



भारत सरकार,  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,  
कार्मिक एवं प्रशिक्षण विभाग,  
कर्मचारी चयन आयोग,  
ब्लॉक सं-12, केन्द्रीय कार्यालय परिसर,  
लोधी रोड, नई दिल्ली-110003

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

(To be uploaded on the website of the Commission (<https://ssc.nic.in>) on 22.08.2023)

## **NOTICE**

### **Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2023**

Dates for submission of online applications	22.08.2023 to 12.09.2023
Last date and time for receipt of online applications	12.09.2023 (2300 hours)
Last date and time for making online fee payment	12.09.2023 (2300 hours)
Date of 'Window for Application Form Correction' and online payment of Correction Charges.	13.09.2023 to 14.09.2023 (2300 hours)
Schedule of Computer Based Examination(Paper-I)	October, 2023

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

**File No. HQ-PPII03(4)/1/2023-PP\_II[comp no. 4689]:-** The Staff Selection Commission will hold an Open Competitive Computer Based Examination for direct recruitment to the posts of Group 'B' Non-Gazetted posts of Junior Hindi Translator, Junior Translation Officer, Junior Translator, Senior Hindi Translator and Senior Translator for various Ministries/Departments/Organizations of the Government of India. The details of Indenting Organizations and tentative vacancies of various Posts thereof are as follows:

Code	Name of the post	Pay scale
A	Junior Translation Officer(JTO) in Central Secretariat Official Language Service (CSOLS)	Level-6 (Rs.35400- 112400)
B	Junior Translation Officer(JTO) in Armed Forces Headquarters(AFHQ)	Level-6 (Rs.35400- 112400)
C	Junior Hindi Translator (JHT)/ Junior Translation Officer(JTO)/Junior Translator(JT) in various Central Government Ministries/Departments/Organizations	Level-6 (Rs.35400- 112400)
D	Senior Hindi Translator(SHT)/Senior Translator (ST) in various Central Government Ministries/Departments/Organizations	Level-7 (Rs.44900- 142400)

**Tentative Vacancies of Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2023:**

S. No	Post Name	Organization/ Ministry Name	SC	ST	OBC	EWS	UR	Total Vacancies	OH	HH	VH	Others
1	Junior Hindi Translator ( Subordinate Office )	D/O COMMERCE M/O COMMERCE & INDUSTRY	0	0	0	0	1	1	0	0	0	0
2	Junior Hindi Translator ( Subordinate Office )	D/O SCIENCE & TECHNOLOGY	2	1	2	0	0	5	0	0	1	0
3	Junior Hindi Translator ( Subordinate Office )	M/O ELECTRONICS AND INFORMATION TECHNOLOGY	1	0	0	1	2	4	1	0	0	0
4	Junior Translation Officer ( Subordinate Office )	M/O HEALTH AND FAMILY WELFARE(DGHS)	0	0	1	0	2	3	0	0	0	0
5	Junior Hindi Translator ( Subordinate Office )	M/O INFORMATION & BROADCASTING	0	0	0	0	1	1	0	0	1	0
6	Junior Translator	AIR Headquarters	7	3	16	5	25	56	1	1	1	0
7	Junior Translator	CAG	4	2	6	2	10	24	1	0	0	0
8	Junior Translator	CBDT (DEPTT. OF REVENUE)	2	1	12	7	15	37	1	0	0	0
9	Junior Translator	CENTRAL ADMINISTRATIVE TRIBUNAL	0	0	0	0	1	1	0	0	0	0
10	Junior Translator	Central Board of Indirect Taxes and Customs (DEPTT. OF REVENUE)	14	6	22	6	54	102	2	1	0	0
11	Junior Translator	CENTRAL VIGILANCE COMMISSION	0	0	1	0	1	2	0	0	0	0
12	Junior Translator	D/O CONSUMER AFFAIRS	0	0	1	0	2	3	0	0	0	0
13	Junior Translator	D/O FOOD & PUBLIC DISTRIBUTION	0	0	0	0	1	1	0	0	0	0
14	Junior Translator	DEPARTMENT OF INDUSTRIAL POLICY AND PROMOTION (M/O COMMERCE & INDUSTRY)	0	0	1	0	0	1	0	0	1	0
15	Junior Translator	DGAFMS	0	0	1	1	1	3	0	0	0	0
16	Junior Translator	Directorate General of Lighthouses and Lightships	0	0	0	0	2	2	0	0	0	0
17	Junior Translator	IHQ MOD(Navy)/DTE OF CIVILIAN MANPOWER PLANNING AND RECRUITMENT (DCMPR)	0	0	1	0	1	2	0	0	0	0

18	Junior Officer	Translation	INDIAN COAST GUARD	0	0	0	0	4	4	1	0	0	0
19	Junior Officer	Translation	MINISTRY OF DEFENCE (O/O THE JS (TRG) & CAO)AFHQ	0	0	0	0	1	1	0	0	0	1
20	Junior Translator		MINISTRY OF JAL SHAKTI	0	0	1	0	3	4	0	0	0	0
21	Junior Translator		MINISTRY OF MINES	1	0	2	0	2	5	0	0	0	0
22	Junior Translator		O/O THE DIRECTOR GENERAL OF METEROLOGY	2	1	1	0	8	12	0	0	0	0
23	Junior Hindi Translator		OFFICE OF DEVELOPMENT COMMISSIONER (MSME)	1	0	1	1	7	10	0	0	0	0
24	Junior Officer	Translation	Rajbhasha Vibhag(MHA) Deptt. of official language	2	0	0	1	2	5	0	0	0	1
25	Junior Translator		REGISTRAR GENERAL OF INDIA	1	0	0	1	6	8	0	0	0	0
26	Senior Translator		IHQ MOD(Navy)/DTE OF CIVILIAN MANPOWER PLANNING AND RECRUITMENT (DCMPR)	0	0	1	0	0	1	0	0	0	0
27	Senior Hindi Translator		OFFICE OF DEVELOPMENT COMMISSIONER (MSME)	1	0	2	1	5	9	0	0	0	0
<b>Total</b>				<b>38</b>	<b>14</b>	<b>72</b>	<b>26</b>	<b>157</b>	<b>307</b>	<b>7</b>	<b>2</b>	<b>4</b>	<b>2</b>

## 2. Reservation and Suitability of posts for Person with Disabilities:

- (i) As per extant Government Orders, reservation for Scheduled Castes (SC)/Scheduled Tribes (ST)/Other Backward Classes (OBC)/Economically Weaker Sections (EWS) and Persons with Benchmark Disabilities (PwBD) has been determined and communicated by the Indenting Ministries/Departments/Organizations to the Commission.
  - (ii) The Commission makes selection of candidates pursuant to the vacancies reported by the Indenting Ministries/Departments/Organizations for aforesaid posts. The Commission does not have any role in deciding the number of vacancies of any Indenting Ministries/Departments/Organizations. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories comes under the exclusive domain of the Indenting Ministries/Departments/Organizations.
- 2.1 The posts of Junior Hindi Translator, Junior Translator and Senior Hindi Translator have been identified suitable for following disabilities, which is as per Notification No. 38-16/2020-DDIII dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment and as amended from time to time:-

S. No.	Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
1	Senior Hindi Translator	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, SD (Spinal Deformity) & SI (Spinal Injury) without neurological/limb dysfunction d) ASD, SLD, MI e) MD involving (a) to (d) above
2	Junior Hindi Translator/Junior Translator	S, ST, W, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD (Spinal Deformity) & SI (Spinal Injury) without neurological/limb dysfunction d) ASD (M), SLD, MI e) MD Involving (a) to (d) above

Abbreviation used:

FUNCTIONAL REQUIREMENT: S=Sitting, ST=Standing, W=Walking, BN=Bending, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

NATURE OF PHYSICAL DISABILITIES: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, L=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

**Note:- The suitability of posts for Persons with Benchmark Disability indicated in the above table shall be subject to exemption, if any, obtained by indenting Min/Dept.**

- 2.2 Junior Hindi Translator, Junior Translator and Senior Hindi Translator being Group 'B' posts, there is no reservation for Ex-Serviceman (ESM) category. However, benefit of age-relaxation will be admissible to ESM candidates, as per extant Govt. Orders.

