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भारत सरकार
कार्मिक, लोक शिकायत एवं पेंशन
मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक संख्या - १२, सी जी ओ काम्प्लेक्स
केंद्रीय 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.

NOTICE

Stenographer Grade 'C' & 'D' Examination, 2023

Dates for submission of online applications	02.08.2023 to 23.08.2023
Last date and time for receipt of online applications	23.08.2023 (2300 hours)
Last date and time for making online fee payment	23.08.2023 (2300 hours)
Date of 'Window for Application Form Correction' and online payment of Correction Charges.	24.08.2023 to 25.08.2023 (2300 hours)
Schedule of Computer Based Examination	October, 2023

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

F.No. HQ-PPII010/1/2023-PP_II: The Staff Selection Commission will hold an Open Competitive Computer Based Examination for direct recruitment to the posts of Stenographer Grade 'C' (Group 'B', Non-Gazetted) and Stenographer Grade 'D' (Group 'C') in various Ministries/Departments/Organizations including their Attached offices, Subordinate offices and Statutory bodies of the Government of India located in various States and Union Territories. Only those candidates who have skills in stenography are eligible to apply. Tentative vacancies are as follows:

Tentative Vacancies of Stenographer Grade 'C'

S. No	Department Name	Grade pay (Pre-revised)	SC	ST	OBC	EWS	UR	Total vacancy	ESM	OH	HH	VH	Others
1	CENTRAL ADMINISTRATIVE TRIBUNAL[FOR STENOGRAPHERS ONLY]	4600	0	0	0	0	1	1	0	0	0	0	0
2	CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS (DEPTT. OF REVENUE)	4200	4	2	7	1	11	25	0	0	0	0	0
3	CENTRAL VIGILANCE COMMISSION	4600	0	0	0	0	2	2	0	0	0	0	0
4	DEPARTMENT OF AGRICULTURE COOPERATION AND FARMERS WELFARE	4200	0	0	0	0	1	1	0	1	0	0	0
5	DEPARTMENT OF WATER RESOURCES, RIVER DEVELOPMENT & GANGA REJUVENATION (MINISTRY OF JAL SHAKTI) {IN GANGA FLOOD CONTROL COMMISSION-ENG STENO ONLY]	4200	0	0	1	0	4	5	0	1	0	0	0
6	INDIAN METEOROLOGICAL DEPARTMENT (O/O THE DIRECTOR GENERAL OF METEOROLOGY)	4200	1	0	0	1	0	2	0	0	0	0	0
7	M/O LABOUR & EMPLOYMENT	4200	0	0	0	0	2	2	0	0	0	0	0
8	M/O TEXTILE	4600	0	0	0	0	1	1	0	0	0	0	0
9	MINISTRY OF DEFENCE (O/O THE JS & CAO) AFHQ	4600	1	0	2	1	7	11	0	0	0	0	0
10	MINISTRY OF EXTERNAL AFFAIRS	4600	5	0	9	2	14	30	0	0	0	1	0
11	M/O CULTURE (NATIONAL GALLERY OF MODERN ARTS)	4200	0	0	0	0	2	2	0	0	0	0	0
12	TELECOM REGULATORY AUTHORITY OF INDIA(TRAII)	4200	2	1	3	1	4	11	0	1	0	0	0
	TOTAL		13	3	22	6	49	93	0	3	0	1	0

Tentative Vacancies of Stenographer Grade 'D'

S. No	Department Name	Grade pay (Pre-revised)	SC	ST	OBC	EWS	UR	Total Vacancy	ESM	OH	HH	VH	Others
1	BORDER ROADS ORGANISATION (JE) [FOR MALE CANDIDATES ONLY]	2400	4	2	7	3	10	26	4	1	0	0	0
2	BUREAU OF POLICE RESEARCH & DEVELOPMENT	2400	0	0	0	0	2	2	0	0	0	0	0
3	CBDT (DEPTT. OF REVENUE)	2400	59	40	101	19	173	392	37	6	7	6	2
4	CENTRAL ADMINISTRATIVE TRIBUNAL[FOR STENOGRAPHERS ONLY]	2400	0	0	2	0	2	4	0	0	0	0	0

5	CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS (DEPTT. OF REVENUE)	2400	1	0	2	0	3	6	0	0	0	0	0
6	CENTRAL BUREAU OF INVESTIGATION	2400	6	2	0	2	15	25	0	4	0	0	0
7	CENTRAL VIGILANCE COMMISSION	2400	0	0	0	0	1	1	0	0	0	0	0
8	DOP&T	2400	64	32	115	43	173	427	43	3	3	3	8
9	D/O CONSUMER AFFAIRS	2400	0	0	0	0	1	1	0	0	0	1	0
10	D/O FOOD & PUBLIC DISTRIBUTION	2400	0	0	1	0	4	5	0	0	0	0	0
11	D/O SCIENCE & TECHNOLOGY	2400	4	2	3	0	0	9	0	0	0	1	0
12	DEPARTMENT OF AGRICULTURE COOPERATION AND FARMERS	2400	0	0	1	0	2	3	0	1	0	1	0
13	DEPARTMENT OF ATOMIC ENERGY	2400	7	2	4	2	13	28	0	0	1	0	0
14	DIRECTARATE GENERAL OF AERONOUTICAL QUALITY	2400	1	0	1	0	2	4	0	0	0	1	0
15	ENFORCEMENT DIRERTORATE	2400	1	0	0	1	1	3	0	0	0	0	0
16	IHQ MOD(NAVY)/DTE OF CIVILIAN MANPOWER PLANNING AND RECRUITMENT (DCMPR)	2400	5	1	8	3	31	48	2	0	0	0	0
17	M/O COMMUNICATIONS (D/O TELECOMMUNICATIONS) O/O CGCA	2400	0	0	0	0	2	2	0	0	0	0	0
18	M/O COMMUNICATIONS (DEPARTMENT OF POSTS)-SPN	2400	0	0	0	0	0	0	0	0	0	0	0
19	M/O ELECTRONICS AND INFORMATION TECHNOLOGY	2400	0	0	0	1	2	3	0	0	1	0	0
20	M/O HEALTH AND FAMILY WELFARE(DGHS)	2400	3	1	4	1	7	16	0	0	0	2	0
21	M/O HOUSING AND URBAN AFFAIRS	2400	0	0	0	1	0	1	0	0	0	0	0
22	M/O INFORMATION & BROADCASTING	2400	0	0	1	0	2	3	0	0	0	0	0
23	M/O LABOUR & EMPLOYMENT	2400	0	0	1	0	7	8	0	1	0	0	0
24	M/O STATISTICS & PROG IMPLEMENTATION (ADMN-III)	2400	2	1	4	3	3	13	0	0	0	1	0
25	M/O TEXTILE	2400	0	0	0	1	2	3	0	0	0	0	0
26	MES(ARMY HQ)	2400	1	0	1	0	2	4	0	0	0	0	0
27	MINISTRY OF COMMUNICATIONS (DEPARTMENT OF POSTS)-(ADMN.)	2400	0	0	1	0	2	3	0	0	0	0	0
28	MINISTRY OF DEFENCE (O/O THE JS & CAO) AFHQ	2400	2	1	2	1	5	11	0	0	0	2	0
29	MINISTRY OF EXTERNAL AFFAIRS	2400	2	1	4	1	8	16	1	0	0	1	0
30	MINISTRY OF RAILWAY	2400	1	0	2	1	2	6	0	0	0	0	0
31	MINISTRY OF TOURISM	2400	0	1	2	0	8	11	0	0	1	0	0
32	NARCOTICS CONTROL BUREAU	2400	0	0	0	1	0	1	0	1	0	0	0
33	NATIONAL COMMISSION FOR SCHEDULED	2400	0	0	0	0	2	2	0	0	0	0	0
34	NATIONAL INFORMATICS CENTRE	2400	0	0	2	0	3	5	0	0	0	0	0
35	NATIONAL INVESTIGATION AGENCY	2400	1	0	2	0	1	4	0	0	0	1	0
36	OFFICE OF DEVELOPMENT COMMISSIONER (MSNE)	2400	1	2	1	5	7	16	1	1	0	0	0
37	REGISTRAR GENERAL OF INDIA	2400	0	0	0	1	1	2	0	0	0	0	0
	TOTAL		165	88	272	90	499	1114	88	18	13	20	10

