



STAFF SELECTION COMMISSION

Date of Exam: 18.11.2012
Closing Date : 05.10.2012



NOTICE

Junior Translators in (CSOLs) Examination, 2012

IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	Commission will hold a Combined All India Open Examination for recruitment to the posts of Junior Translators in (CSOLS) . The Examination will comprise of a Written Examination followed by Interview .
2.	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, the applications will be accepted only provisionally . The candidates are advised to go through the requirements of educational qualification, age etc. prescribed for the posts and satisfy themselves that they are eligible for the post before applying. Copies of documents, in support of possession of Essential Qualifications prescribed for, should be sent along with the application. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature of such candidates will be cancelled and the Commission's decision shall be final .
3.	CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE AND ALSO AVAILABLE ON THE WEBSITE OF THE COMMISSION (http://ssc.nic.in) CAREFULLY BEFORE APPLYING.
4.	Candidates seeking reservation benefits available for SC/ST/OBC/PH/EXS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice .They should also produce the certificates in the prescribed format in support of their claim at the time of Interview.
5.	Candidates with visual disability of 40% and more only would be considered as VISUALLY HANDICAPPED (VH) for availing reservation for VH, wherever, such reservation is applicable.
6.	Central Government civilian employees claiming age relaxation should submit a certificate in the prescribed format from their office in respect of the length of continuous service which should be for not less than three years in the immediate period preceding the closing date for receipt of application . They should continue to have the status of Central Government civilian servants/employees from the day of application till the time of appointment, in the event of their selection.
7.	FEE: RUPEES ONE HUNDRED ONLY(Rs. 100.00) Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped and Ex-Servicemen eligible for reservation, as per rules.
8.	CLOSING DATE : 05.10.2012 (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 – 12.10.2012 (upto 5 PM) . APPLICATIONS RECEIVED LATE WILL NOT BE ENTERTAINED.
9.	Only a single application will be entertained. Candidature in respect of multiple applications will be summarily rejected.
10.	MOBILES AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES.THEIR POSSESSION IN THE EXAMINATION HALL WILL

	INVITE CANCELLATION OF CANDIDATURE AND DEBARMENT FROM COMMISSION'S EXAMINATIONS.
11.	CANDIDATES SHOULD SEND/SUBMIT APPLICATION IN THE PRESCRIBED FORMAT ALONGWITH SUPPORTING DOCUMENTS, TO THE CONCERNED REGIONAL OFFICE OF SSC AS MENTIONED IN PARA-7 OF THE NOTICE. FACILITY OF ON-LINE APPLICATION WILL NOT BE AVAILABLE FOR THIS EXAMINATION.
12.	<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, 01165570666</p> <p>(ii) SSC(CR), Allahabad - 05322250372, 05326541021</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 - 09483862010, 09483862020</p> <p>(viii) SSC(NWR), Chandigarh - 09915509204, 09915509331</p> <p>(ix) SSC(NER), Guwahati, - 09207053500, 09707679564</p>
13.	The Commission will place the Answer Keys of paper-I on its website after conduct of the Examination. Representations about Answer Keys should be submitted within the time limit prescribed in the Notice placing the Answer Keys. Representations received thereafter will not be considered.

F.No.3/8/2012-P&P-II Staff Selection Commission will hold on Sunday, the 18.11.2012 an All India Open Competitive Examination for recruitment to the post of Junior Translators(CSOLS)(Group 'B' Non-Gazetted) in the pay scale of Rs. 9300-34800 with Grade Pay Rs. 4200/-, in various Offices/Departments under Deptt. of Official Language.

2. VACANCIES / RESERVATION

- (i) **Firm number of vacancies will be determined in due course.**
- (ii) Reservation for SC/ST/OBC/PH etc. categories is available as per extant Government orders. As per Notification No. S.O.946(E) dated 09.04.2009 of DOPT, posts carrying grade pay of Rs.4200/- and above are categorized as Group-"B" posts.
- (iii) The posts carry **All India Service Liability (AISL)** i.e. the candidate, on selection, may be asked to serve anywhere in the country.
- (iv) The posts of Junior Translators(CSOLS) has been identified suitable for persons suffering from disabilities of **forty percent and above** of One Arm(OA),One Leg(OL), Both Legs(BL), Partially Blind(PB), Blind(B), Partially Deaf(PD) and Deaf(D).