### 3. Nationality/Citizenship:

A candidate must be either:

(i) a citizen of India, or

(ii) a subject of Nepal, or

(iii) a subject of Bhutan, or

(iv) a person of Indian origin who has migrated from Pakistan, Myanmar, 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 (ii), (iii), and (iv) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

**4. Age Limit (as on 01.08.2023) & Age relaxation:**

4.1 18 to 30 years as on 01.08.2023, i.e., candidates born not before 02.08.1993 and not later than 01.08.2005 are eligible to apply.

4.2 (i) Permissible relaxation in upper age limit prescribed in para 4.1 above is in accordance with the provisions of DoP&T OM No. 15012/2/2010-Estt.(D) dated 27.03.2012:

<b>Code No.</b>	<b>Category</b>	<b>Age Relaxation permissible beyond the Upper age limit</b>
01	SC/ ST	5 years
02	OBC	3 years
03	PwD (Unreserved)	10 years
04	PwD (OBC)	13 years
05	PwD (SC/ST)	15 years
06	Ex-Serviceman (ESM)	03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of application.
08.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	3 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST)	8 years

(ii) Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/Secondary Examination Certificate will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted and mismatch of date of birth will be a ground for rejection of candidature.

(iii) 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.

(iv) 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/she must have already acquired, at the relevant time of submitting his / her application for the Post/Service the status of Ex- Servicemen otherwise than by way of 'dismissal or discharge on account of misconduct or inefficiency' or be in a position to establish his / her acquired entitlement by documentary evidence from the competent authority that he/she would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an Ex- Serviceman within the stipulated period of one year from the closing date of receipt of applications.

(v) **Explanation:** An Ex-Serviceman means a person:

A. Who has served in any rank whether as a combatant or noncombatant in the Regular Army, Navy or Air Force of the Indian Union, and

- i. 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
- ii. 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
- iii. who has been released from such service as a result of reduction in establishment; or

B. 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

C. 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

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

E. Gallantry award winners of the Armed forces including personnel of Territorial Army; or

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

G. Age relaxation is not admissible to sons, daughters and dependents of ex-servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

## **5. Process of certification and format of certificates:**

5.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Indenting Organizations/Offices at the time of document verification or at any stage by the concerned Authority. Otherwise, their claim for SC/ST/OBC/EWS/PwBD/ESM will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificate(s) in any other format and/or incomplete Certificate(s) are liable to be rejected.

5.2 Candidates are cautioned that they must ensure that they belong to the category as filled up in the application form and are able to prove the same by furnishing the requisite certificate issued by the competent authority when such certificates are sought by concerned User Organizations/Offices at the time of document verification or at any stage by the concerned Authority, failing which the candidature of the candidate will be cancelled. If the candidature of a candidate is cancelled by the User Organization/Office/concerned Authority for non-furnishing of the requisite certificate in support of the category filled up in the application form, the candidate would be solely responsible for furnishing false information in the application form and the Commission would not be held responsible in this regard. The candidate shall have no claim for consideration of his/her candidature under any other category. Further it should be noted that any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

*For example, a candidate X filled OBC in his application form. If X is unable to produce the OBC certificate as per the notice of examination at the time of Document verification or at any stage before the User Organization/Office or the concerned Authority, in such circumstances, candidature of X will be cancelled and X will have no claim for consideration of his/her candidature under any other category.*

- 5.3 The candidates with benchmark disabilities (PwBD) may note that they must select the appropriate PwBD category i.e. OH/HH/VH/PwBD-Others, while filling up the application form as per their certificate of disability issued by the competent authority. No subsequent changes of PwBD category will be allowed under any circumstances. Such candidates shall have to furnish the requisite certificate issued by the competent authority when such certificates are sought by concerned User Organizations/Offices at the time of document verification or at any stage by the concerned Authority, failing which their candidature will be cancelled. It may be noted that sub-category/sub-categories of disability/disabilities (such as OA, OL, BL, Dw, MI, SLD etc.), as indicated in the Notification No. 38- 16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned by the competent authority issuing the disability certificate. If the candidature of a candidate is cancelled by the User Organization/Offices for non-furnishing of the requisite certificate in support of the category filled up in the application form, the candidate would be solely responsible for furnishing false information in the application form and the Commission would not be held responsible in this regard. The candidate shall have no claim for consideration of his/her candidature under any other category. Further it should be noted that any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
- 5.4 A person seeking appointment on the basis of reservation to EWS must ensure that he/she possesses the Income & Asset certificate valid for the financial year 2023-24 issued on the basis of income for the financial year 2022-23 in accordance with the DoP&T OM No. 36039/1/2019-Estt(Res.) dated 31.01.2019.
- 5.5 Candidates may also note that their candidature will remain provisional until the veracity of the certificates/documents relating to the Educational Qualifications, Caste/Category, etc. is verified and found satisfactory by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by the Commission in case they fraudulently claim the status of SC/ST/OBC/EWS/PwBD/ESM.
- 5.6 Crucial date for claim of SC/ST/OBC/EWS/PwBD/ESM status or any other benefit, viz., fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications.
- 5.7 A person seeking appointment on the basis of reservation to OBC must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of online applications.

**6. Provision of Compensatory Time and assistance of scribe:**

- 6.1 In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate. Since the posts are not identified suitable for persons with BA disability, therefore facility of scribe will not be admissible to such candidates.
- 6.2 In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be available on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at Annexure-I.
- 6.3 The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry

of Social Justice and Empowerment. The facility will be provided on production of certificate as per Annexure-IA.

- 6.4 The facility of scribe/ passage reader will be provided to a PwBD/PwD candidate only if he/she has opted for the same in the online application form.
- 6.5 The candidate will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.
- 6.6 In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at Annexure-II. The candidates with disabilities (PwD) eligible for scribe as per para 6.1, 6.2 and 6.3 above and opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at Annexure-IIA. In addition, the scribe has to produce a valid ID proof [as per list given at para-13.7] in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at Annexure-II/Annexure-IIA. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.
- 6.7 If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected appeared or likely to appear as scribe of PwBD/PwD candidate(s) in this examination then the candidature of both the candidates will be cancelled.
- 6.8 A compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed use of scribe as described at para 6.1, 6.2 and 6.3 above.
- 6.9 The candidates referred to at para 6.1, 6.2 and 6.3 above, who are eligible for getting scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- 6.10 No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- 6.11 The PwBD/PwD candidates who have availed of the facility of scribes/passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification conducted by User Department / Organization or at any other time as may be required. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.
- 6.12 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

**7. Essential Educational Qualifications (As on 12.09.2023):**

- 7.1 **For post codes 'A' to 'C'(Junior Hindi Translator/Junior Translation Officer/Junior Translator in various Central Government Ministries/Departments/Organizations):**

Master's degree of a recognized University in Hindi with English as a compulsory or elective

subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

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

and

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

**7.2 For post codes 'D' (Senior Hindi Translator/Senior Translator in various Central Government Ministries/Departments/Organizations):**

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

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

and

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or three years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

- 7.3 As per Ministry of Human Resource Development Notification dated 10.06.2015 published in the Gazette of India all the degrees/diplomas/certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. However, such degrees should be recognized for the relevant period when the candidate acquired

the said qualification.

