VH/Cerebral Palsy candidates inside the examination premises.

Person with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set 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.

5. EDUCATIONAL QUALIFICATION : (As on 01.01.2016)

Must have passed Matriculation Examination OR equivalent from a recognized Board.

Candidates who have not acquired/will not acquire the educational qualification as on the closing date of receipt of application will not be eligible and need not apply.

6. CENTRES OF EXAMINATION

Candidates submitting paper application must indicate the centre of examination opted by him/her, in the Application Form in respect of the Examination. A candidate must submit his/her application only to the concerned Regional/Sub Regional Office of the Commission under whose jurisdiction the States/UTs in which the post applied for lies. Candidates may also note that they must choose a centre within such State/UT for which they are applying. Application received in any Regional/Sub Regional Office of the Commission for any State/ centre outside the jurisdiction of that Region/Sub-Region will be rejected summarily.

The applications should be addressed to the Regional / Sub-Regional Offices of the Commission as indicated in the table below:-

State / UT	Code No.	Examination Centres & Centre Code	Address to which the applications should be sent
1	2	3	4
Bihar	01	Patna(3206), Muzaffarpur(3205), Gaya(3203)	Regional Director(CR), Staff Selection Commission, 21-23, Lawther Road, Allahabad, Uttar Pradesh-211002
Uttar Pradesh	02	Agra(3001), Allahabad(3003), Lucknow(3010)	

Jharkhand	03	Ranchi(4205)	Regional Director (ER), Staff Selection Commission, 1 st MSO Building, (8 th Floor), 234/4 . Acharya Jagadish Chandra Bose Road), Kolkata, West Bengal-700020
Odisha	04	Bhubaneshwar(4604),	
West Bengal	05	Kolkata(4410), Midnapur(4413), Jalpaiguri(4408),	
A&N Islands	06	Port Blair(4802)	
Sikkim	07	Gangtok(4001)	
Karnataka	08	Bangalore(9001), Mangalore(9008),	Regional Director(KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
Kerala	09	Thiruvananthapuram(9211), Kochi(9204)	
Lakshadweep Islands	10	Kavaratti (9401)	
Delhi	11	Delhi (2201)	
Rajasthan	12	Jaipur(2405), Jodhpur(2406), Bharatpur(2403), Udaipur(2409),	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi- 110504
Uttarakhand	13	Dehradun(2002),Haridwar (2005)	
Arunachal Pradesh	14	Itanagar(5001),	
Assam	15	Guwahati (Dispur)(5105), Tezpur (5112), Silchar(5111)	Regional Director(NER), Staff Selection Commission, HOUSEFED Complex, West End Block, Last Gate, Beltola Basistha Road, Dispur, Guwahati, Assam-781006
Manipur	16	Imphal(5501),	
Meghalaya	17	Shillong(5401),	
Mizoram	18	Aizwal(5701)	
Nagaland	19	Kohima(5302)	
Tripura	20	Agartala(5601)	
Andhra Pradesh	21	Guntur(8001), Vishakhapatnam (8007)	
Telangana	22	Hyderabad(8002),	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 nd Floor, College Road, Chennai, Tamil Nadu-600006
Puducherry & Tamilnadu	23	Chennai(8201), Madurai(8204), Tiruchirapalli(8206)	

Daman & Diu and Goa	24	Panaji (7801)	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishtha Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
Gujarat Dadra & Nagar Haveli	25	Ahmedabad(7001), Vadodara(7002), Rajkot(7006),	
Maharashtra	26	Aurangabad(7202), Mumbai(7204) Nagpur(7205), Nashik (7207)	
Chhattisgarh	27	Raipur(6204), Bilaspur(6202) Durg (6205)	Dy. Director (MPR), Staff Selection Commission, "J-5, Anupam Nagar,, Raipur, Chhatisgarh- 492001
Madhya Pradesh	28	Indore(6006), Sagar (6015), Bhopal(6001)	
Chandigarh	29	Chandigarh(1601),	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh- 160017
Jammu & Kashmir	30	Jammu(1004), Srinagar(1007)	
Haryana	31	Hisar (1803)	
Himachal Pradesh	32	Shimla(1203), Hamirpur (1202)	
Punjab	33	Bhathinda (1401),	

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

In case of applications for different States situated in the same region, the candidates will need to appear for the Examination only once.