2. Reservation and suitability of posts for Persons with Disabilities:

- (a) As per extant Government Orders, reservation for Scheduled Castes (SC)/Scheduled Tribes (ST)/Other Backward Classes (OBC)/Economically Weaker Sections (EWSs)/ Ex-Serviceman (ESM) and Persons with Benchmark Disabilities (PwBD) has been determined and communicated by the Indenting Organizations/Offices to the Commission.
- (b) The Commission makes selection of candidates pursuant to the vacancies reported by the Indenting Organizations/Offices for aforesaid posts. The Commission does not have any role in deciding the number of vacancies of any Indenting Organizations/Offices. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories comes under the exclusive domain of the Indenting Organizations/Offices.
- (c) Ex-Serviceman candidates shall be eligible for reservation only for Group 'C' post (Stenographer Gr 'D') as per extant Government Order/Instructions.
- 2.1 The posts of Stenographer Grade 'C' & 'D', included in this notice of examination have been identified suitable for following disabilities by Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment *vide* Notification No. 38-16/2020-DDIII dated 04.01.2021 and as amended from time to time.

Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
Stenographer Grade 'C'	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
Stenographer Grade 'D'	S, ST, W, BN, RW, SE, H, C	a) B, LV b) HH c) OA, OL, OAL, CP, LC, Dw, AAV, MDy, SD (Spinal Deformity) & SI(Spinal Injury) without neurological/limb dysfunction. d) ASD (M), ID, 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, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

Note:- The suitability of posts for Persons with Benchmark Disability(PwBD) indicated in the above table shall be subject to exemption, if any, obtained by indenting Ministries/Departments/Organizations including their Attached offices, Subordinate offices and Statutory bodies of the Government of India.

- (a) The requirements of Physical Efficiency Test, Physical and Medical Standards for the Posts in Border Roads Organization (BRO) are annexed at **Schedule**. Candidates applying for the post(s) in BRO will satisfy themselves that they fulfill aforesaid standards. The candidates may note that post(s) once allocated as per merit-cum-preference given by the candidates will not be changed subsequently due to failure of the candidates to qualify in these Standards. **It is reiterated that the candidates applying for the post(s) in Border Roads Organisation (BRO) should cautiously go through the physical and medical standards required by BRO. The Staff Selection Commission shall not make re-allocation for those candidates whose candidature is cancelled on the ground of non-fulfillment of physical and medical standards.**
- (b) **Only male candidates are eligible for the post of Stenographer Grade 'D' in the Border Roads Organization (BRO).**

3. **Nationality/Citizenship:**

A candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a 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 (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

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

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

- (a) Stenographer Grade 'C': **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.

- (b) Stenographer Grade 'D': **18 to 27 years** as on **01.08.2023**, *i.e.*, Candidates born not before **02.08.1996** and not later than **01.08.2005** are eligible to apply.

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

Code No.	Category	Age-relaxation permissible beyond the upper age limit /age limit after relaxation
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-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	03 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)	08 years
Permissible relaxation in upper age limit for Group 'C' posts only		
10	Central Govt. Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 40 years of age
11	Central Govt. Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications. (SC/ ST)	Up to 45 years of age
12	Widows/ Divorced Women/Women judicially separated and who are not remarried.	Up to 35 years of age
13	Widows/Divorced Women/ Women judicially separated and who are not remarried (SC/ST)	Up to 40 years of age

- (b) 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.

- (c) Ex-servicemen (ESM) who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, he/she can avail of the benefit of reservation as an ex-serviceman for subsequent employment if he/she immediately after joining civil employment, has given self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies which he/she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014- Estt (Res) dated 14th August 2014 issued by DoP&T.
- (d) 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.
- (e) 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.

(f) **Explanation:** An 'ex-serviceman' means a person-

- a. Who has served in any rank whether as a combatant or non-combatant 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. A Matriculate Ex-Serviceman (which term includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or the corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date with Armed Forces of the Union shall be considered eligible only for appointment to the Group 'C' posts of Stenographer Grade 'D' against the posts reserved for Ex-Servicemen. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on the last date for receipt of applications or would not complete 15 years of service within one year from the closing date of receipt of applications are not eligible for any post.
- h. 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:**

- a) 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.
- b) 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.

- © 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.
- (d) 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.
- (e) 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.

- Ⓕ 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.**
- Ⓖ 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:**

- Ⓐ 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.**
- Ⓑ 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.**
- Ⓒ 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.**
- Ⓓ 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.
- Ⓔ 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.