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: Not exceeding 30 years as on 01.08.2012 (Not born earlier than 02-08-1982) .

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

4.(B) Permissible relaxation of Upper age limit prescribed under para 4(A) above :

Code No.	Category	Age-Relaxation permissible beyond the Upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PH	10 years
04	PH + OBC	13 years
05	PH + SC/ST	15 years
06	Ex-Servicemen (Unreserved / General)	5 years
07	Ex-Servicemen (OBC)	8 years
08	Ex-Servicemen (SC/ST)	10 years
12	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on Closing date	Up to 35 years of age
13	Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on Closing date	Up to 38 years of age

14	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on Closing date	Up to 40 years of age
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)	5 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (OBC)	8 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (SC/ST)	10 years
27	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (Unreserved/General)	3 years
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC)	6 (3+3) years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)	8 (3+5) years

NOTE-I : Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are **NOT** eligible for fee concession. However, they are eligible for age relaxation only.

NOTE-II : The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

NOTE-III : For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE .

NOTE-IV : There is no reservation for Ex-Servicemen category for Group-“B” (Non-Gazetted Posts) mentioned in para-1 of the Notice. However, benefit of age-relaxation will be admissible to eligible Ex-S candidates.

EXPLANATION-I : An Ex-Serviceman **means** a person 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

- (i) who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or

- (ii) who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or
- (iv) who has been released from such service after completing the specific period of engagements, 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 of the following categories, namely:-
 - (a) Pension holders for continuous embodied service,
 - (b) Persons with disability attributable to military service; and
 - (c) Gallantry award winners.

EXPLANATION-II : The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of “ex-serviceman” may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

NOTE- V: AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

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

Candidates who wish to be considered against vacancies reserved or seek age-relaxation **must submit requisite certificate** from the competent authority, in the prescribed format at the time of Interview or whenever such certificates are sought by concerned Regional/Sub Regional Offices. Otherwise, their claim for SC/ST/OBC/PH/ExS status will not be accepted and their candidature will be considered under **General (UR)** category. Candidates claiming OBC status may note that certificate on creamy layer status should have been obtained within three years before the closing date i.e. 05.10.2012 in the prescribed format (Annexure-VII) only. OBC certificate issued upto the last tier of examination i.e. Interview will also be accepted by the Commission.

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

4(D) Visually handicapped (VH) candidates with visual disabilities **of forty percent and above** 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 candidates inside the examination premises.

NOTE: Persons with visual disability of **less than forty percent** will not be considered as visually handicapped persons. **One eyed candidates** and partially blind candidates who can read the Question Paper with or without magnifying glass and who wish to write 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 QUALIFICATIONS:** (As on 01.08.2012)

For Junior Translators(CSOLs)

ESSENTIAL:

(I) (a) Master's Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level

OR

(b) Master's Degree of a recognized University or equivalent in any subject other than Hindi or English with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at degree level

OR

(c) Master's Degree of a recognized University or equivalent in any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of the two as medium of examination and the other as a compulsory or elective subject at degree level;

AND

(II) Recognized Diploma or certificate Course in Translation from Hindi to English and vice-versa OR Two years experience of translation work from Hindi to English and vice-versa in Central or State Government Offices including Government of India Undertakings.

DESIRABLE:

- (i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.
- (ii) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.

Note: It has been decided in consultation with the Department of Official Language that in case of candidates with 55% and above in EQ-I, EQ-II will be relaxed.

NOTE-I: As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

Note – II : Candidates who have not acquired the educational qualifications as on 01.08.2012 will not be eligible and need not apply.

Note- III : All candidates should enclose self attested copies of the relevant Certificates such as Mark sheets, Provisional Certificate, etc. as proof of having acquired the minimum educational qualifications on or before the 01.08.2012 failing which the candidature of such candidates will be cancelled by the Commission summarily.

6. **MODE OF PAYMENT: FEE PAYABLE Rs. 100/-(Rupees One Hundred only)**

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

NOTE I: Fee once paid will **not** be refunded under any circumstances.

NOTE II: Fee paid by modes other than CRFS will **not** be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.