7. SCHEME OF EXAMINATION:

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of (Paper-I) objective type paper and (Paper-II) descriptive type

Paper-I:

Date	Subject	Maximum Mark	Total Duration / Timing for candidates other than Visually Handicapped/ Cerebral Palsy candidates	Total Duration/ Timing for Visually Handicapped/ Cerebral Palsy candidates
10.01.2016 (Sunday)	General Intelligence & Reasoning (25questions)	25	2 Hours 10.00 A.M. to 12.00 Noon	2 Hours 40 Mins. 10.00 A.M. to 12.40 PM
	Numerical Aptitude (25 questions)	25		
	General English (50 questions)	50		
	General Awareness (50 questions)	50		
10.01.2016 (Sunday)	Paper II Short easy /Letter in English or Hindi	50	30 minutes 2:00 P.M to 2:30 PM	45 minutes 2:00 P.M to 2:45 PM

Commission reserves the right to conduct paper -II on other date(s) than 10.01.2016. Entry to the examination venue will not be allowed after 9:30(AM) in the forenoon session and after 1:30(PM) in afternoon session.

Paper-I will consist of Objective Type- Multiple choice questions only. The questions will be set both in English & Hindi.

There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

Paper II will descriptive and will only be of qualifying nature. However, if it is conducted on a subsequent date than it II will be conducted for those who are shortlisted on the basis of performance in paper I.

Indicative Syllabus for written examination:

Paper-I Questions on 'General Intelligence and Reasoning' will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.

General Intelligence: It would include questions of non-verbal type. The test will include questions on similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical

number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

English Language : Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.

Numerical Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

8. MODE OF SELECTION :

The cut-offs in Paper-I for vacancies in each State/UT will be fixed at the discretion of the Commission. Candidates for each State/UT will be finally selected based on their performance in Paper-I.

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

9. RESOLUTION OF TIE CASES

In cases where more than one candidate secure the equal aggregate

marks, tie will be resolved by applying the following methods one after another :-

- (1) By referring to the marks in Part-III of the objective type paper.
- (2) By referring to marks in Part-II of the objective type paper.
- (3) Date of birth i.e. the candidate older in age gets preference.
- (4) By referring to the alphabetical order of the names taking first name into consideration.

10.HOW TO APPLY : Paper Applications must be submitted only in the prescribed format (Annexure-I). For detailed instructions relating to the application form and how the application is to be submitted, Annexure - II A or Annexure - II B, for postal applications and on-line applications respectively, may be referred to.

11.ADMISSION TO THE EXAMINATION:

All eligible candidates who apply in response to this advertisement by the CLOSING DATE will be assigned Roll numbers. These will be communicated to them or placed on the website of the concerned Regional Office at least two weeks before the date of the examination. A candidate must write his/her Roll number along with his/her name, date of birth and name of the examination while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

Admission Certificates (ACs) for the Examination indicating the time table and also venues of examination for each candidate will be issued to all applicants about three weeks before the date of examination. Candidates who apply on-line but are unable to download their Admission Certificates or do not receive their Admission Certificates at least one week before the date of the examination should contact the concerned Regional Office with details such as Registration ID for obtaining the Admission Certificates. Details of deficiency in online applications, if any, will also be placed on the Commission's website (<http://ssc.nic.in>) about two weeks before the examination.

The candidates must carry at least one photo bearing identity proof such as Driving License, Aadhaar Card, Voter Card, College/University ID Card, Income Tax PAN, while attending the examination, failing which they shall not be allowed to appear for the examination.

