

(TO BE PUBLISHED IN THE EMPLOYMENT NEWS/ROZGAR SAMACHAR DATED 13.02.2016)

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

**STAFF SELECTION COMMISSION**

**NOTICE**

**COMBINED GRADUATE LEVEL EXAMINATION, 2016**

F. No. **3/1/2016–P&P-I**. Staff Selection Commission will hold the **Combined Graduate Level Examination, 2016 (Tier-I)** on SUNDAY the **8<sup>th</sup> & 22<sup>nd</sup> May, 2016** and if necessary, on subsequent Saturdays/Sundays, in different batches, for selecting candidates for **Tier-II** examination for filling up different categories of posts in various Ministries/ Departments/ Organisations. Subject to administrative / public exigencies, final selection through the Combined Graduate Level Examination to specific categories of posts would be subject to receipt of intimation of confirmed number of vacancies from the concerned Indenting Ministries/ Department/Office/Cadres before declaration of results.

**2. Details of the Posts:**

**I. Pay Band –II Rs.9300-34800**

Co de	Post	Ministries/Deptt/ Offices/ Cadre	Classification	Grade Pay(GP)	Nature of Physical Disabilities permissible for the post	Age Limit
<b>A</b>	Assistant Section Officer	Central Secretariat Service	Group “B”	4600	OA, OL, B, BL, OAL, LV & HH	20-30 years
<b>B</b>	Assistant	Central Vigilance Commission	Group “B”	4600		18-27 years
<b>C</b>	Assistant	Intelligence Bureau	Group “B”	4600		21-27 years
<b>D</b>	Assistant	Ministry of Railway	Group “B”	4600		18-27 years
<b>E</b>	Assistant	Ministry of External Affairs	Group “B”	4600		18-27 years
<b>G</b>	Assistant	AFHQ	Group “B”	4600		18-27 years
<b>H</b>	Assistant	Other Ministries/	Group “B”	4600		18-27 years

		Departments/ Organisations				
<b>I</b>	Assistant	Other Ministries/ Departments/ Organisations	Group "B"	4200		18-27 years
<b>J</b>	Inspector of Income Tax	CBDT	Group "C"	4600	OA, OL, BL, OAL, HH	18-27 years
<b>K</b>	Inspector, (Central Excise)	CBEC	Group "B"	4600	OA, OL, OAL, HH & OL, HH	18-27 years
<b>L</b>	Inspector (Preventive Officer)	CBEC	Group "B"		OL, HH	18-27 years
<b>M</b>	Inspector (Examiner)		Group "B"		OL, HH	18-27 years
<b>N</b>	Assistant Enforcement Officer	Directorate of Enforcement, Department of Revenue	Group "B"	4600	Post not identified suitable for PH candidates.	Upto 30 years
<b>O</b>	Sub Inspector	Central Bureau of Investigation	Group "B"	4200	Post not identified suitable for PH candidates.	20-30 years
<b>P</b>	Inspector of Posts	Department of Post	Group "B"	4200	Post not identified suitable for PH candidates	18-27 years
<b>Q</b>	Divisional Accountant	Offices under CAG	Group "C"	4200	OL, PD, D	18-27 years
<b>R</b>	Statistical Investigator Gr.II	M/o Statistics & Prog. Implementation.	Group "B"	4200	Post not identified suitable for PH candidates.	Upto 32 years

<b>S</b>	Inspector	Central Bureau of Narcotics	Group "B"	4200	Post not identified suitable for PH candidates.	18-27 years
<b>%</b>	Sub Inspector	National Investigation Agency (NIA)	Group "B"	4200	Post not identified suitable for PH candidates.	Upto 30 years

II. Pay Band –II Rs.9300-34800 (Gazetted)\*

Code	Post	Ministries/Deptt/ Offices/ Cadre	Classification	Grade Pay(GP)	Nature of Physical Disabilities permissible for the post	Age Limit
<b>F *</b>	Assistant Audit Officer	Indian Audit & Accounts Department under CAG	Group 'B' Gazetted (Non Ministerial)	4800	OH (OA, OL, BL) & HH	Not exceeding 30 years.

\* Recruitment of the Assistant Audit Officer in the scheme of Combined Graduate Level Examination 2016 has been included with the in principle approval of the Government subject to final approval.

III. Pay Band-I: Rs. 5200-20200

Code	Post	Ministries/Department s/ Offices/ Cadre	Classification	Grade Pay(GP)	Nature of Physical Disabilities permissible for the post	Age Limit
<b>T</b>	Auditor	Offices under C&AG	Group C"	2800		18-27 years
<b>U</b>	Auditor	Offices under CGDA	Group C"	2800	OA, OL, BL & HH	18-27 years
<b>V</b>	Auditor	Offices under CGA & others	Group C"	2800		18-27 years
<b>W</b>	Accountant/ Junior Accountant	Offices under C&AG	Group C"	2800		OA, OL, OAL, BL, HH
<b>X</b>	Accountant/ Junior Accountant	Offices under CGA & others	Group C"	2800	OA,OL, OAL, BL, HH	18-27 years
<b>Y</b>	Senior Secretariat Assistant	Central Govt. Offices/Ministries other than CSCS cadres.	Group C"	2400	OA, OL, BL, OAL, B, LV, HH	18-27 years
<b>Z</b>	Tax Assistant	CBDT	Group C"	2400	BL, OL, PD, D, PB, B, OA	18-27 years
<b>@</b>	Tax Assistant	CBEC	Group C"	2400		20-27 years
<b>\$</b>	Compiler	Registrar General of India	Group "C"	2400	OL, OA, PD	18-27 years
<b>#</b>	Sub-Inspector	Central Bureau of Narcotics	Group "C"	2400	Post not identified suitable for PH candidate	18-25 years

Abbreviation used: One Arm (OA), One Leg (OL), One Arm and one Leg (OAL), Both Leg (BL), Blind (B), Low Vision (LV), Partially Deaf (PD), Deaf(D), Partially Blind (PB), Hearing Handicapped (HH).

**Note I:** As per DOPT's Order No.11012/7/2008-Estt (A) dated 09.04.2009 posts are classified under the Central Civil Services (CCA) Rules,1965 as under :

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

**Note II:** However, Commission accepts classification of the posts and vacancies reserved for Ex-Servicemen communicated by user departments, irrespective of the classification of the posts as per Orders of DOP&T cited in Note-I above.