NOTE III: Candidates may please note that **non-cancellation of stamps** from the concerned Post Office in the manner indicated above, will lead to rejection of his/her application form. Therefore, **it is in the interest of candidates that they get the CRFS cancelled from the concerned Post Office.**

7. **CENTRES OF EXAMINATION**

Candidates **must indicate the centre of examination opted by him in the Application Form.** A candidate must submit his/her application only to the concerned Regional/Sub Regional Office of the Commission under whose jurisdiction the Centre selected by him / her falls. **Application received in any other Regional/Sub Regional Office of the Commission will be rejected summarily.**

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

SI.No.	Examination Centres & Centre Code	Address to which the applications should be sent
1	2	3
1.	Allahabad(3003), Patna(3206), Lucknow(3010)	Regional Director(CR), Staff Selection Commission, 8-AB, Beli Road, Allahabad, Uttar Pradesh-211002
2.	Kolkata(4410), Port Blair(4802), Gangtok(4001), Bhubaneshwar(4604), 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
3.	Bengaluru(9001), Kochi(9204)	Regional Director(KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
4.	Delhi(2201), Jaipur(2405)	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
5.	Guwahati (Dispur)(5105)	Regional Director(NER), Staff Selection Commission, Rukmini Nagar, PO: Assam Sachivalaya, Guwahati, Assam-781006
6.	Hyderabad(8002), Chennai(8201)	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 nd Floor, College Road, Chennai, Tamil Nadu-600006
7.	Mumbai(7204), Panaji(7801), Ahmedabad(7001)	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishta Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
8.	Raipur(6204), Bhopal(6001)	Dy. Director (MPR), Staff Selection Commission, "Nishant Villa", F. Jalvihar Colony, Raipur, Chhatisgarh-492001
9.	Chandigarh(1601), Jammu(1004), Srinagar(1007), Leh (1005)	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-160017

NOTE I: 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.

NOTE II: The Commission **reserves** the right to cancel any Centre and ask the candidates of that centre to appear from **another** centre. Commission also reserves the right to **divert** candidates of any centre to some other Centre to take the examination.

8. SCHEME OF EXAMINATION:

The examination will consist of **two parts**, viz.

PART-I - Written Examination carrying 400 marks; and

PART-II - Personality Test (Interview) carrying 100 Marks.

PART-I: Written Examination: The Written Examination will be held on 18.11.2012 and will consist of **two papers**. The maximum marks allotted to each paper and the duration of each paper will be as under:-

Date of Exam	Part	Subject	Number of Questions/Marks	Total Duration/ Timing for General candidates	Total Duration/ Timing for Visually Handicapped candidates
18.11.2012 (Sunday)	Paper- I (Objective Type)	(i)General Hindi (ii) General English	100/100 mark 100/100 mark	2 Hours 10.00 A.M. to 12.00 Noon	2 Hours 40 mins 10.00 A.M. to 12.40 PM
	Paper- II (Conventional Type)	Translation and essay	200	2 Hours 2.00 P.M. to 4.00 P.M.	2 Hours 40 mins 2.00 P.M. to 4.40 PM

NOTE-I : Paper-I will consist of **Objective Type- Multiple choice questions** only. Paper-II shall be evaluated in respect of only those candidates, who attain the minimum qualifying standard in Paper-I or part thereof as may be fixed at the discretion of the Commission.

NOTE-II: **Mobile Phones, Calculators or any other electronic / electrical device are strictly banned in the Examination Hall.** Candidates must not, therefore, bring **Mobile Phone, Calculators or any other electronic / electrical device** inside the Examination premises. Possession of these items , whether in use or not, will be considered as “use of unfair means” in the Examination and appropriate action will be taken by the Commission against such candidates, as per extant policy of the Commission.

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

NOTE-IV: The Commission may at its discretion, fix qualifying marks in paper-II.

NOTE-V: Canvassing in any form will disqualify the candidates.

PART-II:

PERSONALITY TEST/INTERVIEW: 100 Marks

NOTE-I: Only those candidates who secure the minimum qualifying marks in paper-I (or part thereof) and paper-II of the written examination as may be fixed by the Commission at their discretion, will be eligible to appear at the Interview. **The interview will be held at the Commission's Regional /Sub-Regional Offices or at any other place as decided by the Commission.**

NOTE-II: SC/ST candidates called for interview will be paid TA as per Govt. Orders. However, no TA is payable to any candidate for appearing in the written examination.