Candidates should bring 3 passport size photographs for affixing it in the Commission's copy of Admission Certificate in the presence of Invigilator, if required. Candidates not carrying photographs will not be allowed to appear in the examination. Candidate are advised to keep 10 copies of the same photograph, which was uploaded/affixed in the application form, with them till

the completion of entire examination process to facilitate easy identification.

12. Action against candidates found guilty of misconduct:

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

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

- (i) In possession of MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCHED OFF MODE AND ON PERSON OR OTHERWISE.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonate/ Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.
- (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.
- (xii) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- (xiii) Candidature can also be cancelled at any stage of the recruitment on any other ground which the Commission considers to be sufficient cause for cancellation of candidature.

13. COMMISSION'S DECISION FINAL

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

14. COURTS JURISDICTION

Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over the place of concerned Regional/Sub-Regional Office of the SSC where the candidate has submitted his/her application.

15. IMPORTANT INSTRUCTIONS TO CANDIDATES

1	Candidates in their own interest are advised to go through detailed instructions contained in this notice which are also available on the websites of the commission http://ssc.nic.in , ssc-cr.org , sscer.org , sscner.org.in , sscwr.net , sscsr.gov.in , ssckkr.kar.nic.in , sscmpr.org , sscnwr.org and sscnr.net.in carefully before applying.
2	There is no application fee.
3	Candidates seeking reservation should be in possession of the required certificates (SC/ST/OBC and Disability) in the prescribed format in support of their claim at the time of verification.
4	CLOSING DATE: 23.11.2015 (upto 5 P.M.). For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad who send application by post – 30.11.2015 (upto 5.00 PM). APPLICATIONS RECEIVED LATE WILL NOT BE ENTERTAINED. For candidates of these areas sending application online, the closing date will remain the same i.e.23.11.2015.
5	Only a single application will be entertained for each State / UT. In case of multiple applications for on-line application, the last application for which part-I and part-II registration have been completed will be accepted. For off-line applications, the Regional Director/Deputy Director at his/her discretion, will accept only one of the applications. Candidates intending to apply for the post in more than one State/UT should submit separate applications for each State/UT to the regional office having jurisdiction over such State/UT.

6	Candidates should send/submit application in the prescribed format to the concerned regional office of SSC as mentioned in para-6 of the notice or apply on line. Candidates applying on-line should retain the registration number assigned to them for further correspondence with the commission. They should not submit print outs of their application to the commission.
7	Mobiles, other electronic gadgets and wireless equipments are banned within the premises of the examination centres. Their possession in switched on or switched off mode is considered by the commission as a manipulative practice and will invite summary cancellation of candidature, debarment from the commission's examinations without prejudice to criminal prosecution.
8	<p>Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/submitting applications :</p> <p>(i) SSC(NR), New Delhi - 01164715222, 01165021888, 01124363343, 01124360840</p> <p>(ii) SSC(CR), Allahabad - 05322460511, 09452424060</p> <p>(iii) SSC(SR), Chennai - 09445195946, 04428251139</p> <p>(iv) SSC(WR), Mumbai - 09869730700, 07738422705</p> <p>(v) SSC(ER), Kolkata - 09477461228, 09477461229</p> <p>(vi) SSC(MPR) Raipur - 09407921504, 09407921505</p> <p>(vii) SSC(KKR), Bangalore - 08025502520, 09483862020</p> <p>(viii) SSC(NWR), Chandigarh - 09915509204, 09915509331</p> <p>(ix) SSC(NER), Guwahati - 09085073593, 09085015252</p>
9	Answer Keys for different examinations are placed on the website. Representations if any, received, will be scrutinized with the help of experts, wherever necessary, and evaluation will be done with modified answer keys. Commission's decision regarding modification of the answer keys shall be final and no further representation will be entertained in this regard.