- f) 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(a), 6(b) and 6(c)** 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-15(f)**] 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.
- g) 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.
- h) 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(a), 6(b) and 6(c)** above.
- i) The candidates referred to at **para 6(a), 6(b) and 6(c)** 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.
- j) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- k) 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.
- l) 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 23.08.2023):**
- a) Candidates must have passed 12th standard or equivalent examination from a recognized Board or University.
 - b) 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.
 - c) 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.
 - d) 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/12th Standard or equivalent examination/Provisional Certificate etc., in original, as proof of having acquired the essential educational qualification and experience in respective field, wherever required, on or before the cut-off date, failing which the candidature of such candidates shall be cancelled by the User Department/Organization.
 - e) 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 School/Board/Institute/University by the specified date. Mere processing of the result by the School/Board/ Institute/University by the cut-off date does not fulfill the EQ requirement.
 - f) In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the concerned authorities at the time of Document Verification. Final decision regarding selection of such candidates will be taken by the concerned User Departments/Organizations/Appointing Authorities.
 - g) 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:**

- a. 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-IIIA** and **Annexure-IVA**.
- b. 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.
- c. 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-XV**. 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.**
- d. Last date and time for submission of online applications is **23.08.2023 (2300 hours)**.
- e. 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.
- f. 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.
- g. 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.
- h. Fee payable: Rs 100/- (Rs one hundred only).
- i. 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.
- j. **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.**

- (k) 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.
- l) 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 [24.08.2023 to 25.08.2023 (2300 hours)]:**

- (a) 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.
- (b) 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 has made mistake in his updated application also, he 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.
- (c) 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.
- (d) 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.
- (e) 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.
- f) 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.
- g) 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.
- (h) The correction charges once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

- ① 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:**

- (a) 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	Sitapur (3019), Bhagalpur (3201), G a y a (3 2 0 3) , Muzaffarpur (3205), Patna (3206), Agra (3001), Bareilly (3005), Gorakhpur (3007), Jhansi (3008), Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013), Purnea (3209).	Central Region (CR)/ Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. http://www.ssc-cr.org
2	Port Blair (4802), Ranchi (4205), Bhubaneshwar (4604), Cuttack (4605), Sambalpur (4609), Gangtok (4001), Kolkata (4410), Siliguri (4415).	Eastern Region (ER)/ Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1 st MSO Building, (8 th Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020 www.sscer.org
3	Belagavi (9002), Bengaluru (9001), Hubballi (9011), Kalaburagi (Gulbarga) (9005), Mangaluru (9008), Mysuru (9009), Shivamogga (9010), Udupi (9012), Ernakulam (9213), Kannur (9202), Kollam (9210), Kottayam (9205), Kozhikode (9206), Thiruvananthapuram (9211), Thrissur (9212).	Karnataka, Kerala Region (KKR)/ Karnataka, Kerala and Lakshadweep.	Regional Director (KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 www.ssckkr.kar.nic.in

4	Bilaspur (6202), Durg-Bhilai (6205), Raipur (6204), Bhopal (6001), Gwalior (6005), Indore (6006), Jabalpur (6007), Sagar (6015), Satna (6014), Ujjain (6016).	Madhya Pradesh Sub-Region (MPR)/ Chhattisgarh and Madhya Pradesh	Dy. Director (MPR), Staff Selection Commission, 5th Floor, Investment Building, LIC Campus-2, Pandri, Raipur Chhattisgarh-492004 www.sscmpr.org
5	Itanagar (5001), Dibrugarh (5102), Guwahati (Dispur) (5105), Jorhat (5107), Silchar (5111), Imphal (5501), Shillong (5401), Aizwal (5701), Kohima (5302), Agartala (5601).	North Eastern Region (NER)/ 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 www.sscner.org.in
6	Delhi (2201), Ajmer (2401), Bikaner (2404), Jaipur (2405), Jodhpur (2406), Udaipur (2409), Dehradun (2002), Haldwani (2003), Roorkee (2006).	Northern Region (NR)/ Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 www.sscnr.net.in
7	Bathinda (1401) Chandigarh (1601), Hamirpur (1202), Shimla (1203), Jammu (1004), Samba (1010), Srinagar (1007), Leh (1005), Amritsar (1404), Jalandhar (1402).	North Western Sub-Region (NWR)/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 www.sscnwr.org
8	Guntur (8001), Kurnool (8003), Rajahmundry (8004), Tirupati (8006), Vijaywada (8008), Vishakhapatnam (8007), Puducherry (8401), Chennai (8201), Coimbatore (8202), Madurai (8204), Salem (8205), Tiruchirapalli (8206), Tirunelveli (8207), Hyderabad (8601), Warangal (8603).	Southern Region (SR)/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 www.sscsr.gov.in

9	Panaji (7801), Ahmedabad (7001), Rajkot (7006), Surat (7007), Vadodara (7002), Amravati (7201), Aurangabad (7202), Jalgaon (7214), Kolhapur (7203), Mumbai (7204), Nagpur (7205), Nanded (7206), Nashik (7207), Pune (7208).	Western Region (WR)/ Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishta Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 www.sscwr.net
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- (b) 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.
- (c) 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:

- (a) The details of the Computer Based Examination are mentioned below:

Part	Subject	No. of Questions	Maximum Marks	Total Duration
I	General Intelligence & Reasoning	50	50	2 Hours (2 hours and 40 minutes for the candidates eligible for scribe as per Para-6(a), 6(b) and 6(c) of this Notice of examination)
II	General Awareness	50	50	
III	English Language and Comprehension	100	100	

- (b) Question paper will be of Objective Type Multiple Choice only. The questions will be set both in English & Hindi.
- (c) **There will be negative marking equal to one-third of the marks allotted to the question for each wrong answer in Computer Based Examination.** Candidates are, therefore, advised to keep this in mind while answering the questions.
- (d) Marks scored by candidates in the Computer Based Examination, if conducted in multiple shifts, will be normalized by using the formula published by the Commission *vide* 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.
- (e) Tentative Answer Keys of Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs. 100/- per question which is non-refundable. Representations on the

matter received through any other modalities; i.e., letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final.

- (f) The date(s) of examination indicated in the Notice are tentative. Any change in the schedule of examination will be informed to candidates only through the website of the Commission.
- (g) There shall be no provision for re-evaluation/ re-checking of scores of any stage/ paper(s) of the Examination. No correspondence in this regard shall be entertained.

12. **Indicative Syllabus for Computer Based Mode Examination:**

- (a) **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- (b) **General Awareness:** Questions will be designed to test the ability of the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.
- (c) For VH candidates of 40% and above visual disability, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper.
- (d) **English Language & Comprehension:** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc., his/ her writing ability would also be tested.