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

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

There will be a single application form for the Combined Graduate Level Examination. Candidates, declared qualified by the Commission for admission to the written (Tier-II). Examination on the basis of the Tier-I examination, will not have to apply again. No separate notice / advertisement will be published for the Tier-II examination. The result of Tier-I examination, informing the qualified candidates along with the dates of Tier-II examination will be published in the employment news/rozzar samachar and commission's website.

**NOTE V:** Vacancies will be intimated in due course.

### 3. Reservation:

- (i) Firm number of vacancies in each category of posts will be determined atleast one month before the declaration of the final results.

- (ii) Reservation for Scheduled Castes(SC), Scheduled Tribes(ST), Other Backward Classes(OBC) Ex-Serviceman(EXS) and Physically Handicapped(PH) candidates for all categories of posts/services, wherever applicable and admissible, would be as determined and communicated by the Indenting Ministries/Departments/ Offices/ Cadres, as per extant Government Orders.
- (iii) Vacancies for ExS are reserved only for Group "C" posts and not for Group "B" Posts as per extant Government Order/Instructions.

#### **4. Nationality/Citizenship:**

A candidate must be either:

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

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.

#### **5 (A) Age limit will be reckoned as on 1<sup>st</sup> August, 2016:**

- |  |  |
|--|--|
| (i) For Post for which age limit is<br>20-27 years   | He/she must have been born not earlier than 02.08.1989 and not later than 01.08.1996 |
| (ii) For Post for which age limit is<br>18-27 years  | He/she must have been born not earlier than 02.08.1989 and not later than 01.08.1998 |
| (iii) For Post for which age limit is<br>18-25 years | He/she must have been born not earlier than 02.08.1991 and not later than 01.08.1998 |
| (iv) For Post for which age limit is<br>21-27 years  | He/she must have been born not earlier than 02.08.1989 and not later than 01.08.1995 |
| (v) For Post for which age limit is<br>20-30 years   | He/she must have been born not earlier than 02.08.1986 and not later than 01.08.1996 |

- (vi) For Post for which age limit is upto 30 years He/she must have been born not earlier than 02.08.1986 and not later than 01.08.1998
- (vii) For Post for which age limit is upto 32 years He/she must have been born not earlier than 02.08.1984 and not later than 01.08.1998

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

**5(C):** Permissible relaxation of upper age limit as per Government orders as well as category-codes for claiming age relaxation as on the date of reckoning (01.08.2016) are as below :

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	(For Group "B" & "C" posts) 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
07	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
08	Ex-Servicemen (SC & ST)	08years(3 years + 5 years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application
12	<u>For Group "B" posts</u> Central Govt. Civilian Employees(General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	5 years
13	Central Govt. Civilian Employees(OBC)) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	8 (5 +3) years
14	Central Govt. Civilian Employees(SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	10(5+5) years

15	<u>For Group “C” posts</u> Central Govt. Civilian Employees(General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Upto 40 years of age
17	Central Govt. Civilian Employees(OBC)) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Upto 43 years of age
19	Central Govt. Civilian Employees(SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Upto 45 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
24	<u>For Group “C” posts only.</u> Widows/Divorced Women/Women judicially separated and who are not remarried(Unreserved/General)	<b>Upto</b> 35 years of age
25	Widows/Divorced Women/Women judicially separated and who are not remarried(OBC)	<b>Upto</b> 38 years of age
26	Widows/Divorced Women/Women judicially separated and who are not remarried(SC/ST)	<b>Upto</b> 40 years of age
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)	5 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)	8(5+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)	10(5+5)years

**5(D):** Ex-servicemen who have already secured employment in civil side under Central Government in Group ‘C’ & ‘D’ posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession. However, he/she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/she immediately, after joining civil employment, gives self-declaration/undertaking to the concerned employer about the date-wise details of application



for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM NO. 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DOP&T.

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

**5(F):** For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE FOR RECEIPT OF APPLICATION (i.e. 14.03.2016) or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

**Explanation:** An 'ex-serviceman' means a person –

- (i) Who 'has served in any rank whether as a combatant or noncombatant in the Regular Army, Navy and Air Force of the India Union, and
  - (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
  - (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - (c) who has been released from such service as a result of reduction in establishment; or
- (ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
- (iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
- (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14<sup>th</sup> April, 1988; or
- (v) Gallantry award winners of the Armed forces including personnel of Territorial Army; or

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

**5(G):** Age concession is not admissible to sons, daughters and dependents of Ex-Servicemen.

**5(H):** 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 as on 14.03.2016 with Armed Forces of the Union shall be considered eligible for appointment to the Group 'C' posts being advertised through this examination. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of application(i.e.14.03.2016) or would not complete 15 years of service within the time limit specified in Note-III are not eligible to apply for this examination.

**5(I) :** As per Supreme Court direction dated 24.02.1995 in Appeal No.731-69 of 1994, Age relaxation will be available for the post of Compiler in O/o RGI (Registrar General of India) for retrenched Census employees as under :

- (i) Age relaxation by 3 years plus length of service rendered by them in connection with census, before retrenchment,
- (ii) Weightage of past service.

**5(J): 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 when such certificates are sought by concerned Regional/Sub Regional Offices at the time of Skill Test/Document Verification after Tier-II Examination. Otherwise, their claim for SC/ST/OBC/ PH/EXs status will not be entertained and their candidature/applications will be considered under **General (UR)** category. **The formats of the certificates are available on our website.** Certificates obtained in any other format will not be accepted. Certificate in the prescribed format for Creamy Layer Status for OBC candidates issued between 15.03.2013 and upto 09.09.2016 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/ExS/PH status.

**5(K):** 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 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 Written Examination subject to such requests being made in the application forms. 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, 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.

**5(L): Provision of Compensatory Time:**

The Visually Handicapped candidates and candidates suffering from Cerebral Palsy will be allowed compensatory Time in the examination, the details of which are given in Para -9 under the Heading Scheme of Examination for the Combined Graduate Level Examination, 2016.

**6. Essential Qualifications as on 1<sup>st</sup> August, 2016:**

**i) Assistant Audit Officer:**

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

b) Desirable Qualifications for the Post of Assistant Audit Officer: Chartered Accountant or cost & Management Accountant or Company Secretary or Masters in Commerce or Masters in Business Studies or Masters in Business Administration (Finance) or Masters in Business Economics.