- 7.4 As per University Grants Commission (UGC) (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23- 06- 2017, under Part-III (8) (v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11- 03-2019 in MA No. 3092/2018 in W.P. (C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, B. Tech. degree/diploma in Engineering awarded by Indira Gandhi National Open University (IGNOU) to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.
- 7.5 All selected candidates called for documents verification by the User Department/Organization will be required to produce the requisite certificates such as Mark sheets for all years of Master's Degree, Degree Level, Diploma in Translation from Hindi to English & vice-versa, Experience certificate of Translation work, Provisional Certificate etc., in original, as proof of having acquired the essential educational qualification, on or before the cut-off date, failing which the candidature of such candidates shall be cancelled by the User Department/Organization. The candidates who are able to prove, by documentary evidence, that the result of the examination of essential educational qualification was declared on or before the cut-off date and he/she has been declared passed, will also be deemed to meet the essential educational qualification. It is reiterated that the result of essential educational qualification must have been declared by the Board/Institute/University by the specified date. Mere processing of the result by the Board/ Institute/University by the cut-off date does not fulfill the EQ requirement.
- 7.6 The candidates must possess Essential Educational Qualification on or before the closing date for receipt of online applications.
- 8. How to apply and Application fee:**
- 8.1 Applications must be submitted only in online mode at the official website of SSC Headquarters; i.e., <https://ssc.nic.in>. For detailed instructions, please refer to Annexure-III and **Annexure-IV** of this Notice. Sample proforma of One-time Registration and online Application Forms are attached as **Annexure-III A** and **Annexure-IV A**.
- 8.2 In the online Application Form, candidates are required to upload the scanned colour passport size photograph in JPEG/JPG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). In compliance of the Order dated 05.03.2020 of Hon'ble Supreme Court in the matter of Shantanu Kumar & Ors. [Writ Petition (C) No.234 of 2018], the photograph of the candidate should not be more than three months old from the date of publication of notice of the examination. The Photograph should be without cap and spectacles. The frontal view of the face should be clearly visible.
- 8.3 Before submitting the Application Form, candidate must ensure that the photograph is uploaded as per the given instructions. If the photograph is not uploaded by the candidate in the desired format, his application/ candidature will be rejected or cancelled. Specimen of photographs delineating photograph acceptable/photograph not acceptable is also given at **Annexure-XIV**. Scanned signature should be in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). Applications with blurred photographs or signatures will be rejected.
- 8.4 Last date and time for submission of online applications is **12.09.2023 (2300 hours)**.
- 8.5 Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the SSC website on account of heavy load on

the website during the closing days.

- 8.6 The Commission will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.
- 8.7 Before submission of the online application, candidates must check through Preview/Print option that they have filled correct details in each field of the application form.
- 8.8 Fee payable: Rs 100/- (Rs one hundred only).
- 8.9 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Benchmark Disabilities (PwBD) and Ex-Servicemen eligible for reservation are exempted from payment of fee.
- 8.10 Fee can be paid only through online payment modes, namely BHIM UPI, Net Banking, or by using Visa, MasterCard, Maestro, or RuPay Credit or Debit card.**
- 8.11 Candidates must ensure that their online fee payment has been successfully made to SSC. If the fee is not received by SSC, status of Application Form is shown as 'Incomplete' and this information is printed on the top of the Application Form. Further, status of fee payment can be verified at the 'Payment Status' link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.
- 8.12 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

**9. Window for Application Form Correction [13.09.2023 to 14.09.2023 (2300 hours)]:**

- 9.1 After the closing date for receipt of online applications, the Commission will provide a period of 02 days to enable candidates to correct/modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/changes in the one-time registration/online application data as per their requirement.
- 9.2 A candidate will be allowed to correct and re-submit his modified/corrected application two times during the 'Window for Application Form Correction' i.e. if he/she has made mistake in his updated application also, he/she will be allowed to re-submit one more modified/corrected application after making requisite corrections/modifications. No more corrections in the application form will be allowed under any circumstances.
- 9.3 Only those candidates will be allowed to make corrections in the application form, whose completed online applications along-with payment of requisite fee, have been received by the Commission within the specified period.
- 9.4 Subject to the receipt of applicable correction charges, the latest modified/corrected application will be treated as the valid one and the previous application(s) submitted by such candidates will be cancelled.
- 9.5 The Commission will levy a uniform correction charges of ₹ 200/- for making correction and re-submitting modified/corrected application for the first time and ₹ 500/- for making correction and re-submitting modified/ corrected application for the second time. The correction charges will be applicable to all candidates irrespective of their gender/category.
- 9.6 If the applicable correction charges are not received by the SSC, status of Application

Form is shown as 'Incomplete' and this information is printed on the top of the Application Form printout. Such application shall not be accepted and the previously submitted application will remain valid.

- 9.7 The correction charges can be made only through online payment modes, namely BHIM UPI, Net Banking, or by using Visa, MasterCard, Maestro, or RuPay Credit or Debit card.
- 9.8 The correction charges once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- 9.9 Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form. After expiry of 'Window form Application Form Correction', no Change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

**10. Centres of Examination:**

- 10.1 A candidate must indicate the Centre(s) in the online Application Form in which he/she desires to take the examination. Details about the Examination Centres and Regional Offices under whose jurisdiction these Examination Centres are located are as follows:

S No	Examination Centres & Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices/Website
1	Bhagalpur (3201), Patna (3206), Purnea (3209) Agra (3001), Bareilly (3005), Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013).	<b>Central Region (CR)/</b> Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. <a href="http://www.ssc-cr.org">http://www.ssc-cr.org</a>
2	Kolkata(4410), Port Blair (4802), Gangtok (4001), Bhubaneshwar (4604), Ranchi(4205).	<b>Eastern Region (ER)/</b> Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 8th Floor, 1st MSO Building, 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal- 700020 <a href="http://www.sscer.org">www.sscer.org</a>
3	Bengaluru (9001), Hubballi (9011), Kozhikode (Calicut) (9206), Thiruvananthpuram (9211), Ernakulam (9213).	<b>Karnataka, Kerala Region(KKR)/</b> Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 <a href="http://www.sscckr.kar.nic.in">www.sscckr.kar.nic.in</a>

4	Bilaspur(6202), Raipur (6204), Bhopal (6001), Gwalior (6005), Indore (6006), Jabalpur (6007).	<b>Madhya Pradesh Sub-Region (MPR)/</b>  Chhattisgarh and Madhya Pradesh	Dy. Director (MPR), Staff Selection Commission, 5 <sup>th</sup> Floor, Investment Building, LIC Complex, Pandri, Raipur Chattattisgarh-492004. <a href="http://www.sscmpr.org">www.sscmpr.org</a>
5	Guwahati(Dispur) (5105), Shillong (5401), Agartala (5601).	<b>North Eastern Region (NER)/</b>  Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 <a href="http://www.sscner.org.in">www.sscner.org.in</a>
6	Delhi(2201), Ajmer(2401), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Udaipur(2409), Dehradun(2002), Haldwani(2003), Roorkee(2006).	<b>Northern Region (NR)/</b>  Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi- 110003 <a href="http://www.sscnr.net.in">www.sscnr.net.in</a>
7	Chandigarh/Mohali (1601), Hamirpur (1202), Shimla (1203), Jammu (1004), Jalandhar (1402), Patiala (1403).	<b>North Western Sub-Region (NWR)/</b>  Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriy Sadan, Sector-9, Chandigarh- 160009 <a href="http://www.sscnwr.org">www.sscnwr.org</a>
8	Chennai (8201), Hyderabad(8002), Kurnool (8003), Tiruchirapalli (8206) Vishakapatnam (8007) , Vijayawada (8008), Tirunelveli (8207)	<b>Southern Region (SR)/</b>  Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 <sup>nd</sup> Floor, EVK Sampath Building, DPI Campus, CollegeRoad, Chennai, Tamil Nadu- 600006 <a href="http://www.sscsr.gov.in">www.sscsr.gov.in</a>
9	Panaji(7801), Ahmedabad(7001), Rajkot (7006), Amravati (7201), Mumbai(7204), Nagpur(7205), Nashik(7207), Pune (7208).	<b>Western Region (WR)/</b>  Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat andMaharashtra	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 <a href="http://www.sscwr.net">www.sscwr.net</a>

10.2 A candidate may give option for three centres, in the order of priority, within the same region. No request for change of Centre of Examination will be considered later under any circumstances. Hence, the candidates should select the centers carefully and indicate the same correctly in their applications.