13. **Skill Test in Stenography:**

- (i) The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Skill Test for Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the online Application Form) at the speed of 100 words per minute (w.p.m.) for the post of Stenographer Grade 'C' and 80 w.p.m. for the post of Stenographer Grade 'D'. The matter will have to be transcribed on computer. The transcription time is as follows:

S. No.	Post	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe as per Para-6 (a), 6(b) and 6 (c) above
1	Stenographer Grade 'D'	English	50	70
2	Stenographer Grade 'D'	Hindi	65	90
3	Stenographer Grade 'C'	English	40	55
4	Stenographer Grade 'C'	Hindi	55	75

- (ii) Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared by appointing departments / Organizations. Candidates have to work as English/Hindi stenographers as per the functional requirement of the User Office irrespective of the medium of Skill Test of candidate during the examination.
- (iii) The Skill Test will be held at the Commission's Regional Offices or at other Centre(s) as may be decided by the Commission.
- (iv) Detailed instructions, if any, regarding Skill Test will be provided by the concerned Regional Offices of the Commission to the candidates called for the Skill Test.
- (v) Standard instructions regarding modality of evaluation of Skill Test is available at the Candidate's Corner Section on the Commission's website.

14. Admission to the Examination:

- (a) 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.
- (b) 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.

- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.**
- (g) **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.
- (h) 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.

- ① PwBD/PwD candidates using the facility of scribes as per **paras 6(a), 6(b) and 6(c)** 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.
- ① Any other document mentioned in the Admission Certificate will be carried by the candidates while appearing in the Examination.
- ② Applications with blurred photograph and/or signature will be rejected.

15. **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.

- (a) 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.
- (b) 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.
- (c) 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.

- (d) As per 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.
- (e) The candidates are required to appear for Document Verification along with the photocopies and original documents indicated in **para 15(g)** as and when asked by the concerned authority(ies).
- (f) 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.
- (g) 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. Order/letter in respect of equivalent Educational Qualifications indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Educational Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of the Notice of examination.
 - 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-VI**, if applicable.

(b) Undertaking as per **Annexure-VII**.

(c) Discharge Certificate, if discharged from the Armed Forces.

- vii Relevant Certificate if seeking any age relaxation.
- viii Certificate as per **Annexure-V** by the Central Government Civilian Employees.
- ix. No Objection Certificate, in case already employed in Government/Government undertakings.
- x. 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.
- xi. Any other document specified in the Admission Certificate for Document Verification (DV).

16. Post Preferences:

- a. 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.
- b. 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.

- c. 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. 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.
- d. Posts in BRO have stringent requirements of physical and medical standards including Physical Efficiency Test (Details available at **Schedule**). Examination of such physical and medical standards will be conducted after the final selection of candidates by BRO. If a candidate fails in such tests, his candidature will not be subsequently considered for any other post/department. Candidates are therefore advised to go through thoroughly these requirements and submit their considered preference of posts.

17. Mode of Selection:

- (a) Minimum qualifying marks in Computer Based Examination, are as follows:
 - (i) UR: 30%
 - (ii) OBC/EWS: 25%
 - (iii) All Other Categories: 20%
- (b) In the online application form, candidate will have to indicate the posts for which they are applying *i.e.* Stenographer Grade 'C' or Stenographer Grade 'D' or both
- (c) Based on the marks scored in the Computer Based Examination, candidates will be shortlisted, category-wise, to appear in the Skill Test(s) for the post(s) they have applied for
- (d) Skill Test is mandatory but qualifying in nature. The Commission will fix category-wise qualifying standards in the Skill Test for each post. The candidates who qualify the Skill Test will be considered for final selection on the basis of their merit in the Computer Based Examination
- (e) Final selection and allocation of Ministries/Departments will be made on the basis of the performance of candidates in the Computer Based Examination and the preference of Post(s)/Department(s) exercised by them.
- (f) Once a candidate has been allotted first available preference, as per their merit, they will not be considered for any other option. 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.

- (g) The Commission makes final allotment of posts 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 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
- (h) 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.
- (i) 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.
- (j) A person with benchmark disability 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 of relevant category.
- (k) 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.
- (l) 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.

- (m) 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.
- (n) Candidates selected for appointment are liable to serve anywhere in India; i.e., the posts carry All India Service Liability (AISL).
- (o) 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.
- (p) 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.
- (q) 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.
- (r) 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.
- (s) 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 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.

- ① There shall not be any Waiting List/ Reserve List after declaration of Final Result.

18. Resolution of Tie Cases:

In cases where more than one candidate secure equal aggregate marks in the Computer Based Examination, tie will be resolved by applying following methods one after another until the tie is resolved:

- a. Marks in Part-I (i.e. General Intelligence & Reasoning)
- b. Marks in Part-II (i.e. General Awareness)
- c. Date of birth, with older candidate placed higher.
- d. Alphabetical order in which names of the candidates appear.

19. Action against candidates found guilty of misconduct:

- (a) If candidates are found to indulge at any stage in any of the malpractices listed below during the examination process, 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 questionpapers 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

(b) The Commission may also report the matter to Police/Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the concerned authorities/forensic experts, etc.

20. **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.

21. 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

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.

22. **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.

23. **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.

24. **Important Instructions to the 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 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 E-Aadhaar, 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/IT Act.
(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 Annexure-XV .
(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., https://ssc.nic.in 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 (Headquarters)

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
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)

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), agedyrs, 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, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical OfficerChairperson				

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:

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 (10th) 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. 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 (10th 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 (10th Class) Certificate.
- e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10th Class) Certificate.
- f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10th Class) Certificate.
- g. S No-6: Matriculation (10th 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 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 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 benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified suitable for government jobs, then 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 ? ^{*} ☐ Yes ☒ No

1a. Aadhaar Number
Aadhaar Number should be same as mentioned in Aadhaar Card

1b. Verify Aadhaar Number

1c. Type of ID ^{*} 
Type of ID and ID Number to be provided if you don't want to give Aadhaar number

1d. ID Number ^{*}

2a. Name ^{*}
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)

2b. Verify Name ^{*}

2c. Have you ever changed Name? ☐ Yes ☒ No

2d. New Name / Changed Name

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 th 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 *	301739
(v). Year of Passing *	2013
(vi). Verify Year of Passing *	2013
7a. Gender *	☒ Male ☐ Female ☐ Transgender
7b. Verify Gender *	☒ Male ☐ Female ☐ Transgender
8. Level of Educational Qualification *	Graduation
9a. Mobile Number *	8111111111
9b. Verify Mobile Number *	8111111111
10a. Email ID *	sample123@gmail.com
10b. Verify Email ID *	sample123@gmail.com
• State / UT of Permanent Address *	Delhi

Save

Reset

Close

ADDITIONAL AND CONTACT DETAILS

Edit

11a. Category *

☒ General
 ☐ EWS
 ☐ OBC
 ☐ ST
 ☐ SC

11b. Verify Category *

☒ General
 ☐ EWS
 ☐ OBC
 ☐ ST
 ☐ SC

12. Nationality *

Citizen of India

13. Identification Marks *

MOLE ON RIGHT CHEEK

14a. Are you a Person with Benchmark Disability? *

☐ Yes
 ☒ No

14b. Type of Disability

--Select--

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 *

SAMPLE PERMANENT ADDRESS

15b. State/ UT *

Punjab

15b. State/ UT *

Punjab

15c. District *

Patiala

15d. PIN Code *

140401

16. Is Present Address same as Permanent Address?

☒ Yes

☐ No

17a. Present Address *

SAMPLE PERMANENT ADDRESS

17b. State/ UT *

Punjab

17c. District *

Patiala

17d. PIN Code *

140401

18. Contact details for other nationals

Previous

Save

Next

Reset

Close

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.