Under Secretary (P&P-I)

SPACE FOR APPLICATION FORM

SPACE FOR APPLICATION FORM

BROCHURE

INSTRUCTIONS FOR FILLING UP THE APPLICATION

I. Please read the instructions given in the Notice of Examination and also given below carefully before filling up the application form, in your own interest.

II. Use only blue/black ball pen to write in the boxes, i.e.



III. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available, further instructions given below may be gone through carefully for filling up each item numbered in the application form:-

1. Name of the State / UT for which application is made and Centre Code

Refer to Para-6 of the Notice of the Examination. Candidates should opt for only such centre as are included under each State/UT.

12.1. Code for seeking age relaxation.

Refer to para 4 A of the Notice of the Examination.

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

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

16. Educational Qualification and Subject Code: See Annexure – VII

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

18. Address for communication

Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black ball pen. Do not forget to write 6 digits PIN in the boxes.

20. Photograph

Paste your recent photograph of size 4cmx5cm. Do not staple and do not get

the photo attested. Please note that your application shall be rejected summarily without photograph.

The photographs used by the candidates must be a recent, relaxed face, and the picture should be in colour, against a light-coloured, preferably white, background. If flash is used then ensure that there is no red-eye and, in case of glasses, your eyes should be visible. The face should not cover less than 80 % of the entire photo. Photograph should be of 8 bit JPG format and its size should be between 4kb to 12 kb with resolution of 100x120 (pixels).

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

SIGNATURE OF CANDIDATE (WHEREVER REQUIRED)

Annexure-II B

Procedure for Online Submission of Application

Note: The facility of online Registration will be available from 24.10.2015 to 23.11.2015 (upto 5:00 PM).

The online submission of the application may be made at website ssconline.nic.in and ssconline2.gov.in. Instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should supply all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign.

1. Candidate will have to fill basic information. On submission of details, candidate shall be prompted to check the details and make any correction in the application.
2. Candidate may press "I agree" button after declaration once he/she finds that information supplied by him/her is in order and no correction is required. Thereafter no correction/modification etc. shall be allowed.
3. Then a page with Registration No. shall be generated. Note down registration number or take out the print out of the page. The application procedure is incomplete without uploading of photograph and scanned signature. Candidates may note that the Registration number given by the Commission should be properly entered in the relevant space. On-line application will be complete only if scanned signature and photo are uploaded as per instructions.
4. Then upload a recently taken scanned photograph in 8 – bit JPG format. The digital size of the file must be of resolution 100 pixel widths by 120 pixels height.
5. Then upload your scanned signature in 8 – bit JPG format. The digital size of the file must be of resolution 140 pixel width by 60 pixels height.
6. Candidates are advised to go through the instructions carefully before filling up the application form.
7. Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. The Staff Selection Commission will not be responsible for any consequences arising out of non acceptance of any correction/addition/deletion in any particular filled in application form whatever the reasons may be.

ANNEXURE-III

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

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

(Please see Para 4(A) of the Notice)

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

Signature _____
Name _____

Office seal

Place:

Date :

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

ANNEXURE-IV

FORMAT FOR SC/ST CERTIFICATE

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

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

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

The Constitution (Scheduled Castes) order, 1950 _____
 The Constitution (Scheduled Tribes) order, 1950 _____
 The Constitution (Scheduled Castes) Union Territories order, 1951 * _____ The
 Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

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

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
 The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
 The Constitution (Pondicherry) Scheduled Castes Order 1964@
 The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
 The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
 The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
 The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
 The Constitution (Sikkim) Scheduled Castes Order 1978@
 The Constitution (Sikkim) Scheduled Tribes Order 1978@
 The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
 The Constitution (SC) orders (Amendment) Act, 1990@
 The Constitution (ST) orders (Amendment) Ordinance 1991@
 The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996

The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002

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

The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

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

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

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

_____ of

Shri/Srimati/Kumari* _____ of village/town* _____

_____ in District/Division* _____ of the State/Union Territory* _____

_____ who belong to the _____

Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____

_____ dated _____.

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

District/Division* _____ of the State/Union Territory of _____

Signature _____

** Designation _____

(with seal of office)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

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

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

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

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

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

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

This is to certify that Shri/Smt./Kumari _____ son/
daughter of _____ of village _____
_____ in District/Division _____ in the
State/Union Territory _____ belongs to the
_____ Community which is recognized as a backward class under the
Government of India, Ministry of Social Justice and Empowerment's Resolution No.
_____ dated _____*.