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

**11. Scheme of Examination:**

11.1 The examination will consist of two papers. Details of these papers are as follows:

Part	Mode of Paper	Subject	Number of Questions/ Maximum Marks	Duration
Paper- I (Objective Type)	Computer Based Mode	i) General Hindi	100/ 100	2 Hours (2 hours and 40 minutes for the candidates eligible for use of scribe as per Para 8 above)
		ii) General English	100/ 100	
Paper- II	Descriptive	Translation & Essay	200 marks	2 Hours (2 hours and 40 minutes for the candidates eligible for use of scribe as per Para 8 above)

11.2 Paper-I will consist of Objective Type Multiple choice questions only.

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

11.4 Marks scored by candidates in Computer Based Examination will be normalized by using the formula published by the Commission through Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.

11.5 Tentative Answer Keys of Paper-I will be placed on the Commission's website after the Examination. Candidates may go through the Answer Keys and submit representations, if any, within the time limit given by the Commission through on-line modality only, on payment of Rs 100/- per question which is non-refundable. Any representation regarding Answer Keys received within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. No representation regarding Answer Keys shall be entertained later.

11.6 The schedule of examination indicated in the Notice is tentative. Any change in the schedule of examination will be informed to the candidates only through the website of the Commission.

11.7 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

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

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

## **12 Indicative Syllabus:**

- 12.1 **Paper-I (Computer Based Examination):** The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.
- 12.2 **Paper-II (Translation and Essay):** This paper will contain two passages for translation - one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. **The level of the paper will be consistent with the educational qualifications prescribed.**

## **13. Admission to the Examination:**

- 13.1 All candidates who register themselves in response to this Notice by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stage of the Examination.
- 13.2 The Commission will not undertake detailed scrutiny of online applications for the eligibility and other aspects at the time of examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting/ User Ministries/Departments/Organization. Candidates may also note that they would be required to submit their certificates/documents of EQs/caste/category, etc. as and when sought by the Commission or the Indenting/User Ministries/Departments/Organization. After scrutiny of the certificates/documents of EQs/caste/category, etc., if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled.
- 13.3 Admission Certificate for the Computer Based Examination will be issued online by uploading on the website of the concerned Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters(i.e., <https://ssc.nic.in>) and concerned Regional office of the Commission under whose jurisdiction the examination centres opted by the candidate are located (details at **para-10**) for updates and information about the examination.
- 13.4 Information about the Examination indicating the time table and City/Centre of examination for the candidates will be uploaded on the websites of the concerned Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/her details on the website of the Commission, one week before the date of examination, he/she must immediately contact the concerned Regional Office of the Commission with proof of having submitted his/her application. Failure to do so will deprive him/her of any claim for consideration.
- 13.5 Candidates must write Registration-ID, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidates not furnishing these particulars shall not be entertained.

- 13.6 Facility for downloading of Admission Certificates will be available 3-7 days before the examination on the website of concerned Regional Office. **Candidates must bring printout of the Admission Certificate to the Examination Hall.**
- 13.7 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate, such as:
- (i) Aadhaar Card/ Printout of E-Aadhaar,
  - (ii) Voter's ID Card,
  - (iii) Driving License,
  - (iv) PAN Card,
  - (v) Passport,
  - (vi) School/ College ID Card,
  - (vii) Employer ID Card (Govt./PSU/Private), etc
  - (viii) Ex-serviceman Discharge Book issued by Ministry of Defence,
  - (ix) Any other photo bearing ID Card issued by the Central/State Government.
- 13.8 If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ICSE/State Boards; Birth Certificate, Category Certificate etc.) as proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.
- 13.9 PwBD/PwD candidates using the facility of scribes as per paras 6.1, 6.2 and 6.3 shall also be required to carry required Medical Certificate/Undertaking/Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination.
- 13.10 Any other document mentioned in the Admission Certificate will be carried by the candidates while appearing in the Examination.
- 13.11 Applications with blurred photograph and/ or signature will be rejected.
14. **Document Verification (DV):** In view of the decision of the Government to expedite the recruitment process, Document Verification (DV) will be conducted by the User Departments / Organizations/Offices after declaration of the final result.
- 14.1 Staff Selection Commission recruits personnel as per the vacancies reported by the User Ministries/Departments/Organizations. The Commission has no role in determination of total vacancies (Vertical & Horizontal) arising in a User Ministry/Department/Organization, backlog vacancies, segregation of vacancies under various reserved categories and vacancies reported to be filled up by direct recruitment. After declaration of final result of the examination, dossiers of selected candidates are forwarded to the User Ministries/Departments/Organizations. The User Ministries/Departments/Organizations shall accept the dossiers forwarded after declaration of final result. No User Ministry/Department/Organization shall return the dossier(s) of selected candidates on the ground of non-availability of Horizontal vacancies or on the ground that a Horizontal vacancy exists but the dossier of that category has not been provided by the Commission.

- 14.2 Staff Selection Commission confirms the vacancies from User Ministries/Departments/Organizations before declaration of the final result. Final result is declared and nominations/recommendations are made only against such confirmed vacancies. The User Ministries/Departments/Organizations will, therefore, accept the nominations made and dossiers sent to them. In case a Ministry/Department/Organization is wound up, reorganized, or transferred under the administrative control of another Ministry/Department/Organization, its successor/administrative Ministry/Department will accept the dossiers. In case, the entire hierarchy of organizations upto the Ministry level is wound up, the Ministry/Department to which its work has been transferred would accept the dossiers. In the event that work of the Ministry/Department/Organization has not been transferred to any other Ministry/Department, the Ministry/Department whose work is closely related to the erstwhile work of the former will accept the dossiers. Decision of the Commission in this regard would be final.
- 14.3 The final result will be declared only once by the Commission and no further nomination of candidates would be made in the event of candidates not joining the offered posts. Thus, after the declaration of final result, vacancy(ies), if any, remaining unfilled due to non-availability of suitable candidates, non-joining of candidates or any other reason(s) will not be filled up in that recruitment year and the Indenting Ministry/Department/Organization may carry forward those vacancies to the next recruitment cycle and report to the Commission as per the extant rules.
- 14.4 As per the policy of the Commission, SSC does not maintain Waiting list/Reserve panel for multi-factor examinations conducted by the Commission. In such cases, the Departments may take further action regarding carrying forward of vacancies in accordance with the extant rules.
- 14.5 The candidates are required to appear for Document Verification along with the photocopies and original documents indicated in **para 14.7** as and when asked by the concerned authority(ies).
- 14.6 Candidates have to bring two passport size recent colour photographs and one original valid Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:
- i. Aadhaar Card/Printout of E-Aadhaar.
  - ii. Voter ID Card.
  - iii. PAN Card.
  - iv. Passport.
  - v. Driving License.
  - vi. Government School/ College ID Card.
  - vii. Employer ID (Govt./ PSU).
  - viii. Ex-serviceman Discharge Book issued by Ministry of Defence,
  - ix. Any other Photo bearing ID card issued by Central/State Govt.
- 14.7 Candidates will have to submit copies of various documents as given below at the time of Document Verification by the User Organizations/Offices:
- (i) Matriculation/Secondary Certificate.
  - (ii) Educational Qualification Certificate.
  - (iii) Translation/Experience Certificate, if applicable
  - (iv) Caste/ Category Certificate, if belongs to reserved categories.
  - (v) Persons with Disabilities Certificate in the required format, if applicable.