Previous

Take Draft Print

Final Submit

Close

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-XV.**
 - b. Scanned signature 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 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 "Stenographer Grade "C" & "D" 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: Select whether you possess the knowledge of Stenography or not. You will be allowed to fill the application only if you possess the knowledge of Stenography.
6. S No-16: Give your preference of 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.
7. S No-17.1 to 17.6: If you are an ex-serviceman, fill up the required information. **Wards of servicemen/ex-servicemen are not treated as ex-servicemen.**
8. S No-18.1 to 18.7: If you are eligible for availing the facility of scribe as per **Para-6** of the Notice of examination, provide information about the requirement of scribe.
9. S No-19: Select medium of Skill Test i.e. English or Hindi. Choice of medium of Skill Test cannot be changed subsequently.

10. S No-20: Select the Posts you are applying for i.e. (i) Stenographer Grade 'C' or (ii) Stenographer Grade 'D' or (iii) Both. No change in the posts you are applying for will be allowed subsequently.
11. S No-21.1 and 21.2: If you are seeking age relaxation, select appropriate age-relaxation category.
12. S No-22: Indicate your highest qualification.
13. S.No-23: Provide details of qualifying educational qualification
14. S No-24: See the Notice of Examination, **para No: 21** and fill up accordingly.
15. S No-25, 26 and 27: Information with regard to Present and Permanent Address will be filled up automatically from the One-time Registration Data.
16. 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-XV**. Candidate may refer to the same.
17. Upload your signature as specified at **S. No. 1(b)** above. Applications with blurred signature will be rejected.
18. 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.
19. Go through the declaration carefully and click on "I agree" check box, if you accept the same. Fill up captcha code.
20. 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.
21. Proceed to make fee payment if you are not exempted from payment of fee.
22. **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.**
23. 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.

Stenographer Grade 'C' & 'D' Examination, 2023	
Instructions	
PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM	
1. Candidate's Name: (As per the Matriculation Certificate)	SAMPLE NAME
2. New / Changed Name:	
3. Father's Name:	SAMPLE FATHER NAME
4. Mother's Name:	SAMPLE MOTHER NAME
5. Date of Birth (DD/MM/YYYY) (As per the Matriculation Certificate):	02/08/1996
6. Age as on 01/08/2023:	26.11
7. Gender:	Male
8. Category:	UR
9. Whether Person with Disability (PwBD)? :	No
9.1. If Yes, Type of Disability:	
10. Nationality:	Citizen of India
11. Mark of Visible Identification:	BLACK SPOT BELOW LEFT EYEBROW
12. Matriculation (10 th Class) Examination Board:	Central Board of Secondary Education (CBSE)
13. Matriculation (10 th Class) Roll No.:	6132453
14. Matriculation (10 th Class) Year of Passing:	2007

15. Do you possess knowledge of Stenography?: ☒ Yes ☐ No

16. Preference of Examination Centres:

17.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces?: ☐ Yes ☒ No
[Please refer to the Notice of Examination, Para No. 4.1\(c\) to 4.1\(h\)](#)

17.2. Date of Joining the Armed Forces (DD/MM/YYYY):

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

17.4. Length of service in the Armed Forces:

17.5. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM): ☐ Yes ☐ No
[Please refer to the Notice of Examination, Para No. 4.1\(c\)](#)

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

18.1. Are you a person with benchmark disabilities (40% or more) in the category of OH- Cerebral Palsy (OH-CP)?: ☐ Yes ☐ No
[Please refer to the Notice of Examination, Para No. 6](#)

18.2. Are you a person with benchmark disabilities (40% or more) in the category of Blindness (VH)?: ☐ Yes ☐ No

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

18.4. 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

18.5. Whether scribe is required?: ☒ Yes ☐ No

18.6. Will you make your own arrangement of Scribe?: ☐ Yes ☒ No

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

19. Medium of Skill Test: *

Confirm Medium of Skill Test:

20. Post(s) Applying for: *

Confirm Post(s) Applying for:

21.1. Whether seeking Age Relaxation? : * ☐ Yes ☒ No
Please refer to the Notice of Examination, Para No. 4.1(a) & 4.1(b)

21.2. If Yes, indicate code:

22. Highest Qualification: *

23. Details of Qualifying Educational Qualification: *

Status	Passing Year	State/ UT of Board/ University	Name of Board/ University	Roll No	Percentage	CGPA
Passed	2023	Punjab	Punjab School Education	334455	98	

24. Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM.No.39020/1/2016-Estt.(B) dated 21/06/2016? * ☒ Yes ☐ No
Please refer to the Notice of Examination, Para No. 21

25. Correspondence Address: Sample Present Address

State: Punjab

District: Gurdaspur

Pin: 143530

26. Permanent Address Sample Permanent Address

State: Punjab

Pin: 143530

Mobile Number: 9222222222

Email: sample@gmail.com

27. Contact Details for Other Nationals:

Photograph And Signature

Upload a photograph without
Spectacles/Cap taken on or after 03-

May-2023*

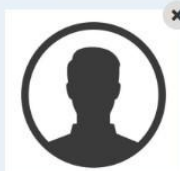
Please refer to the Notice of
Examination, Annexure-XVI

Allowed File Size: 20 KB to 50 KB

Format: JPEG/ JPG

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

Your Image.jpg



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)

Your Signature.jpg



28. Whether the photograph has been taken on or after 03-May-2023?: ☒ Yes ☐ No

Declaration

1. I have read the Notice of Examination and accept all the Terms & Conditions mentioned therein.
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 suppressed/ false or incorrect at any stage or ineligibility being detected before or after the Examination, my candidature/ appointment is liable to be cancelled. I am willing to serve anywhere in India.
3. I declare that the photograph uploaded in the Application Form has been taken on or after the stipulated dated.
4. I agree to authorize SSC to use my Aadhaar data for verification purpose. *

*Verification will be subject to authorization from competent authority.

☒ I Agree



Try Another

[Preview](#)[Reset](#)[Close](#)

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

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

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

Signature _____

Name _____

Office Seal _____

Place:

Date:

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

Annexure-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 theExamination, 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 ason.....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 ason.....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 1st Class Stipendiary Magistrate).