SYLLABUS

Paper-I:

- a) General Hindi : 100 marks (Objective type)
b) General English : 100 marks (Objective type)

The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

Paper-II:

Translation and Essay: 200 Marks (Conventional Type)

The paper will contain **two passages** for translation—one passage for translation from Hindi to English and one passage for translation from English to Hindi, and **an Essay** each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.

The level of paper will be consistent with the educational qualifications prescribed.

9. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN EXAMINATION

- (i) Candidates must write the papers/indicate the answers in their own hand.
- (ii) Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises / Venue.
- (iii) If any candidate is found to possess mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith.
- (iv) OMR Type of Answer Sheets will be supplied by the Commission to candidates for recording their answers of Multiple Choice Objective Type Questions. Candidates are advised to read very carefully, the following instructions, in their own interest.
- (a) Part A of OMR Answer Sheet to be filled in Blue or Black Ball Point Pen only.
- (b) Part B of OMR Answer Sheet should be filled in Black Ball Point Pen only, as per instructions given in OMR Sheet.
- (c) Candidate should write his/her name, Roll **Number**, **Ticket** Number, Name of the Examination as mentioned in Admission Certificate, Date of birth and Test Form Number correctly, in the relevant places in OMR Answer Sheet. Answer Sheet not bearing candidate's Name, Roll Number, Ticket Number, Test Form No., left thumb impression and signature will not be evaluated and 'Zero' marks will be awarded to them. If any candidate belonging to reserved category does not write and code category properly, he will be treated as belonging to UR category.

10. MODE OF SELECTION :

Only those who secure the minimum qualifying marks in paper-I or part thereof and paper-II of the written examination will be shortlisted for the interview. Candidates will be finally recommended for appointment by the Commission on the basis of their aggregate marks in the Written Examination and Interview.

Provided that SC, ST, OBC and PH candidates, who are selected on their own merit without relaxed standards, alongwith candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. **Such SC, ST, OBC and PH candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List.** The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, and PH candidates which will, thus, comprise of SC, ST, OBC and PH candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

An Ex-Serviceman or Physically Handicapped (OH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the **deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.**

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.

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

11. **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 total marks in the written examination.
- (2) By referring to marks in Paper-I of the written examination.
- (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.

12. **HOW TO APPLY :** **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 may be referred to.

13. **Preference**

Codes for States/UTs for exercising Option:

Code	State/UT	Code	State/UT
A	Andaman & Nicobar Islands	M	Jharkhand
B	Andhra Pradesh	N	Karnataka
C	Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Assam & Tripura	O	Kerala & Lakshadweep
D	Bihar	P	Madhya Pradesh
E	Chandigarh	Q	Maharashtra

F	Chhattisgarh	R	Orissa
G	Delhi	S	Punjab
H	Goa, Daman & Diu	T	Rajasthan
I	Gujarat and Dadra & Nagar Haveli	U	Tamil Nadu & Puducherry
J	Haryana	V	Uttarakhand
K	Himachal Pradesh	W	Uttar Pradesh
L	Jammu & Kashmir	X	West Bengal & Sikkim

The Department of Official Languages will be requested to take the State option of the candidates into consideration of allotment on merit cum option basis.

14. ADMISSION TO THE EXAMINATION:

All 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 two weeks before the date of examination. IF ANY CANDIDATE DOES NOT RECEIVE ADMISSION CERTIFICATE FOR THE EXAMINATION ONE WEEK BEFORE THE DATE OF EXAMINATION OR IS UNABLE TO DOWNLOAD THE AC FROM THE WEBSITE OF THE REGIONAL OFFICE CONCERNED, HE/SHE MUST IMMEDIATELY CONTACT THE CONCERNED REGIONAL/SUB REGIONAL OFFICE (S) OF THE COMMISSION WITH PROOF OF HAVING SUBMITTED HIS/HER APPLICATION. (In case of Applications submitted under Certificate of Posting, the Date-Stamp of the Post-Office concerned should be clearly legible). FAILURE TO DO SO WILL DEPRIVE HIM/HER OF ANY CLAIM FOR CONSIDERATION. CANDIDATES ALSO HAVE THE OPTION TO DOWNLOAD THE ADMISSION CERTIFICATES FROM THE CONCERNED REGIONAL/SUB REGIONAL OFFICES' WEBSITE. SUCH FACILITY WILL BE AVAILABLE AT LEAST ONE WEEK BEFORE THE EXAMINATION.