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the
_____ District/Division of the _____ State/Union
Territory. This is also to certify that he/she does not belong to the persons/sections
(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India,
Department of Personnel & Training O.M. No. 36012/22/93-Estt(SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated: _____

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

** As amended from time to time.

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

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

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

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
Certificate No. _____ Date: _____

This is to certify that I have carefully examined
Shri/Smt/Kum _____ Son/wife/daughter of Shri
_____ Date of Birth _____ Age
_____ years, male/Female _____
(DD/MM/YY)

Registration No. _____ permanent resident of 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:

- locomotor disability
- blindness

(Please tick as applicable)

the diagnosis in his/her case _____

(A) He/She has _____% (in figure) _____
percent(in words) permanent physical impairment/blindness in relation to
his/her _____(part of body) as per guidelines(to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate.

(Signature and Seal of Authorised Signatory of notified Medical Authority)

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

Annexure-VI (FORM-III)

DISABILITY CERTIFICATE
(In Case of Multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See rule 4)

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

Certificate No.

Date:

This is to certify that I have carefully examined
Shri/Smt/Kum _____ Son/wife/daughter of Shri _____ Date of
Birth _____ Age _____ years, male/Female _____ (DD/MM/YY)
_____ Registration No. _____ permanent resident of Home
No. _____ Ward/Village/Street _____ Post _____ Office _____ District _____
State _____ whose photograph is affixed above, and are satisfied that :

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

Disability	Affected part of the body	Diagnosis	Permanent physical impairment/mental disabilities(in %)
Locomoto disability	@		
Low vision	#		
Blindness	Both Eyes		
Hearing impairment	\$		
Mental retardation	X		
Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified) is as follows:-

In figure _____ percent.

In words: _____ percent.

2. This condition is progressive/non progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary

Or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till _____ (DD) (MM)

(YY)

@ e.g. Left/Right/both arms/Legs

e.g. Single eye/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

5. Signature and seal of the Medical Authority

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

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

DISABILITY CERTIFICATE
(In case other than those mentioned in Forms II and III)

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

(See rule 4)

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

Certificate No.

Date:

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

S.No.	Disability	Affected part of the body	Diagnosis	Permanent physical impairment/mental disabilities(in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	\$		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

2. The above condition is progress/non progress/likely to improve/not likely to improve.
3. Reassessment of disability is:

- (i) not necessary Or
- (ii) is recommended/after _____ years _____ on ths, 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

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

(Authorised Signatory of notified Medical Authority
(Name and 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)

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

Essential Educational Qualification Code

Educational Qualification	Code
Matriculation	01
Intermediate/Higher Secondary	02
Certificate	03
Diploma	04
BA	05
BA (Hons.)	06
B. Com.	07
B.Com. (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B. Ed.	11
LLB	12
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
BBA	18
Graduation issued by Defence (Indian Army, Air Force, Navy)	19
B. Lib.	20
B. Pharm.	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com.	26
M. Sc.	27
M.Ed.	28
LLM	29
ME	30
M. Tech.	31
M. Sc. (Engg.)	32
MCA	33
MBA	34
Others	35

Subject Code for Educational Qualification

Subject of Educational Qualification	Code
History	01
Political Science	02
Economics	03
English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12
Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17
Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics & Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29
Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malyalam	40
Telgu	41
Kannada	42
Tamil	43
Marathi	44
Gujrati	45
Urdu	46
Sanskrit	47
Others	48