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

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

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

(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 9th March, 2004, O.M. No.36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th 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.

Annexure-X

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 *** :

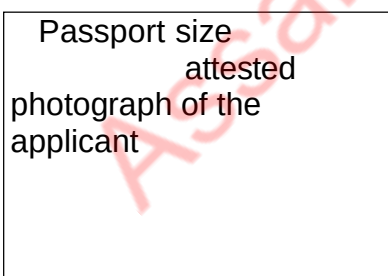
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

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_____



*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-XII

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-XIII

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-XIV**Essential Educational Qualification Code**

Educational Qualification	Code
Intermediate/ Higher Secondary/ 12 th Standard	02
Certificate Course	03
Diploma	04
BA	05
BA (Hons.)	06
B. Com.	07
B.Com. (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B. Ed.	11
LLB	12
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
BBA	18
Deemed Graduation Certificate issued by the Armed Forces	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



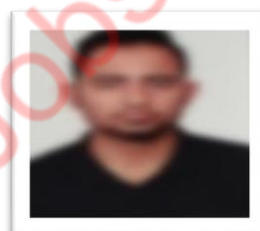
Too close



With hat/cap



Blur Photographs



Inverted



Too dark



With goggles



Facing Sideways



Too Small



With spectacles



**Physical Efficiency Test, Physical and Medical Standard for the Posts of Stenographer
Grade 'D' in Border Roads Organization (BRO)**

1 Physical Efficiency Test

- (i) Criteria for Physical Efficiency Tests are placed as '**Schedule-I**' of the Notification. The Physical Efficiency Tests will be conducted at GREF Centre or respective Recruitment Centre as applicable, by a Board of Officers, detailed by the Headquarters, Director General Border Roads.

- 2 Physical Standards** Region wise requirement of Physical Standards of personnel for recruitment in GREF (Border Roads Organization) is placed as '**Schedule-II**' of the Notification.

- 3 (A) Medical Standards** The specified Medical Standards are requirement for recruitment of candidates for their service in GREF (BRO) as per their job profile, charter of duties and anticipated deployment, including extreme remote areas, high altitude areas and difficult areas of hilly terrain etc. Medical Standards have been specified in '**Schedule-III**' of the Notification.

- (B) Medical Examination & Medical Tests:** Medical examination and medical tests will be carried out as per guidelines of this Notification for each provisionally selected candidate. The Medical Examination will be carried out by a Medical Board nominated by HQ DGBR. The guidelines to be followed for conduct of Medical Examination and the procedure for declaring candidates as Temporary or Permanent UNFIT are enumerated in succeeding sub-paras:

- (i) After detailed checking of all documents, Officer-In-Charge Recruiting Section will handover medical papers (duly affixed with passport size photograph) of selected candidates to Medical Board of respective Recruitment Centre, including GREF Centre, and the candidates will report as per schedule decided. Medical examination of provisionally selected candidates will be carried out by two Medical Officers at each Recruitment Centre including GREF Centre.
- (ii) Recruitment Medical Board will examine the medical fitness of the candidates as per guidelines of this Notification.

- (iii) Candidates found medically fit or unfit will be informed of their medical result by the **Medical Board** themselves so that the candidates are clear about their position.
- (iv) Where the medical officer needs the opinion of a Specialist, the case will be referred to Military Hospital or any service/ Army Hospitals in proximity of **respective Recruitment Centre or GREF Centre** Based on the day of the OPD of concerned Specialist, doctor would personally brief the candidate about the conduct of medical examination at Military Hospital and subsequent procedure.
- (v) Medical papers in respect of fit and unfit candidates will be given to Recruiting Section/ Mobile Regional Recruitment Team by MI Room after completion of medical examination preferably on the same day of medical examination but not later than 5 days from the date of examination.
- (vi) Details about cases referred to Military Hospitals or any Service/ Army Hospitals will also be informed by Medical Board to Recruiting Section simultaneously.
- (vii) Referred cases returned by Medical Specialist duly reviewed by concerned Specialist will be disposed of by Regimental Medical Officer expeditiously according to the remarks of Specialist and Recruiting Section be informed simultaneously by Regimental Medical Officer.
- (viii) **Temporarily Unfit:** Candidates declared temporarily UNFIT will be divided in two categories:
 - (a) **Temporarily Unfit due to Medical Reasons:** Candidates who are declared Temporary UNFIT due to medical reasons will be informed of their disability in writing by Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Such candidates have a right to appeal against the medical examination conducted by the Recruitment Centre Medical Board and such appeal should be made within the period of 60 days from the date of being declared temporarily unfit initially by the Medical Board of Recruitment Centre. Such candidates should report for medical examination by Specialist 05 (five) days in advance with an appeal and will be referred to concerned Specialist of nearest Military

Hospital/ Service Hospital on Review Certificate in duplicate. Such candidates will not be required to deposit Rs 40/- as fees for re-medical examination. If such candidates are found UNFIT again on review, no further chance will be given for re-medical examination and their candidature shall stand cancelled automatically. After re-medical examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

- (b) **Temporarily Unfit for being Below Physical Standards:** Candidates declared Temporary UNFIT due to physical standards will also be informed of their disability or shortcoming in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Candidates protesting in writing against Physical measurements will be once again measured by Medical Board of Recruitment Centre in the presence of Commandant or Officer-In-Charge Recruiting in case Medical Examination is carried out at GREF Centre and in the presence of Board of Officers in case it is carried out at Mobile Regional Recruitment Team Centre within 24 hrs of the Medical Examination. Candidates declared Temporary UNFIT for being Below Physical Standards in weight or Chest measurement only will be given a reasonable time not exceeding two months from the date of initial Medical Examination for attaining the desired standards. After re-measurement, if candidate is found FIT the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

- (ix) **Permanently Unfit:** Candidates declared Permanent UNFIT also will be divided in two categories:

- (a) **Permanently Unfit due to medical reasons:** Candidates who are declared Permanent UNFIT by the Medical Board will be informed of their disability in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officers. Such candidates have a right to appeal against the present medical examination within a period of 60 days of their being declared permanently unfit. In case such candidates should report at GREF Centre or Recruitment Zone 05 (Five) days in advance with an appeal for re-medical examination, the Medical Board will refer such candidates to the nearest service hospital on Review certificate in duplicate. Such candidates will be required to deposit a sum of Rs 40/- in Govt. treasury at SBI before the re-medical examination by the service Specialist is done. All such cases which are declared UNFIT again on review by the concerned Specialist, will not be given any further chance for re-medical Examination/ Review and their candidature shall stand cancelled automatically. After re-medical examination, if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.
- (b) **Permanently Unfit for being Below Physical Standards:** For candidates declared Permanent UNFIT by Medical Board due to being below physical standards with respect to height, no appeal can be made against physical measurements. However candidates protesting against physical measurements will be once again measured by Medical Board in presence of Officer-In-Charge Recruiting or Commandant GREF Centre or Board of Officers or Mobile Regional Recruitment Team (MRRT) as the case may be on the very same day.
- (x) **Visual standards:** Visual acuity not less than 6/12 each eye or Right eye 6/6, Left 6/24. Corrective spectacles are permitted during the visual test. Unaided vision in case of corrected vision will not be below 6/60 in each eye and on correction will be same as laid down for other recruits.