**ii) Statistical Investigator Grade – II Bachelor's Degree in any subject from a recognized University or Institute with at least 60% in Mathematics at 12<sup>th</sup> standard level:**

OR

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

**iii) Compiler : Bachelor's Degree from any recognized University with Economics or Statistics or Mathematics as compulsory or Elective subject.**

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

**6(A):** For posts of Assistant Section Officer (CSS), Computer Proficiency Test has also been prescribed as an Essential Qualification.

**6(B):** As per Ministry of Human Resource Development Notification dated 10.06.2015 published in Gazette of India all the degrees/diplomas/certificates including technical education degrees/diplomas awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the University Grants Commission.

**6(C):** All candidates who are declared qualified by the Commission for appearing at the Data Entry Skill Test/Computer Proficiency Test will be required to produce the relevant Certificates such as Mark sheets for all the three years of Graduation/ Provisional Certificate/ Certificate of Graduation in original as proof of having acquired the minimum educational qualification on or before the **1<sup>st</sup> August, 2016**, failing which the candidature of such candidates will be cancelled by the Commission. The Candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he/she has been declared passed, will also be considered to meet the Educational Qualification.

**7. Application Fee & Mode of Payment: Rs. 100 (One hundred only)**

Candidate may note that only online applications will be accepted at <http://ssconline2.gov.in>. and <http://sscregistration.nic.in>.

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

**7(i):** The candidates who are not exempted from paying examination fee may submit the requisite fee through State Bank of India only either in the form of challan, generated on line, or through SBI Net Banking. Payment can also be made through any Credit or Debit Card.

**7(ii):** Fee once paid will not be refunded under any circumstance.

**8. Centres of Examination:**

A candidate must indicate the Centre in the Application Form in which he/she desires to take the Tier I examination.

Sl. No.	Examination Centres & Centre Code	Address of Regional/Sub-regional offices
1	2	3
1.	Agra(3001), Allahabad(3003), Bareilly(3005), Gorakhpur(3007) , Kanpur(3009), Lucknow (3010) Meerut(3011), Varanasi (3013), Bhagalpur (3201), Muzaffarpur(3205), Patna(3206),	Regional Director(CR), Staff Selection Commission, 21-23, Lowther Road, Allahabad, Uttar Pradesh-211 002.
2.	Gangtok (4001), Ranchi(4205), Barasat (4402), Berhampore(4403), Chinsurah (4405),Jalpaiguri(4408), Kolkata(4410), Malda (4412),Midnapur(4413),Siliguri (4415), Bhubaneswar (4604), Cuttack(4605), Keonjhar(4606), Sambalpur(4609),Port Blair (4802),	Regional Director (ER), Staff Selection Commission, 1 <sup>st</sup> MSO Building,(8 <sup>th</sup> Floor) 234/4 . Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020

3.	Bangalore(9001), Dharwar(9004), Gulbarga (9005), Mangalore(9008), Mysore (9009), Kochi (9204), Kozhikode (Calicut) (9206), Thiruvananthapuram(9211), Thrissur (9212),	Regional Director(KKR), Staff Selection Commission, 1 <sup>st</sup> Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
4.	Almora(2001), Dehradun(2002), Haldwani (2003), Srinagar (Uttarakhand) (2004), Haridwar (2005) ,Delhi(2201), Ajmer(2401), Alwar(2402), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Kota(2407), Sriganaganagar (2408), Udaipur(2409)	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
5.	Itanagar(5001), Dibrugarh(5102),Guwahati (Dispur)(5105), Jorhat(5107),Silchar(5111),  Kohima(5302), Shillong(5401),Imphal(5501), Churachandpur (5502), Agartala(5601), Aizwal(5701)	Regional Director(NER), Staff Selection Commission, HOUSEFED Complex, West End Block, Last Gate, Beltola Basistha Road, Dispur, Guwahati, Assam-781 006.
6.	Guntur(8001), Hyderabad(8002),Kurnool (8003), Rajahmundry(8004), Tirupati(8006), Vishakhapatnam (8007), Chennai(8201), Coimbatore(8202), Madurai (8204), Tiruchirapalli (8206), Tirunelveli (8207), Puducherry(8401)	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 <sup>nd</sup> Floor, College Road, Chennai, Tamil Nadu-600006
7.	Ahmedabad(7001) Vadodara (7002), Rajkot(7006), Surat(7007), Bhavnagar(7009), Kutch (7010), Amravati (7201), Aurangabad(7202), Kolhapur(7203), Mumbai(7204), Nagpur (7205), Nanded (7206), Nashik (7207), Pune(7208), Thane(7210) Bhandara (7211), Chandrapur(7212), Akola(7213), Jalgaon(7214), Panaji(7801),	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishtha Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
8.	Bhopal(6001), Chindwara(6003), Guna(6004), Gwalior (6005), Indore(6006), Jabalpur (6007), Khandwa (6009), Ratlam(6011), Satna(6014), Sagar (6015), Ambikapur(6201), Bilaspur(6202) Jagdalpur(6203), Raipur(6204), Durg(6205),	Dy. Director (MPR), Staff Selection Commission, J-5, Anupam Nagar, Raipur, Chhatisgarh-492001
9.	Anantnag (1001), Baramula(1002), Jammu(1004), Leh(1005), Rajouri(1006), Srinagar(J&K)(1007), Kargil (1008), Dodda (1009), Hamirpur (1202), Shimla(1203), Bhathinda (1401), Jalandhar(1402), Patiala (1403), Amritsar( 1404), Chandigarh (1601),	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-160017

**8(i):** No change of Centre of Examination will be allowed under any circumstance. Hence, the candidates should select the centres carefully and indicate the same correctly in their applications.

**8(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 within the Region or outside to take the examination.

### **9. Scheme of the Examination for Combined Graduate Level Examination:**

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

Tier -I	--	Written Examination (Objective Multiple Choice Type)
Tier -II	--	Written Examination (Objective Multiple Choice Type)
Tier -III	--	Computer Proficiency Test/ Skill Test (wherever applicable)/ Document Verification

9.1 The Commission reserves the right to make changes in the scheme of examination such as conduct of Tier-I and Tier-II examination in computer based mode, treating Tier-I examination as only qualifying etc.