- (vi) For Ex-Servicemen (ESM):
  - (a) Serving Defence Personnel Certificates as per Annexure-V, if applicable.
  - (b) Undertaking as per Annexure-VI.
  - (c) Discharge Certificate, if discharged from the Armed Forces.
- (vii) Relevant Certificate if seeking any age relaxation.
- (viii) No Objection Certificate, in case already employed in Government/Government undertakings.
- (ix) A candidate who claims change in name after matriculation on marriage or re- marriage or divorce, etc. the following documents shall be submitted:
  - (a) In case of marriage of women: Photocopy of Husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
  - (b) In case of re-marriage of women: Divorce Deed/Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
  - (c) In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
  - (d) In other circumstances for change of name for both male and female: Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
- (x) Any other document specified in the Admission Certificate for Document Verification (DV).

15. **Post Preference:**

- 15.1 Preference for various posts and departments will be taken from the candidates through Online Option Form on the website of the Commission before declaration of final result. A candidate will not be considered for a Post and Ministry/Department/Organization, if he has not indicated his preference for it. Options once submitted shall be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates must be careful in exercise of such options.
- 15.2 The option/preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Post/Department by candidates shall not be entertained under any circumstances. If the candidate has not opted for a Post/Department, he/she shall not be considered for selection to such post irrespective of his/her merit position. Therefore candidates must exercise due diligence and be very careful while giving their post-preferences.
- 15.3 Candidates, who do not submit their post preference(s) on the website of the Commission within the stipulated time, will not be considered for any post in the Final Result. Such candidates shall not be provided with another opportunity to exercise preference for posts and will be solely responsible for the same. It is reiterated that option-cum-preference submitted through online mode will only be accepted by the Commission. Option-cum-preference submitted through any other mode *viz.* e-mail, Fax, post, etc. will not be

accepted. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

16. **Mode of Selection:**

16.1 Minimum qualifying marks in Computer Based Examination are as follows:

(i) UR: 30%

(ii) OBC/EWS: 25%

(iii) All Other Categories: 20%

16.2 Based on the marks scored in the Paper-I; *i.e.*, Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Paper-II. If the Computer Based Examination is conducted in multiple shifts, normalized marks will be used to determine merit and for final selection.

16.3 Based on the performance in Paper-I & Paper-II, candidates will be considered for final selection. There may be separate category wise cut offs in Paper-I & Paper-II.

16.4 Final selection and allocation of Ministry/ Department/Organization will be made on the basis of the performance of candidates in Paper-I & Paper-II and the preference of Post(s)/Department(s) exercised by them.

16.5 Once a candidate has been allotted first available preference, as per his/her merit, he/she will not be considered for any other option of Post and Ministry/Department/Organization. Therefore, candidates must exercise preference of Posts/Departments very carefully. The option/preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Posts/Departments by candidates will not be entertained under any circumstances. If the candidate has not opted for a Post/Department, he/she shall not be considered for selection to such post irrespective of his/her merit position. Therefore, candidates must exercise due diligence and be very careful while giving their post-preferences.

16.6 The Commission makes final allotment of posts on the basis of merit-cumpreferences of Posts/Departments given by the candidates and once a post is allotted, no change of post will be made by the Commission due to nonfulfillment of any post specific requirements of physical/medical/educational standards or any other requirement. In other words, for example, if a candidate has given higher preference for a post and is selected for that post, in that case, if he/she fails to meet the medical/physical/educational, etc. standards of that post, his/her candidature will be rejected and he/she will not be considered for other preferences.

16.7 SC, ST, OBC, EWS, ESM and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS and PwBD candidates.

16.8 SC, ST, OBC, EWS, ESM and PwBD candidate who qualifies on the basis of relaxed standards; viz., age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc, irrespective of his/her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. Insofar as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible

against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

- 16.9 A person with benchmark disability(PwBD) who is selected on his/her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with benchmark disability(PwBD) of relevant category.
- 16.10 Success in the examination confers no right of appointment unless the Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.
- 16.11 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.
- 16.12 Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.
- 16.13 Candidates selected for appointment are liable to serve anywhere in India; i.e., the posts carry All India Service Liability (AISL).
- 16.14 Candidates on final selection may be allotted a State/UT/Zone by the concerned User Organization/Office. Such candidates may be required to acquire the proficiency in local language of the allotted State/UT/Zone for confirmation of the candidates to the allotted posts by the concerned User Organization/Office.
- 16.15 If a candidate scoring more than cut-off marks in any Tier/Stage of the examination is not qualified for the subsequent stage/final selection due to any reason, he/she must represent to the concerned Regional Office of the Commission within two months of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier.
- 16.16 If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Organization/Office within a period of one year from the declaration of final result, he/she must communicate immediately thereafter with the concerned User Department / Organization.
- 16.17 The final allotment of posts is made on the basis of merit-cum-preferences of Posts/ Departments given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example, if a candidate has given higher preference for a post and is selected for that post; in that case, if he fails to meet the medical/physical/educational standards for that post, his candidature will be rejected and he will not be considered for any other preferences and no correspondence in this regard will be entertained by the Commission.
- 16.18 It is reiterated that the final result will be declared only once by the Commission and no further nomination of candidates would be made in the event of vacancies left unfilled due to non-availability of suitable candidates, rejection of candidates during Document Verification by the User Ministry/Department/Organization, non-joining of candidates, or any other reason. In such cases, the Ministry/Department/Organization may take further

action regarding carrying forward of vacancies to the next vacancy year in accordance with the extant rules.

16.19 There shall not be any Waiting List/ Reserve List after declaration of Final Result.

17 **Resolution of Tie Cases:** In cases where more than one candidate secure the equal aggregate marks in Paper-I & Paper-II, tie will be resolved by applying the following methods one after another until the tie is resolved:

- i. Total marks in Paper-II.
- ii. Marks in Part (i) of Paper-I (*i.e.* General Hindi).
- iii. Date of birth, with older candidates placed higher.
- iv. Alphabetical order of the names of the candidates.

18 **Action against candidates found guilty of misconduct:**

18.1 If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for the period mentioned below:

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

15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the Examination.	7 Years

- 18.2 The Commission may also report the matter to Police/ Investigating Agencies, as deemed fit, further, the Commission may also take appropriate action to get the matter examined by the concerned authorities/forensic experts, etc.
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 and preparation of merit list and allocation of posts/departments, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard
20. In accordance with the directions issued by DoP&T vide its O.M. No.39020/1/2016-Estt.(B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings of unsuccessful candidates in the said open Competitive Examination conducted by the Commission available on its website in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name 29 of candidate. (ii) Father/Husband's name (iii) Date of Birth (iv) Category (UR/SC/ST/OBC/EWS/PwD/ESM) (v) Gender of the candidate. (vi) Educational Qualifications. (vii) Total Marks obtained in the qualifying examination (viii) Ranking by which the merit is decided. (ix) Complete address (x) E-mail address However, the candidate will have the option, at the time of filling up of his/her application form, of opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details or have not exercised their option will be made available on the website of the Commission.
21. **Court's 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 Commission where the candidate has appeared for the Computer Based Examination.
22. **Disqualifications:** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**Important Instructions to Candidates:**

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY. THE NOTICE OF EXAMINATION IS PRINTED BOTH IN ENGLISH AND HINDI. IN CASE OF ANY DISPUTE, THE ENGLISH VERSION WILL PREVAIL.
(b)	CANDIDATES IN THEIR OWN INTEREST SHOULD SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/INABILITY OR FAILURE TO LOGIN TO THE SSC WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
(c)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards, etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications, Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting/User Departments/Organizations. Candidates may also note that they would be required to submit their certificates/documents of EQs/caste/category, etc. as and when sought by the Commission or the Indenting/User Department/Organization. After scrutiny of the certificates/documents of EQs/caste/category, etc., if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled.
(d)	Candidates seeking reservation benefits available for SC/ST/OBC/EWS/PwD must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
(e)	Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PwD) and entitled to age-relaxation/reservation for Persons with Disabilities.
(f)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Normally, printout of the online Application Form is not required to be submitted to the Commission.
(g)	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate, otherwise their candidature may be cancelled at the time of Document Verification /any stage.
(h)	Applications with blurred Photograph/Signature will be rejected summarily.
(i)	Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/SMS.