(xi) **Surgery:** Any candidate who have recently undergone abdominal surgery (e.g.: in Hernia, Muscle defect, Nephrolithotomy, Cholelithiasis, Cholecystotomy) are liable to be made Unfit for one year as per existing rules. However, the provision of medical appeal for permanent unfit cases remains the same i.e. within 2 months. In such cases same criterion as for eye surgery cases should be followed as above.

(C) **Medical Fitness:** Notwithstanding anything contained in these rules, only those persons who are medically fit shall be eligible for appointment under the provisions of these rules.

(i) Border Roads Organisation is a Central Govt. Organisation with all India transferable liabilities. BRO is governed by Central Civil Services Rules. However, certain provisions of Army Act-1950 are also applicable to members of the Force.

(ii) The final selection of the candidates selected by Staff Selection Commission and GREF Centre will be subject to pass the Medical fitness test. Medical Board detailed by Headquarters Director General Border Roads will carry out the medical fitness test of the candidates declared selected by SSC and GREF Centre.

(iii) Candidates declared medically 'FIT' by the Medical Board, will be inducted in General Reserve Engineer Force (BRO) subject to fulfillment of all other criteria and have to undergo initial training at GREF Centre, Dighi Camp, Pune-15.

(iv) After imparting training at GREF Centre, they will be posted anywhere in India as per available vacancies.

4 **Cancellation of candidature:** If any, candidate is absent on the date of reporting for Medical Examination or during Medical Examination or does not report for Medical Review within prescribed time limit, his candidature shall be cancelled automatically. No representation/ appeal in this regard will be entertained by the department.

5 **Power to relax rules:** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

- 6 **Saving:** Nothing in these rules shall effect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

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Schedule-I

PHYSICAL EFFICIENCY TEST (FOR GROUP 'B' NON-GAZETTED AND GROUP 'C' POSTS)

S No	ACTIVITY	MAXIMUM MARKS	TIME AVAILABLE
1.	ONE MILE RUN	ONLY PASSING THE TEST IS MANDATORY	10 MINUTES

NOTE : (i) ONE MILE RUN TO BE COMPLETED WITHIN THE SPECIFIED TIME.

(ii) CANDIDATES QUALIFYING THROUGH STAFF SELECTION COMMISSION WILL HAVE TO MANDATORILY PASS THE TEST IN ONE MILE RUN TO BE HELD AT GREF CENTRE, PUNE TO UNDERGO FURTHER MEDICAL EXAMINATION.

Schedule-II**REGION-WISE PHYSICAL STANDARDS OF PERSONNEL**

S No	Region	States/ Region included	Physical Standards		
			Minimum Height	Chest	Minimum Weight
(a)	Western Himalayan	J&K, Himachal Pradesh, Punjab Hills (Area South and west of the Inter State Border between Himachal Pradesh and Punjab and North and East of Road of Mukerian Hoshiarpur, Garh Shankar, Ropar and Chandigarh), Uttarakhand	158 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(b)	Eastern Himalayan Region	Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam & Hill region of West Bengal (Darjeeling and Kalimpong districts and Andaman Nicobar)	152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(c)	West Plain Region	Punjab, Haryana, Chandigarh, Delhi, Rajasthan, Western UP	162.5 Cms	Minimum 76 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(d)	Eastern Plain	Eastern UP, Bihar, West Bengal & Orissa and Jharkhand	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(e)	Central Region	Gujrat, Maharastra and Madhya Pradesh, Dadar Nagar & Haveli, Daman & Diu and Chaattisgarh	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(f)	Southern Region	Andhra Pradesh, Karnataka, Tamil Nadu, Kerala, Goa and Pondicherry, Telangana	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 kgs
(g)	Relaxation to sons of serving/ Ex-GREF personnel)		2 Cms	1 Cm	2 Kgs
(h)	Relaxation in DD cases (this will be applicable to own son adopted son and not any other relative		2 Cms	1 Cm	2 Kgs
(j)	Gorkhas (Indian Domicile)		152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs

MEDICAL STANDARDS OF RECRUITMENTS FOR GREE

General

- 1 Every recruit must be sufficiently intelligent, free from nervous instability and be in possession of sound health. He shall have no constitutional or acquired disability as may in the opinion of Recruiting Medical Officer render him unfit for duties, in the organization, particularly at high altitude and hard areas.

General examination

- 2 It is absolutely essential in all cases to have the recruits stripped while carrying out medical examination. Due regard be paid to privacy and decency. It is not sufficient that the clothing be only partially removed. An underwear may be permitted except when the examination is being carried out involving private parts. Every part of the body must be examined and if a recruit does not submit to this even after persuasion, he will be rejected. Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/ Comdt GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers)/ Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

Responsibility for physical fitness

- 3 The examining Medical Board is responsible for checking the physical fitness of the recruits, the likelihood of their physical development and for their identification marks. The Board will also enter on the enrolment form any minor defects insufficient to cause rejection. In the case of fit recruits the Board will make the necessary entry on the enrolment form, the wording used being Fit-category GREF-I and return it to the enrolling officer. The signature of the examining Medical Officer on the enrolment form will be accepted as equivalent to a declaration that he has personally examined the recruit in question according to the existing instructions and that the recruit has no blemish or defect except those noted on the enrolment form. Remarks relating to any defects in the recruit will be endorsed in the medical examiner's own handwriting. When there are no distinctive marks this must be stated.

Medical History Sheet GREF/ MED/ 2A

- 4 This is a document of great importance which is linked to claims for disability pension on soldier's discharge from the service Medical items in table No 1 of GREF/ MED/ 2A will be completed by the Medical Board GREF/ MED/ 2A.
- 5 Any failure of officers concerned to give attention to the preparation and maintenance of these documents, and inaccuracy in or insufficiency of the entries therein may cause considerable delay, much expense and grave injustice to the person recruited. Medical Officers will, therefore, take every care to ensure that all necessary entries are carefully and accurately made at the time of examination.
- 6 Marks and small defects are to be noted concisely and clearly in the space allotted for the purpose in order to facilitate the men's future identification. Special attention should always be drawn to any defects which may influence decision on possible claims for pension in the future.