9.2 Interview component has been dispensed with. There will, therefore, be no interview.

**Scheme of Examination:**

Post	Tier I Examination	Tier II Examination	Proficiency/Skill Test	Total marks
Posts under Pay Band –II Rs.9300-34800 other than Statistical Investigator Grade-II.	A.General Intelligence Reasoning - 50 marks B.Gen.Awareness-50marks C. Quantitative Aptitude – 50 marks D. English Comprehension - 50 marks  <b>Total Marks - 200</b> Duration: 02 hours For VH and candidates suffering from Cerebral Palsy: 2 hours 40 minutes	I. Quantitative Abilities : 200 marks (100 Questions) Duration: 2 hours For VH and candidates suffering from Cerebral Palsy: 2hours 40 minutes where eligible.  II. English Language & Comprehension: 200 marks (200 questions). Duration : 2 hours For VH and candidates suffering from Cerebral Palsy:2 hours 40 minutes wherever eligible.  <b>Total Marks : 400</b>	Computer Proficiency Test (CPT) for post of Assistant Section Officer in CSS only	<b>600</b>
Posts under Pay Band –I Rs.5200-20200 other than Compiler.	-do-	-do-	Data Entry Skill Test at Speed of 8000 key depression per hour for post of Tax Assistant	<b>600</b>
Statistical Investigator Grade-II	-do-	Paper-I & II as above <b>400 marks</b> Paper-III Statistics <b>200 marks</b> (100 Questions)	--	<b>800</b>
Compiler	-do-	-do-	-	<b>800</b>
Assistant Audit Officer Group “B” Gazetted	-do-	Paper-I & II as above <b>400 marks</b> Paper-IV General Studies(Finance and Economics): <b>200 Marks</b> .(Duration: 2 hours)  Total Marks: 600		<b>800</b>

**NOTE:** There will be negative marking of 0.25 marks for each wrong answer in Tier-I. In Tier-II, there will be negative marking of 0.25 marks in Paper-II and 0.50 marks in Paper-I and Paper-III for each wrong answer.

**9(A): Combined Graduate Level (Tier-I) Examination:** Tier –I of the Combined Graduate level Examination will be common for all categories of posts.

Date of Exam	Part	Subject	Max. Marks/ Questions	Total Duration/ Timing for General candidates	Total Duration/ Timing for visually Handicapped and Cerebral Palsy candidates
08.05.2016 & 22.05.2016	A.	General Intelligence & Reasoning	50	2 Hours	2 Hours 40 minute
	B.	General Awareness	50	10.00 A.M. to 12.00 Noon	10.00 A.M. to 12.40 PM
	C	Quantitative Aptitude	50	<u>OR</u> 2.00 P.M. to 4.00 P.M.	<u>OR</u> 2.00 P.M. to 4.40 P.M.
	D	English Comprehension	50		

Note: Entry to the examination venue will not be allowed after 9.30 AM in the morning shift and after 1.30 PM in the afternoon shift

The Commission also reserves the right to hold the examination in additional batches depending upon the number of candidates in each state/UT.

Questions will be of Objective Type Multiple Choice, set in both Hindi and English in respect of Parts A, B and C.

### **Indicative Syllabus:**

#### **Tier-I of the Examination :**

**(A): General Intelligence & Reasoning :** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic



Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern –folding & unfolding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

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

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

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

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

**NOTE-1:** Part C (Quantitative Aptitude) of Test booklet for Tier-I and Paper-I (Quantitative Abilities) of Tier-II will contain separate set of Questions for VH candidates only, (who have opted for assistance of scribe) which will not have components of Maps, Graphs, Statistical data, Diagram, Figures, Geometrical problems. However, components of other papers will be the same for other candidates.

**NOTE-2:** The Commission shall have the discretion to fix different minimum qualifying standards in each component of the Tier-I Examination taking into consideration among others, category-wise vacancies and category-wise number of candidates. Only those candidates, who have scored above the cut off marks fixed by the Commission, would be required to appear in the Tier –II Examination.

**NOTE-3:** Tier-I examination is used to screen the candidates for appearing in Tier-II examination for various papers which will be specifically required for different groups of posts. Marks of such screened candidates in Tier-I will be taken into

account for final ranking of candidates for selecting them for the Computer Proficiency Tests/ Data Entry Skill Test and also for final selection.

**9 (B): Combined Graduate Level (Tier-II) Examination:**

Tier-II of the Combined Graduate Level Examination -2016 will be of Objective Type Multiple Choice and will be conducted over a period of two days. Probable dates for CGL (Tier -II) Exam are 13.08.2016 (Saturday) & 14.08.2016 (Sunday).

Paper	Subject	Max. Marks	Number of Questions	Duration & Timings for General candidates	Duration & Timings for VH and Cerebral Palsy candidates
IV	General Studies (Finance and Economics)	200	To be notified later.	2 Hours 10.00 AM to 12.00 Noon	2 Hours. and 40 Min.  10.00 AM to 12.40 PM
III	Statistics	200	100	2 Hours 2.00 PM to 4.00 PM	2 Hours and 40 Min.  2.00 PM to 4.40 PM
I	Quantitative Abilities	200	100	2 Hours 10.00 AM to 12.00 Noon	2 Hours. and 40 Min.  10.00 AM to 12.40 PM
II	English Language & Comprehension	200	200	2 Hours 2.00 PM to 4.00 PM	2 Hours. and 40 Min. 2.00 PM to 4.40 PM

**Scheme of Written Examination (Tier-II):**

**9(B)(i):** Paper-I & II are compulsory for all the categories of posts.

**9(B)(ii):** Paper-III is only for those candidates who apply for the post of Statistical Investigator Gr.II & Compiler.

**9(b)(iii):** Paper IV is only for those candidates who apply for the post of Assistant Audit Officer.

**9(B)(iv):** Candidates opting for the post of Compiler and/or Statistical Investigator Gr. II and Assistant Audit Officer must ensure that they possess the requisite

qualification as mentioned above. Commission reserves the right to take appropriate action against applicants who do not possess the requisite eligibility while opting for the post of Compiler and/or Statistical Investigator Gr. II and Assistant Audit Officer.

**9(C): General Instructions:-**

OMR Type of Answer Sheets will be supplied by the Commission to candidates for recording their answers to Multiple Choice Objective Type Questions. Candidates are advised to read the following instructions very carefully, in their own interest.