(j)	Candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of EAadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth then the candidate must carry an additional original certificate in proof of their Date of Birth as given above in this Notice. PwBD/PwD candidates using the facility of scribes shall also be required to carry required Medical Certificate/Undertaking/Photocopy of the Scribe's Photo ID Proof, as specified.
(k)	In case of fake/fabricated application/registration by misusing any dignitaries name/ photo, such candidate/cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ITAct.
(l)	All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, maybe asked to serve anywhere in the country.
(m)	If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the concerned Regional/ Sub- Regional Office of the Commission within two months of the declaration of the result or two week prior to the conduct of next stage of the examination, whichever is earlier.
(n)	If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department/Organization within a period of one year after declaration of result, he/she must communicate immediately thereafter with the concerned User Department / Organization.
(o)	Fee payable: Rs 100/- (Rs. one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Disabilities (PwD) and Ex-Servicemen (ESM) are exempted from payment of fee.
(p)	The Commission may use the Aadhaar data of the candidates for verification purpose subject to due authorization from competent authority.
(q)	Only one online application is allowed to be submitted by a candidate for the Examination during normal period for submission of online applications, which does not include the period of 'Window for Application Form Correction'. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he will be debarred from the examinations of the Commission as per rules.
(r)	After the closing date for receipt of online applications, the Commission will provide a period of two days to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the onetime registration/ online application data as per their requirement. This facility can be availed by online payment of stipulated correction charges as per details given at para-9 of the Notice of Examination. Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates for the examination shall be cancelled.

(s)	Before submission of the corrected/final online application as the case may be, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application form or expiry of the period of 'Window for Application Form Correction', no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
(t)	In the online Application Form, candidates are required to upload the scanned colour passport size photograph in JPEG/JPG format (20 KB to 50KB). The photograph should not be more than three months old from the date of publication of the Notice of Examination. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap and spectacles. If the proper photograph is not uploaded by a candidate, his/her candidature will be cancelled. Specimen of photographs which are acceptable/not acceptable is given at <b>Annexure-XIV</b> .
(u)	Special attention is invited to the declaration at the end of the Application Form. Before agreeing to/signing the declaration, the candidates must go through the Application details filled in and the contents of the declaration itself and agree to/sign it only after satisfying themselves that the information furnished is correct. Any concealment/misrepresentation/misdeclaration shall lead to cancellation of candidature.
(v)	Candidates are requested to check the website of the Commission, viz., <a href="https://ssc.nic.in">https://ssc.nic.in</a> as well as website of the concerned Regional Office regularly for the latest updates in respect of the examination including those related to date of examination, vacancy position, etc.

Under Secretary  
Staff Selection Commission (Hqrs)

## Annexure-I

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

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

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

Name & Designation Name of Government Hospital/  
Health Care Centre with Seal

Place:

Date:

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

**Annexure-IA**

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

This is to certify that, we have examined Mr/Ms/Mrs..... (name of the candidate), S/o /D/o ....., a resident of .....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic / PMR specialist	Clinical Psychologist / Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, a s nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date

**Letter of Undertaking for Using Own Scribe**

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

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

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

(Signature of the candidate  
with Disability)

Place:

Date:

**Annexure-IIA**

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

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

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

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

(Signature of the Candidate)  
(Counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

**(Procedure for filling online Application)**

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

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

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

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.
2. Before proceeding with One-Time Registration, keep the following information/ documents ready:
  - a. Mobile Number (to be verified through OTP)
  - b. Email ID (to be verified through OTP).
  - c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
    - i. Voter ID Card
    - ii. PAN
    - iii. Passport
    - iv. Driving License
    - v. School/College ID
    - vi. Employer ID (Govt./PSU/Private)
  - d. Information about the Board, Roll Number and Year of Passing the Matriculation (10<sup>th</sup>) Examination.
  - e. Disability Certificate Number, if you are a Person with Disability.
3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on <https://ssc.nic.in>.
4. One-Time Registration process requires filling up of following information:
  - a. Basic details
  - b. Additional and contact details
  - c. Declaration.
5. **For filling up the 'One-Time Registration Form', please follow the following steps:**
  - a. Few critical details (e.g. Aadhaar Number, Name, Father's Name, Mother's Name, Date of Birth etc) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data column, it will not be accepted and an indication will be given in red text.
  - b. S No-1, provide information about Aadhaar Number/Identity Card and its Number. Any one of these Numbers is required to be given.
  - c. S No-2: Fill your name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.
  - d. S No-3: Fill your father's name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.

- e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- g. S No-6: Matriculation (10<sup>th</sup> Class) Examination Details which include:
  - i. Name of Education Board
  - ii. Roll Number
  - iii. Year of passing
- h. S No-7: Gender (Male/Female/Transgender)
- i. S No-8: Level of Educational Qualification (highest).
- j. S No-9: Your Mobile Number. This must be a working mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Staff Selection Commission/Delhi Police may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.
- k. S No-10: Your Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Staff Selection Commission/Delhi Police may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/Registration Number, if required.
- l. Provide detail of State/UT of your Permanent Address.
- m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be saved and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.
- n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
- o. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.
- p. After successful password change, you need to login again using your Registration Number and changed password.
- q. On successful login, information about the 'Basic Details' so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on 'Next' button at the bottom to complete your one-time Registration.
- r. S No-11: Provide information about your Category.
- s. S No-12: Provide information about your Nationality
- t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.

- u. S No-14: Provide information about disability, if any. Persons with Disabilities (PwD) (Locomotor), Locomotor disability of 40% and above (either one or both leg affected): Yes/No. Provide Disability Certification Number.
  - v. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.
  - w. Save the information provided. Take draft printout and review the information provided thoroughly, before 'Final Submit'.
  - x. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.
  - y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.
  - z. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.
6. After completion of registration process, 'Basic Details' can be changed. However, it is advised to the candidates to be cautious while making one time registration.
7. You are again cautioned that name, father's name, mother's name, date of birth, matriculation examination details should be filled exactly as recorded in matriculation certificate. Your candidature may get cancelled in case of incorrect/ wrong information.