15. 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.

16. 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.

17. For detailed instructions relating to Application form, instructions for filling up the application form and submission of application, candidates are advised to refer to Annexures-I and II.

APPLICATION FORM ATTACHED
SEPERATELY

APPLICATION FORM ATTACHED SEPERATEL

BROCHURE

INSTRUCTIONS FOR FILLING UP THE APPLICATION

I. The Commission uses standard application form for all its examinations. Therefore, 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. Please attach photocopies of relevant Testimonials/Certificates with the Application and submit to the concerned Regional Office of the Commission, as indicated in Para-7 of the Notice

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.

IV. Please go through the instructions given below for filling up each item numbered in the application form:-

1. Name of the Examination Centre and 2. Centre Codes

Refer to para-7 of the Notice of the Examination.

12.1. Code for seeking age relaxation.

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

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

15. Preference for States/UTs:

16. Educational Qualification and Subject Code: See Annexure – IX and Para-5 of the Notice)

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

(ii) Whenever more than one subject is prescribed in EQ in para-5, fill in both subject codes.

17. Details of work Experience prescribed in para-5 of the Notice and for the benefit of age relaxation as C.G.C.E. & Ex-S should be provided.

18. Address:

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.

19. 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.

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

Signature of Candidate (Wherever required)

Please sign in running hand. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Unsigned application shall also be rejected.

**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(B) 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

Form of Certificate for serving Defence Personnel *(Please see Note III Para-4 (B) of Notice for the Examination)*

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

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER NOTE III PARA 4(B) OF NOTICE.

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

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-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 _____

(Signature of the Candidate)

Place:

Date:

FORMAT FOR SC/ST CERTIFICATE

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

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

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

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

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

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 991@
The Constitution (ST) orders (Amendment) Ordinance 1996

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes

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

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

Signature _____
 ** Designation _____
 (with seal of office)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

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

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

ANNEXURE-VII

(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 _____ son/ daughter of _____ of _____ village _____ District/Division _____ in the _____ State _____ belongs to the _____ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

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

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008

Dated:

District Magistrate or
Deputy Commissioner etc.

Seal:

Note-I (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st 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.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-VII issued by the competent authority at the time of the Interview. Candidates claiming OBC states, the certificate on creamy layer status should be obtained within 3 years before the closing date i.e. 5.10.2012 in the prescribed format only. Certificate issued upto the last tier of examination i.e. interview will also be accepted by the Commission.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. ----- Date-----

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum _____ son/wife/daughter of Shri _____
 _____ age _____ sex _____ identification mark(s) _____
 is suffering from permanent disability of following category :-

- A. Locomotor or cerebral palsy :
 - (i) BL-Both legs affected but not arms.
 - (ii) BA-Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (iii) BLA-Both legs and both arms affected
 - (iv) OL-One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
 - (v) OA-One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
 - (vi) BH-Stiff back and hips (Cannot sit or stoop)
 - (vii) MW-Muscular weakness and limited physical endurance.
- B. Blindness or Low Vision :
 - (i) B-Blind
 - (ii) PB-Partially Blind
- C. Hearing Impairment :
 - (i) D-Deaf
 - (ii) PD-Partially Deaf

|Affix here recent
 attested Photograph
 Showing the
 disability
 duly
 attested by
 the
 chairperson
 of the
 Medical
 Board

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of ____ years ____ months.*

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum meets the following physical requirements for discharge of his /her duties :-

- (i) F-can perform work by manipulating with fingers. Yes/No
- (ii) PP-can perform work by pulling and pushing. Yes/No
- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting. Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. Yes/No
- (x) H-can perform work by hearing/speaking. Yes/No
- (xi) RW-can perform work by reading and writing. Yes/No

(Dr. _____) (Dr. _____) (Dr. _____)
 Member, Medical Board Member, Medical Board Chairperson, Medical Board

Countersigned by the Medical Superintendent/
 CMO/Head of Hospital (with seal)

*Strike out which is not applicable.

Essential Educational Qualification Code

Educational Qualification	Code
Certificate in Translation	03
Diploma in Translation	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/English Literature	04
Hindi/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