**All the parts of OMR Answer Sheet to be filled with Black Ball Pen only. The entire OMR Sheet is to filled with Black Ball Pen only. Change in the colour of ball pen in OMR Sheet will prima facie treated as an unfair practice and will not be evaluated.**

Candidate should write and code his/her name, Roll Number, Name of the Examination etc. as mentioned in Admission Certificate, Date of birth and Booklet Serial Number fully and correctly in the relevant places in OMR Answer Sheet. Answer Sheet not bearing candidate's Roll Number, Booklet Serial Number, signature and Left thumb impression or improper/ incomplete coding of these details will not be evaluated. The Commission prima-facie considers mistakes in such details/coding as attempt to commit malpractice in the examination or to impersonate. Candidates are advised to follow these instructions meticulously and ensure that the above details are duly and fully coded in the appropriate places.

Candidates are requested to affix their Left Thumb Impression and Signature in the OMR answer sheet, Admission Certificate and Attendance lists. They are also requested to write the Booklet Serial Number and Serial number of the Question Booklet in the Attendance List. Answer Sheets without the signature and LTI of the candidates will not be evaluated.

Candidates should in their own interest carefully read instructions on the cover page of Test Booklet, OMR Sheet and Admission Certificate and follow them scrupulously.

**9(D): Indicative Syllabus for Tier-II of the Examination:**

**Paper-I : Quantitative Ability :** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right

Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart

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

**Paper-III : Statistics** for Investigator Grade-II, Ministry of Statistics & Programme Implementation & Compiler in RGI.

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

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

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

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

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

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

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

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

**Statistical Inference** - Point estimation and interval estimation, Properties of a good estimator, Methods of estimation (Moments method, Maximum likelihood

method, Least squares method), Testing of hypothesis, Basic concept of testing, Small sample and large sample tests, Tests based on Z, t, Chi-square and F statistic, Confidence intervals.

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

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

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

**Paper IV: General Studies (Finance and Economics)** for the post of Assistant Audit Officer in Indian Audit & Accounts Department under CAG.

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

**1. Fundamental principles and basic concept of Accounting.**

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

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

**Part B: Economics and Governance-(120 marks)**

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

**3. Finance Commission-Role and functions**

**4. Basic Concept of Economics and introduction to Micro Economics**

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

**5. Theory of Demand and Supply**

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

**6. Theory of Production and cost**

Meaning and Factors of production; Laws of production- Law of variable proportions

and Laws of returns to scale.

## **7. Forms of Market and price determination in different markets**

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

## **8. Indian Economy**

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

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

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

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

Infrastructure-Energy, Transportation, Communication

## **9. Economic Reforms in India**

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

## **10. Money and Banking**

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

Budget and Fiscal deficits and Balance of payments

Fiscal Responsibility and Budget Management Act, 2003

## **11. Role of Information Technology in Governance**

**NOTE-I :** Questions in Paper-I will be of 10<sup>th</sup> standard level, Paper-II of 10+2 level and Paper-III of graduation level.

**NOTE- II:** The Commission will have full discretion to fix separate minimum qualifying marks in each of the papers in Tier II and in the aggregate of all the papers separately for each category of candidates (viz. SC/ST/OBC /PH/Ex-S/General (UR) Only those candidates who qualify in all the papers as well as in the aggregate would be eligible to be considered for being called for Data Entry Skill Test/Computer Proficiency Test/Document Verification.

There will be different set of Questions for Visually Handicapped (VH) candidates in Paper-I-Quantitative Ability, which shall not have any component of Map/Graphs/Statistical Data/ Diagrams/Figures/Geometrical problems/Pie-chart etc.

However, components of other papers will be the same as that for general candidates.

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

**9 (E): Skill Test:** For the post of Tax Assistants (Central Excise & Income Tax):

Data Entry Speed Test (DEST) at 8,000 (eight thousand) Key Depression per hour on Computer.

The "Data Entry Speed" Skill Test at 2000 (two thousand) key depressions for a duration of 15 (fifteen) minutes will be of qualifying nature. Computer will be provided by the Commission at the Centre/venue notified for the purpose. Candidates shall not be allowed to bring their own Key-board.

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

Only those candidates who secure at least the minimum qualifying marks in the written examination as may be fixed by the Commission at their discretion, will be eligible to appear in the SKILL TEST. The SKILL TEST will be held at the Commission's Regional/Sub Regional Offices or at other Centres as may be decided by the Commission.

OH candidates opting for the post of Tax Assistant in CBDT are exempted for appearing in skill test. OH candidates opting for post of Tax Assistant in CBEC are not exempted from skill test. HH and VH candidates are not eligible for exemption from the skill test.

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

VH candidates may be allowed compensatory time of 20 minutes in DEST at par with typing test. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of skill test.

The Skill Test will be of qualifying nature.

**9(F):** The Commission will hold Computer Proficiency Test (CPT), comprising of three modules- Word Processing, Spread Sheet and Generation of Slides, for applicants for the post of Assistant Section Officer of CSS. The CPT will be conducted in the manner decided by the Commission for the purpose. CPT will be of qualifying nature.

Scheme of DOPT for the post of Assistant Section Officer in CSS does not envisage exemption from CPT for any category of PH candidates.

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

Detailed instructions on DEST( Data Entry Skill Test) and CPT (Computer Proficiency Test) are/will be available on the Commission's website [www.ssc.nic.in](http://www.ssc.nic.in).

**10. Document Verification:**

All candidates are required to come for document verification. Those failing to do so will not be considered for final selection. Candidates are also required to submit all documents in original for verification at the time of document verification. Revised options for posts will **not be** taken at the time of document verification. The options exercised in the application form are final.

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

**Male Candidates:**

(i) **Physical Standards:**

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

Walking : 1600 metres in 15 minutes.  
Cycling : 8 Kms. In 30 minutes.

**Female Candidates:**

i) **Physical standards (Minimum):**

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

Walking : 1 Km. in 20 minutes.  
Cycling : 3 Kms. in 25 minutes.

**NOTE:** For the post of Inspector Central Excise, Examiner and Preventive Officer, as per CBEC's letter No. C-18013/23/2013-Ad II B dated 20.11.2013, persons with disabilities will have to meet the physical standards i.e. Height, Chest and Weight prescribed for the post



of Inspectors, Central Excise, Examiner and Preventive Officer in CBEC. However, for orthopedically disabled candidates the following relaxation in Physical Test is allowed:

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

**11(B): Physical standards for the Post of Sub- Inspector in Central Bureau of Investigation:**

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

**11(C): Physical standards for the Post of Sub- Inspector in National Investigation Agency:**

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

**Note:** Candidates are advised to make sure before opting for any category of post that they fulfill the requirements for that category. The physical measurements (including vision test)

for candidates will be conducted by the concerned Indenting Departments and only those candidates who fulfill the specified physical measurements will be eligible for the respective posts. No request from candidates for allotting to any other service/category of post will be entertained by the Commission if the nominated candidates fail to meet the physical requirements. Thus, the onus of fulfilling the eligibility criteria will exclusively be on the candidates opting for such posts.