**Screenshots of One-time Registration Form****BASIC DETAILS**

**NOTE: Candidates must be cautious while filling up Registration details. Your candidature may get cancelled in case incorrect/ wrong information is furnished.**

1. Do you have Aadhaar ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a. Aadhaar Number	<input type="text"/>
	<small>Aadhaar Number should be same as mentioned in Aadhaar Card</small>
1b. Verify Aadhaar Number	<input type="text"/>
1c. Type of ID *	<input type="text" value="Driving License"/>
	<small>Type of ID and ID Number to be provided if you don't want to give Aadhaar number</small>
1d. ID Number *	<input type="text" value="BRHPK3731M"/>
2a. Name *	<input type="text" value="SAMPLE NAME"/>
	<small>1. Name should be same as mentioned in Matriculation Certificate 2. Please enter name without any salutation (i.e. Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof)</small>
2b. Verify Name *	<input type="text" value="SAMPLE NAME"/>
2c. Have you ever changed Name?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2d. New Name / Changed Name	<input type="text"/>

3a. Father's Name \*

SAMPLE FATHER NAME

1. Father's Name should be same as mentioned in Matriculation Certificate
2. Please enter name without any salutation (i.e. Mr/ Shri/ Late/ Dr/ Prof etc)

3b. Verify Father's Name \*

SAMPLE FATHER NAME

4a. Mother's Name \*

SAMPLE MOTHER NAME

1. Mother's Name should be same as mentioned in Matriculation Certificate
2. Please enter name without any salutation (i.e. Mrs/ Ms/ Smt/ Late/ Dr/ Prof etc)

4b. Verify Mother's Name \*

SAMPLE MOTHER NAME

5a. Date of Birth (DD/MM/YYYY) \*

02/01/1999

Date of Birth should be same as mentioned in Matriculation Certificate

5b. Verify Date of Birth (DD/MM/YYYY) \*

02/01/1999

6. Matriculation (10<sup>th</sup> Class) Examination details :

(i). Education Board \*

Central Board of Secondary Education (CBSE) ▼

Education Board of Matriculation Examination

(ii). Verify Education Board \*

Central Board of Secondary Education (CBSE) ▼

(iii). Roll Number \*

301739

1. Roll Number should be same as mentioned in Matriculation Certificate
2. Only / and - are allowed , Please enter Roll number without any other special character(s)
3. If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."

(iv). Verify Roll Number \*

(v). Year of Passing \*

(vi). Verify Year of Passing \*

7a. Gender \*  Male  Female  Transgender

7b. Verify Gender \*  Male  Female  Transgender

8. Level of Educational Qualification \*

9a. Mobile Number \*

9b. Verify Mobile Number \*

10a. Email ID\*

10b. Verify Email ID\*

• State / UT of Permanent Address \*

## ADDITIONAL AND CONTACT DETAILS

[Edit](#)11a. Category \*  General  EWS  OBC  ST  SC11b. Verify Category \*  General  EWS  OBC  ST  SC12. Nationality \*  ▼13. Identification Marks \* 14a. Are you a Person with Benchmark Disability? \*  Yes  No14b. Type of Disability  ▼**NOTE****VH:** Blindness and low vision.**HH:** Deaf and hard of hearing.**OH:** Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.**Others:** Autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.14c. Disability Certificate Number 15a. Permanent Address \* 15b. State/ UT \*  ▼

**ANNEXURE-III A (5/5)**

15b. State/ UT \*

15c. District \*

15d. PIN Code \*

16. Is Present Address same as Permanent Address?  Yes  No

17a. Present Address \*

17b. State/ UT \*

17c. District \*

17d. PIN Code \*

18. Contact details for other nationals

**DECLARATION**

**Declaration :** I hereby declare that the information given by me in this form is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated.

I Agree.

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

1. Before proceeding with filling of online application, keep the following data ready:
  - a. Recent scanned colour passport size photograph (not more than three months old from the date of publication of the Notice of Examination) in JPEG/JPG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). In compliance of the Order dated 05.03.2020 of Hon'ble Supreme Court in the matter of Shantanu Kumar & Ors. [Writ Petition (C) No.234 of 2018], the photograph of the candidate should not be more than three months old from the date of publication of notice of the examination. The Photograph should be without cap and spectacles. The frontal view of the face should be clearly visible. Applications with blurred photograph will be rejected. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled. Specimen of photographs which are acceptable/not acceptable is given at **Annexure-XIV**.
  - b. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). **Applications with blurred signature will be rejected.**
  - c. Details of qualifying educational qualification like passing year, roll number, percentage/CGPA, name of university, etc.
2. Login to online system through your '**Registration Number**' and password.
3. Click 'Apply' link in 'Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2023' Section under 'Latest Notifications' tab.
4. Information in columns at S No-1 to 14 will be automatically filled from your One-time Registration Data which is non-editable. However, if you want to modify any of One-Time Registration details, click on 'Modify Registration' tab provided at the left hand top corner of your dashboard and make suitable corrections before proceeding further.
5. S No-15: Give your preference for Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference (please refer para 10 of the Notice).
6. S No-16.1 to 16.6: If you are an ex-serviceman, fill up the required information. Wards of servicemen/ ex- servicemen are not treated as ex-servicemen (please refer paras 4(iii) to 4(v) of the Notice).
7. S No-17.1 to 17.7-If you are eligible for availing the facility of scribe as per Para-6 of the Notice of examination, provide information about requirement of scribe.
8. S No-18 to 18.1: If you are seeking age relaxation, select appropriate age-relaxation category (pleaserefer para 4 of the Notice).
9. S No-19: Indicate your highest qualification.
10. S. No. 20 to 23: Fill up details of qualifying Educational Qualifications and experience, if any (please refer para 7 of the Notice).
11. S No-24: Please see Notice of Examination, Para No: 20 and fill up accordingly.
12. S No-25 to 27: Information with regard to Present and Permanent Address will be filled up automatically from the One-Time Registration data.
13. Upload your recent photograph (not more than three months old from the date of publication of the Notice of Examination) as specified at S. No. 1(a) above. Applications with blurred photograph will be rejected. Specimen of

photographs acceptable/not acceptable is given at **Annexure-XIV**. Candidate may refer to the same.

14. Upload your signature as specified at S. No. 1b above. **Applications with blurred signature will be rejected.**
15. S. No. 28: The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination. Click 'Yes', if the photograph uploaded above is not more than three months old from the date of publication of the Notice of Examination.
16. Go through the declaration carefully and click on "I agree" check box, if you accept the same. Fill up captcha code.
17. Proceed to make fee payment if you are not exempted from payment of fee. Preview and verify the information provided by you. **If you want to modify any entry, click on 'Edit/Modify' button and make requisite corrections before proceeding further.** When you are satisfied that the information is correctly filled, preview and verify the information and submit the Application.
18. Proceed to make fee payment if you are not exempted from payment of fee.
19. **Fee can be paid only through online payment modes, namely BHIM UPI, Net Banking, or by using Visa, MasterCard, Maestro, or RuPay Credit or Debit card.**
20. When application is successfully submitted, it will be accepted '**Provisionally**'. Candidates should take printout of the application form for their own records. Printout of the 'Application Form' is normally not required to be submitted to the Staff Selection Commission at any stage. However, you may be required to provide printout of the online application form to address grievances related to online application, if any.

## Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination, 2023

PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM

1. Candidate's Name: (As per the Matriculation Certificate)	ADITYAQXE
2. New / Changed Name:	
3. Father's Name:	OPCQXE
4. Mother's Name:	VCQXE
5. Date of Birth (DD/MM/YYYY) (As per the Matriculation Certificate):	25/06/2002
6. Age as on 01/08/2023:	21.1
7. Gender:	Male
8. Category:	UR
9. Whether Person with Disability (PwD)? :	No

9.1. If Yes, Type of Disability:	<input type="text"/>
10. Nationality:	<input type="text" value="Indian"/>
11. Mark of Visible Identification:	<input type="text" value="MOLE"/>
12. Matriculation (10 <sup>th</sup> Class) Examination Board:	<input type="text" value="Bihar State Madrasa Education Board"/>
13. Matriculation (10 <sup>th</sup> Class) Roll No.:	<input type="text" value="365QX"/>
14. Matriculation (10 <sup>th</sup> Class) Year of Passing:	<input type="text" value="2015"/>
15. Preference of Examination Centres:*	<input type="text" value="Center 1"/> <input type="text" value="Center 2"/> <input type="text" value="Center 3"/>
<a href="#">Please refer to the Notice of Examination, Para-10</a>	
16.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? :*	<input type="radio"/> Yes <input type="radio"/> No
16.2. Date of Joining the Armed Forces (DD/MM/YYYY):	<input type="text"/>