RULES GOVERNING MEDICAL INSPECTION OF CANDIDATES IN GREF

Principal points in Medical Examination of Candidates

- 7 Principle points in medical examination of recruits. In the inspection of candidates the principle points to be attended to, are as under:
 - a) That the candidate is sufficiently intelligent (Any defect may be observed during the examination).
 - b) That his bearing is good and that there is no sign of disease of ear, nose and throat.
 - c) That his vision with either eye is up to the required standard, his eyes are bright, clear and with no obvious squint, nystagmus or other abnormality. Movement of eye balls should be full and free in all directions.
 - d) That his speech is without impediment.
 - e) That he has no glandular swelling.
 - f) That his chest is well formed, and that his heart and lungs are sound.
 - g) That his limbs are well formed, and fully developed.
 - h) That there is free and perfect action of all the joints.

- i) That his feet and toes are well formed.
- j) That he has no congenital malformation or defects.
- k) That he does not bear traces of previous acute or chronic diseases pointing to an impaired constitution.
- l) That he possesses sufficient number of sound teeth for efficient mastication.
- m) That he has no disease of the genitor-urinary tract.

Ground for permanent rejection

- 8** Candidates presenting with following conditions will be rejected:
- a) General impaired Constitution with frail health (BMI less than 18).
 - b) Abnormal Gait.
 - c) Abnormal Posture (Kyphosis, Scoliosis or Lordosis).
 - d) Gross physical deformity of chest, (pigeon chest, Barrel shaped chest, pectus excavatum, Harrison's sulcus & joints (Knock knee bow, leg, flat feet etc).
 - e) Defective Intelligence.
 - f) Deafness.
 - g) Pronounced Stammering.
 - h) Mental and nervous instability includes coarse Digital Tremors, palmar & plantar Hyperhydrosis and Tachycardia (Pulse rate more than 100/ min).
 - j) Sexually Transmitted diseases.
 - k) Any degree of squint or nystagmus.
 - l) Cases of colour blindness.
 - m) Corneal Opacities effecting binocular vision of the individual.
 - n) Perforation of Tympanic membrane.
 - o) Chronic Suppurative Otitis Media/ Mastoiditis.
 - p) Loss or decay of teeth to such an extent as to interfere with proper mastication. Dental points less than 14.
 - q) Chronic Lung Infection.

- r) Endocranial Disorder.
- s) Cardiac murmur or Hypertension (BP>140/95 mm Hg).
- t) Gross degree myopia & cases of corneal surgery for refractive error.
- u) Healed fracture with implants or ankylosis of effected joints due to fracture.
- v) Any amputation effecting in the working efficiency of individual.
- w) Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/ Comdt GREF Centre will take a final decision on acceptability/ unacceptability of such tattoo. The decision of the DDG (Pers)/ Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

Grounds for Temporary Rejection:

- 9 Following are the grounds for temporary rejection:
- (a) Pterygium
 - (b) Conjunctivitis
 - (c) Defective Vision (corrected with glasses, 6/6 in both eyes is acceptable)
 - (d) Trachoma Grade III
 - (e) Deviated Nasal Septum
 - (f) Chronic Tonsillitis
 - (g) Few decayed teeth (corrected with denture is acceptable)
 - (h) Pityriasis Versicolor
 - (j) Tinea Cruis, Scabies, Eczema etc
 - (k) Planter Warts
 - (l) Hydrocele, Hernia, Vericocele
 - (m) Vericose Veins
 - (n) Phimosis, Fissure in ano or abscess, Haemorrhoids
 - (o) Acute infection of respiratory tract
 - (p) Gynaecomastia
 - (q) Anaemia
 - (r) Hepatosplenomegaly
 - (s) BMI above 30 (Should bring down BMI to below 30 within 3 months will be accepted)

Acceptance of Candidates with Minor Defects:

- 10 Candidates presenting with mild degree of following defects may be accepted:
- (a) Mild Flat Feet but flexible and Hammer toes.
 - (b) Mild knock knee (Inter malleolic distance 5 cms).
 - (c) Mild Bow Legs (Inter condylar distance 7 cms).
 - (d) Mild Degree of Sphenovarix.
 - (e) Slight degree of Vericocele, or undescended testis (Not arrested in inguinal region).

- (f) Healed perforation of Ear drums.
- (g) Healed Trachoma without residual gross deformity.
- (h) Slight stammering.
- (j) Mild hyperhydrosis.
- (k) Mild degree phimosis or Hypospadiasis.
- (l) Perforation in the ear drums which has healed and closed leaving a firm healthy scar (Tympanoplasty done).
- (m) Slight curvature of leg.
- (n) Slight hammer toe.
- (o) Mild degree of varices.
- (p) Tinea versicolor (Only after treatment).
- (q) DNS (Acceptable after treatment).
- (r) Any other slight defects which in the opinion of Recruiting Medical Officer will not interfere with work efficiency of the candidate in future provided the candidate conforms to the prescribed standards in all respects. The mild problem if any must be recorded in the documents. An undertaking from the candidate be taken that there is no past history of seizure, leprosy, diabetes, tuberculosis or HIV infection. All cases of past healed operations carried out will be noted in medical case sheet.

The foregoing relaxation is permissible only in the case of recruit who conform to the prescribed standards of measurements.

Time limit for clearance of any unfit by Higher Reviewing Authority

- 11 (a) All cases of **permanent unfit** may be reviewed by higher medical authority and should declare him unfit/ fit within 01 month duration since the time of unfit declaration.
- (b) All **temporary unfit** cases may be reviewed by higher medical authority within 3 months (90 days) to clear him fit/ unfit since the time of unfit declaration.
- 12 In all cases where a recruit is suffering from a minor defect is accepted, the Medical Board will fully satisfy themselves that the defect will not, in any way, affect the efficiency of the recruit as a subordinate serving in BRO.
- 13 Whenever recruits who are suffering from minor defects as mentioned in Para 10 above are accepted, the defects will invariably be noted in the medical history sheet GREF/ MED/ 2A.
- 14 Recruits suffering from minor health problems of ordinary nature such as simple sores, shoe bite, common cold coughs and similar other minor ailments which usually last only a few days may be accepted. Medical Board before accepting such

a recruit must fully satisfy themselves that the disease is likely to be cured in a few days without indoor treatment. Normally, unless the recruit is required to meet some urgent demand which cannot be met readily, he should be advised to get himself treated and come again. If recruit who is suffering from a minor disease of any nature is accepted, no entry need to be made of the disease in the medical history sheet GREF/ MED/ 2A.

- 15** The decision of the Medical Board in all cases of rejection due to not meeting the required medical standards will be final.

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