## **12. General instructions to be complied by the candidates in the written examination:**

Candidates must write the papers/indicate the answers in their own hand.(except for VH candidates & Cerebral Palsy candidates opting for the assistance of Scribe)

In the question papers, wherever necessary, the Metric systems of weights and measures only will be used. Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises/Venue.

If any candidate is found to possess mobile phone or any other means of wireless communication, in working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the Commission's examination for a period of three years or more.

## **13. Mode of Selection:**

I. After the Written Examination and the Data Entry Skill Test/Computer Proficiency Test/Document verification wherever applicable, the Commission will draw up the All India Merit List for each category of post. As many candidates as are found by the Commission to have qualified in the Examination shall be recommended for appointment for each category of post up to the number of vacancies available, taking into consideration option for the posts.

II. The Commission will recommend the candidates in the Merit List on the basis of the aggregate marks obtained by the candidates in the written examination and preference exercised by the candidates in the Application Form for different Posts. **Once the candidate has been given his/her first available preference, as per his/her merit, he/she will not be considered for any other options. Candidates are, therefore, advised to exercise preference in Application Form carefully.** The option /preference once exercised by the Candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of allocation/service by candidates will not be entertained under any circumstances/ reasons.

III. SC, ST, OBC and PH candidates, who are selected on their own merit without relaxed standards, along with 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 in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SCs,

STs, OBCs 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 by relaxed standard.

IV. A person with physical disability(OH/HH/VH) who qualifies the Commission's examination under General standards can be appointed against an reserved vacancy provided the post is identified suitable for person with disability of relevant category.

V. An Ex-Serviceman or Physically Handicapped (OH/HH/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 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.

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

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

**14. Resolution of Tie Cases:** Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved.

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

**15. How to Apply:** The application must be submitted through online mode only. For detailed instructions for filling up the application form Annexure-II (A&B) may be referred to.

**16. Preference:** The Examination is being held for multiple posts with different qualifications and other requirements. The candidate is required to indicate his Posts-wise preference very carefully. He/She would not be considered for any post, if he/she has not indicated his/her preference for such posts. Option once exercised in the application is final and therefore, candidates are advised to be careful in exercise of option for posts.

**17. Admission to the Examination:** All candidates who apply in response to this advertisement by the CLOSING DATE will be assigned Roll numbers which will be 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 concerned regional office of 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 placed on the website of the concerned Regional Office at least two weeks before the date of examination. **It will not be sent by post.** If any candidate is unable to download his admission certificate for the examination one week before the date of examination, he/she must immediately contact the concerned regional/sub regional office(s) of the commission with details such as registration id, transaction id of SBI, copy of challan etc. for obtaining the admission certificates. Failure to do so will deprive him/her of any claim for consideration.

**18. Action against candidates found guilty of misconduct:** Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, they 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 centers, whether in use or in switched off mode and on person or otherwise.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonate/ Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been

- tampered with.
- (vii) **Making statements which are incorrect or false or suppressing material information.**
  - (viii) **Resorting to any other irregular or improper means in connection with his/her candidature for the examination.**
  - (ix) **Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.**
  - (x) **Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.**
  - (xi) **Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.**
  - (xii) **Being 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 for any other ground which the Commission considers to be sufficient cause for cancellation of candidature.**

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

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

**21. Important instructions to Candidates:**

(I) Graduation from a recognized University is the minimum Educational Qualification. The Examination will comprise of two Tiers of Written Objective Type examination followed by Computer Proficiency Test/ Data Entry Skill Test, wherever applicable as per the Scheme of Examination. Posts have been placed in three groups, inter-alia, based on their Grade Pay and papers in Tier II Examination. Preference for Posts, is to be indicated in the application. Candidates are requested to note that preference for Posts once exercised will be final. Request for change of preference will not be considered under any circumstance.

(II) In view of the huge number of applicants, scrutiny of the eligibility category etc. will not be undertaken at the time of Tier-I and Tier-II examination. Therefore, the application will be accepted provisionally only. The candidates are advised to go through the requirements of educational qualification, age, physical standards etc and satisfy themselves that they are eligible, before applying and before indicating their preference for any particular post. Copies of supporting documents will be sought only from those candidates who appear in Tier-II examination at the time of data entry skill test/computer proficiency test/document verification. Candidature will be cancelled if any information or claim is not found

substantiated when the scrutiny of documents is undertaken by the Commission after Tier-II of the Examination. Commission's decision shall be final in this regard.

**(III) Candidates, in their own interest, are advised to go through the detailed instruction contained in this notice, which is also available on the website of the Commission: <http://ssc.nic.in>, carefully before applying.**

(IV) Candidates seeking reservation benefits 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 be in possession of the required certificates in the prescribed format in support of their claim as stipulated in this Notice. OBC candidates should ensure that they are in possession of valid OBC Certificate issued within the due date, issued by the competent authority.

(V) Candidates with visual disability of 40% and more will only be considered as VISUALLY HANDICAPPED and entitled to reservation for VH candidates, wherever such reservation is available.

(VI) Central Government civilian employees claiming age relaxation should produce a certificate in the prescribed format, available on Commission's website, from their office at the time of data Entry Skill Test/ Computer Proficiency Tests/ Document Verification, in respect of the length of continuous service which should be not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment, in the event of their selection.

**(VII) Fee: Rupees One Hundred only (Rs. 100):** Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen eligible for reservation are exempted from paying application fee as per extant Government orders.

**(VIII) CLOSING DATE: 14.03.2016 (upto 5.00 PM).** Part-I registration upto 10.03.2016 (5.00PM) & Part-II registration upto 14.03.2016 (5.00PM).

(IX) Only one online application is to be submitted by the candidates. In case of multiple online application, the last application for which part-I and part-II registrations have been completed will be accepted.

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

(XI) Candidates may submit on line applications at website <http://ssconline2.gov.in> and <http://sscregistration.nic.in>. They should retain registration number assigned to them on line for correspondence with the commission. They should not submit print outs of their application to the commission. The facility of on-line application will be available upto 10.03.2016 (5:00 pm) for Part-I registration and for Part-II registration upto 14.03.2016 (5.00 p.m.).