16.3. Date of Discharge/ Likely Date of Discharge from the Armed Forces (DD/MM/YYYY):

16.4. Length of Service in the Armed Forces:

16.5. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM) :  
[Please refer to the Notice of Examination, Para- 4\(iii\) to 4\(V\)](#)

Yes  No

16.6. Date of Joining to Civil Post (DD/MM/YYYY):

17.1. Are you a person with benchmark disabilities (40% or more) in the category of OH- Cerebral Palsy (OH-CP)?

Yes  No

17.2. Are you a person with benchmark disabilities (40% or more) in the category of Blindness (VH)?

Yes  No

17.3. Are you a person with benchmark disabilities (40% or more) in the category of OH- Both Arms Affected?:  Yes  No

17.4. Do you have a physical limitation to write and Scribe is required to write on your behalf (Certificate to this effect from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per Notice of the Examination, would be required at the time of Examination.):?  Yes  No

17.5. Whether scribe is required?:  Yes  No

17.6. Will you make your own arrangement of Scribe?:  Yes  No

17.7. If Scribe is to be arranged by SSC, then indicate medium:

[Please refer to the Notice of Examination, Para- 6](#)

18. Whether seeking Age Relaxation? :\*  Yes  No

18.1. If Yes, Age Relaxation code:

[Please refer to para 4 of the Notice of Examination](#)

19. Highest Educational Qualification: \*

20. Graduation: \*

University	Name of Degree	Roll No	Subjects	Year of Passing	Medium of Examination	Percentage	CGPA
<input type="text"/>	<input type="text" value="--Select Degree--"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select Year--"/>	<input type="text" value="--Select Medium--"/>	<input type="text"/>	<input type="text"/>

[Please refer to the Notice of Examination, Para- 7](#)

21. Post Graduation: \*  Passed  Appearing

University	Name of Degree	Roll No	Subjects	Year of Passing	Medium of Examination	Percentage	CGPA
<input type="text"/>	<input type="text" value="--Select Degree--"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select Year--"/>	<input type="text" value="--Select Medium--"/>	<input type="text"/>	<input type="text"/>

[Please refer to the Notice of Examination, Para- 7](#)

22. Translation Course(Hindi to English & vice versa): \*  Passed  Appearing/ Possess Experience

University/Institute	Duration of the course (in months)	Roll No	Year of Passing	Percentage	CGPA
<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Year-- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

[Please refer to the Notice of Examination, Para- 7](#)

23. Experience of Translation Work: \*  Yes  No

From (DD/MM/YYYY)	To (DD/MM/YYYY)	Name of Office	Department / Ministry	Whether Central Govt. / State Govt. / Govt. of India Undertaking	Nature of Work	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select-- <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="+"/>

[Please refer to the Notice of Examination, Para- 7](#)

24. Do you want to make your personal information  Yes  No

available for accessing job opportunities in terms of DoP&T's OM.No.39020/1/2016-Estt. (B) dated 21/06/2016? \*

[Please refer to the Notice of Examination, Para- 20](#)

25. Correspondence Address:	132
State:	Delhi
District:	Central Delhi
Pin:	110011
26. Permanent Address	132
State:	Delhi
Pin:	110011
Mobile Number:	9870809800
Email:	adtyaxvi@gmail.com

27. Contact Details for Other Nationals:

Photograph and Signature

Upload a photograph without Spectacles/Cap taken on or after 23-May-2023\*

Allowed File Size: 20 KB to 50 KB

Format: JPEG/ JPG

Image Size: About 3.5 cm (width) x 4.5 cm (height)

No file chosen

Upload Signature (Signature should not be blurred)\*

Allowed File Size: 10 KB to 20 KB

Format: JPEG/ JPG

Image Size: About 4.0 cm (width) x 2.0 cm (height)

No file chosen

28. Whether the photograph has been taken on or after 23-May-2023?  Yes  No

## Declaration

1. I have read the Notice of the Examination, and accept all the terms & conditions of the Notice of the Examination.

2. I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the Notice of Examination, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere in India.

3. I declare that the Photograph uploaded in Application form is not more than 3 months old.

4. I agree to authorize SSC to use my Aadhaar data for verification purpose.\*

I Agree



Try Another

1. I have read the Notice of the Examination, and accept all the terms & conditions of the Notice of the Examination.

2. I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the Notice of Examination, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere in India.

3. I declare that the Photograph uploaded in Application form is not more than 3 months old.

4. I agree to authorize SSC to use my Aadhaar data for verification purpose. \*

I Agree



Try Another

ENTER TEXT

Preview

Reset

Close

**Annexure-VI**

**FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL**

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

(Signature of Commanding Officer)

Office Seal

Place:

Date:

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

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

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group „C“ and „D“ posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... Therefore, I am eligible for age-relaxation only;

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

Signature: .....

Name: .....

Roll Number: .....

Date: .....

Date of appointment in Armed Forces: .....

Date of Discharge: .....

Last Unit/ Corps: .....

Mobile Number: .....

Email ID: .....

FORMAT FOR SC/ ST CERTIFICATE

The form of 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/\* \_\_\_\_\_ 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; the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ 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 (Uttar Pradesh) Scheduled Tribes 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 Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 2002

@The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

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

@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

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\* of \_\_\_\_\_ 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) State/  
Union Territory\*

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 Scheduled Caste/Scheduled Tribe Certificates:

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

+ (not below of the rank of 1<sup>st</sup> Class Stipendiary Magistrate).

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

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

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

(v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).

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

This is to certify that Shri / Smt. / Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of \_\_\_\_\_ village/town  
\_\_\_\_\_ in District/Division \_\_\_\_\_ in the  
State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_  
Community which is recognized as a backward class under the Government of India,  
Ministry of Social Justice and Empowerment's Resolution 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 Scheduled to the Government of India, Department of  
Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993, O.M. No.  
36033/3/2004-Estt. (Res) dated 9<sup>th</sup> March, 2004, O.M. No.36033/3/2004-Estt. (Res) dated  
14<sup>th</sup> October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013\*\*.

Signature.....

Designation.....\$

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's is mentioned as OBC.

\*\* - As amended from time to time.

\$- List of Authorities empowered to issue Other Backward Classes certificate will be the  
same as those empowered to issue Scheduled caste/ Scheduled Tribe Certificates.

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

Government of .....

(Name & Address of the authority issuing the certificate)

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

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

Date \_\_\_\_\_

**VALID FOR THE YEAR**

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

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

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

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

Name \_\_\_\_\_

Designation \_\_\_\_\_

Passport size  
attested  
photograph of the  
applicant

---

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc. e 2: The term „Family“ for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. te 3: The property held by a “Family” in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Form-V  
Certificate of Disability

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

[See rule 18(1)]

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

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

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum.

\_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of  
Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_  
registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District  
\_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied  
that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

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

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

**Annexure-XI**

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

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

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

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

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

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

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

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

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

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

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

In figures.....percent

In words :-.....percent

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

3. Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after ..... years ..... months, and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

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

# e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

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

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

**Annexure-XII**

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

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

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

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

This is to certify that I have carefully examined  
 Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of Shri  
 \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_  
 \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No.  
 \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street  
 \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_  
 State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that  
 he/she is a case of \_\_\_\_\_ disability. His/her extent of  
 percentage physical impairment/disability has been evaluated as per guidelines  
 (.....number and date of issue of the guidelines to be specified) and is shown against the  
 relevant disability in the table below:

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

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary, or

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

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

eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

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

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

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

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

**ANNEXURE - XIII****Essential Educational Qualification Code**

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

Specimen of Photographs

Acceptable Photograph



Samples of photographs which are not acceptable

Extra Colour



Too close



With hat/cap



Blur Photographs



Inverted



Too dark



With goggles



Facing Sideways



Too Small



With spectacles