(XII) Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/submitting applications :

- |        |                      |  |
|--------|----------------------|--|
| (i)    | SSC(NR), New Delhi   | - 01164715222, 01165021888, 01124363343, 01124360840 |
| (ii)   | SSC(CR), Allahabad   | - 05322460511, 09452424060                           |
| (iii)  | SSC(SR), Chennai     | - 09445195946, 04428251139                           |
| (iv)   | SSC(WR), Mumbai      | - 09869730700, 07738422705                           |
| (v)    | SSC(ER), Kolkata     | - 09477461228, 09477461229                           |
| (vi)   | SSC(MPR) Raipur      | - 09407921504, 09407921505                           |
| (vii)  | SSC(KKR), Bangalore  | - 08025502520, 09483862020                           |
| (viii) | SSC(NWR), Chandigarh | - 09915509204, 09915509331                           |
| (ix)   | SSC(NER), Guwahati,  | - 09085073593, 09085015252                           |

(XIII) Candidates must carry at least one photo bearing Identity Proof in original such as Driving Licence, Voter Card, Aadhaar Card, Identity Card issued by University/College, Income Tax Pan Card to the examination center, failing which they shall not be allowed to appear for the examination.

In case the scanned photograph(s) appearing in the Commission's copy of Admission Certificate and/or Attendance Sheet is not clear, invigilators are required to verify the identity of the Candidates with reference to the photo ID Proof and get colour photographs pasted on the Commission's copy of Admission Certificate and/or on Attendance Sheet as the case may be. Accordingly, candidates should bring passport size colour photographs (two photographs for each session) for affixing it in the Commission's copy of Admission Certificate and/or on the Attendance Sheet in the presence of Invigilator. Candidates not carrying photographs will not be allowed to appear in the examination.

(XIV) Candidates are advised to give their Aadhaar Number in the Application Form for early redressal of their grievances, if any. However it is not a mandatory field.

(XV) **For format of certificates/annexures, please visit our website [www.ssc.nic.in](http://www.ssc.nic.in) .**

For detailed instructions relating to Application Form, instructions for filling up the application form and for on-line payment/submission of application, candidates are advised to refer to Annexure-I, II A & II B.

Under Secretary (P&P-1)

**INSTRUCTIONS FOR FILLING UP THE APPLICATION**

1.0 Please read the instructions given in the Notice of Examination carefully before filling up the application form, in your own interest. All the certificated formats/Annexures are available on our website [www.ssc.nic.in](http://www.ssc.nic.in).

**Column 1 and 2:** Name of the Examination Centre and Code

Refer to para-8 of the Notice of the Examination.

**Column 12.1:** Code for seeking age relaxation.

Refer to para 5 (C) of the Notice of the Examination.

**Column 13:** Preference for Posts

Candidates should carefully indicate preference for Posts (refer para-2 of Notice). Option once exercised will be final and no change addition will be allowed under any circumstance.

**Column 15:** Minority communities notified by Govt. namely, Muslims, Christians, Sikhs, Buddhists, Zoroastrians (Parsees) or Jains. Write 8 in the box if you belong to any of the Minority community. Otherwise, leave it blank.

**Column 17:** Aadhar No, although it is not mandatory

**Column 18:** Educational Qualification from Degree or Equivalent onwards:

See Annexure –X for Codes. Use OTHERS [code-35] for any other qualification.

**Column 18:** Subject Code :See Annexure – X for codes. Use OTHERS (Code No.48) for other subjects. (Available on our website).

If marks are not available, equivalent marks may be filled or marks column may be left blank.

**Column 20:** Postal Address

Write your complete communication address including your Name in English in capital letters Please do not forget to write 6 digits PIN Code in the boxes. All the correspondence will be made to this address.

**Column 21:** Permanent Address

Write your complete communication address including your Name in English in capital letters, Do not forget to write 6 digits PIN Code in the boxes.

**Column 22:** Signature of Candidate is required. Unsigned application shall also be rejected.

**IMPORTANT** (i)-It is in the interest of the candidates to furnish e-mail ID and mobile number to enable the Commission at its option, to send the call letter / inform about venues for Written Examination through email/SMS.

- (ii) Procedure for online submission of application is also available on and <http://ssconline2.gov.in> and <http://sscregistration.nic.in>.



**Procedure for Online Submission of Application**

1. On-line application facility will be available from 13.02.2016 to 10.03.2016 (5:00PM) for **Part –I Registration** and up to 14.03.2016 (5:00 PM) for **Part - II Registration**.
2. Online submission of the application may be made at website <http://ssconline2.gov.in> and <http://sscregistration.nic.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. The filling of online application contains two parts :  
  
Part I Registration  
  
Part II Registration
3. In Part I registration, candidate will have to fill basic information. On submission of details, candidate will be prompted to check the details and make any correction in the application.
4. 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. will be allowed.
5. A page with Registration No. will now be generated. Note down the registration number or take out the print out of the page. The application procedure is incomplete without part II registration. Part II registration requires filling of payment details, uploading of photograph and scanned signature. Candidates may note that the Registration number given by the Commission and Transaction ID of the Bank should be properly entered in the relevant space, failing which it will not be possible to link the payment with Part I registration. On-line application will be complete only if scanned signature and photo are uploaded as per instructions. Incomplete online application will be rejected summarily.
6. The candidates submitting their applications on-Line should pay the requisite fee only through State Bank of India either in the form of challan or through SBI Net Banking/any Credit or Debit Card. Challan form will be generated on-line.
7. To pay fee in cash, candidate should take print out of challan generated online after completion of part I registration. Deposit the requisite fee in pay branch of State Bank of India and then continue with the Part II registration.
8. Those who want to pay online through SBI net banking, can go directly to part II registration after completion of part I. Candidate will have to supply registration number and date of birth to continue to Part II registration.
9. Those who are exempted from payment of fee can skip steps 6 to 8.

10. Then upload a recently taken scanned photograph in 8 – bit JPG format. The digital size of the file must be less than 12 kb and greater than 4 kb and of resolution 100 pixel widths by 120 pixels height.
11. Then upload your scanned signature in JPG format. The digital size of the file must be less than 12 kb and greater than 1 kb and of resolution 140 pixel width by 60 pixels height
12. Emails will be received by the candidates on completion of Part-II Registration. Copy of email may be retained to produce before the Regional Office in the event of any discrepancy.
13. Candidates are advised to go through the instructions carefully before filling up the application form.
14. 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.
15. Copy of challan through which fee is paid or details of online payment must retained and produced on demand.
16. The application form without photograph or with Blurred photograph or incomplete in manner will summarily be rejected.

**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 5(C) 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 14.03.2016.

There is no objection to his appearing for Combined Graduate Level Examination, 2015 and/or Interview/Skill Test/CPT.

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 Para-5(F)) of Notice for the Examination)

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

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER  
PARA 5(F) OF NOTICE.

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

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-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, except as per Department of Personnel and Training OM No. 36034/1/2014-Estt(Res) dated 14.08.2014.

I further submit the following information:

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

(Signature of the Candidate)

Place:

Date:

**FORMAT FOR SC/ST CERTIFICATE**

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

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

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_  
son/daughter of \_\_\_\_\_ of village/town/\* in  
District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_

belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled  
Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

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

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

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

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as

amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991 @

The Constitution (ST) orders (Second Amendment) Act, 1991 @

The Constitution (ST) orders (Amendment) Ordinance 1996

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

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

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

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

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

Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_

\_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_

\_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_

\_\_\_\_\_ dated \_\_\_\_\_.

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

Signature \_\_\_\_\_

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

(with seal of office)

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

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

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



**ANNEXURE-VII**

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

This is to certify that Shri /Smt./Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town \_\_\_\_\_

in District/Division \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_ Community which  
is recognized as a backward class under the Government of India, Ministry of Social Justice  
and Empowerment's Resolution No. \_\_\_\_\_ dated  
\_\_\_\_\_. Shri/Smt./Kumari \_\_\_\_\_ and/or his/her  
family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to certify that he/she  
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the  
Schedule to the Government of India, Department of Personnel & Training O.M. No.  
36012/22/93-Estt (SCT) dated 8.9.1993\*\*.

District Magistrate: \_\_\_\_\_

Deputy Commissioner etc.: \_\_\_\_\_

Dated:

Seal:

---

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

\*\* As amended from time to time.

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

DISABILITY CERTIFICATE

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

(See rule 4)

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 House No \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_

Whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
• blindness

(Please tick as applicable)

(B) The diagnosis in his/her case \_\_\_\_\_

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

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

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

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

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

DISABILITY CERTIFICATE  
(In Case 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 House 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:

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

Name and seal of Member

Name

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	<b>Both Eyes</b>		
4.	Hearing impairment	\$		
5.	Mental retardation	<b>X</b>		
6.	Mental-illness	<b>X</b>		

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary

Or

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ on this, and therefore this certificate shall be valid till \_\_\_\_\_

(DD)

(MM)

(YY)

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

**# e.g. Single eye/both eyes**

**\$ e.g. Left/Right/both ears.**

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

Nature of Document	Date of issue	Details of authority issuing certificate



(Authorised Signatory of notified Medical Authority

(Name and Seal)

Countersigned

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

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

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

ANNEXURE-IX

FORM OF CERTIFICATE TO BE SUBMITTED BY THOSE CANDIDATES WHO  
INTEND TO AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT

( Please see Note below Para 11 of the Notice for the Examination )

Certified that Shri \_\_\_\_\_ S/o Shri \_\_\_\_\_  
is permanent resident of village \_\_\_\_\_, Tehsil/Taluka \_\_\_\_\_  
District \_\_\_\_\_ of \_\_\_\_\_ State.

2. It is further certified that :

\* Residents of entire area mentioned above are considered  
as \_\_\_\_\_

( Garhwali, Kumaoni, Dogras, Marathas, Sikkimies ) for relaxation in height  
measurement for recruitment in the para military forces of the Union of  
India.

\* he / she belongs to Himachal Pradesh / Leh and Ladakh / Kashmir Valley /  
North-Eastern States which is considered for relaxation in height  
measurement for recruitment in the para military forces of Union of India.

\* he / she belongs to Scheduled Tribe.

Signature

District Magistrate / Sub-Division Magistrate / Tehsildar

Date:

Place:

\* Delete whichever is not applicable.

**Essential Educational Qualification Code**

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

MA	<b>25</b>
M.Com.	<b>26</b>
M. Sc.	<b>27</b>
M.Ed.	<b>28</b>
LLM	<b>29</b>
ME	<b>30</b>
M. Tech.	<b>31</b>
M. Sc. (Engg.)	<b>32</b>
MCA	<b>33</b>
MBA	<b>34</b>
Others	<b>35</b>

## Subject Code for Educational Qualification

Subject of Educational Qualification	Code
History	<b>01</b>
Political Science	<b>02</b>
Economics	<b>03</b>
English Literature	<b>04</b>
Hindi Literature	<b>05</b>
Geography	<b>06</b>
Commerce	<b>07</b>
Law	<b>08</b>
Physics	<b>09</b>
Chemistry	<b>10</b>
Mathematics	<b>11</b>
Statistics	<b>12</b>
Botany	<b>13</b>
Zoology	<b>14</b>
Agriculture Science	<b>15</b>
Civil Engineering	<b>16</b>
Electrical Engineering	<b>17</b>
Mechanical Engineering	<b>18</b>
Electronics Engineering	<b>19</b>
Electronics & Power Engineering	<b>20</b>
Electronics & Communication Engineering	<b>21</b>
Electronics & Instrumentation Engineering	<b>22</b>
Agriculture Engineering	<b>23</b>
Computer Science	<b>24</b>
Computer Application	<b>25</b>
Information Technology	<b>26</b>

Library Science	<b>27</b>
Accountancy	<b>28</b>
Work Accountancy	<b>29</b>
Business Administration	<b>30</b>
Mass Communication	<b>31</b>
Journalism	<b>32</b>
Mass Communication & Journalism	<b>33</b>
Pharmacy	<b>34</b>
Photography	<b>35</b>
Printing Technology	<b>36</b>
Nursing	<b>37</b>
Assamese	<b>38</b>
Bengali	<b>39</b>
Malyalam	<b>40</b>
Telgu	<b>41</b>
Kannada	<b>42</b>
Tamil	<b>43</b>
Marathi	<b>44</b>
Gujrati	<b>45</b>
Urdu	<b>46</b>
Sanskrit	<b>47</b>
Others	<b>48</b>