



STAFF SELECTION COMMISSION



NOTICE

STENOGRAPHERS (GRADE 'C' & 'D') EXAMINATION, 2017

Date of Computer Based Examination: 04-09-2017 to 07-09-2017
Closing Date for receipt of application: 15-07-2017 (upto 5.00 P.M.)

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

F.No.3/6/2017-(P&P-II): The Staff Selection Commission will hold an open competitive Computer Based Examination for Recruitment of Stenographer Grade 'C' (Group 'B' Non-Gazetted) and Stenographer Grade 'D'(Group 'C' Non-Gazetted) in the month of September 2017.

Candidates having required skills in stenography as explained in Para 12 (2) only need to apply. Admission Certificates for the computer based examination will not be issued to the candidates who declare in their Application that they do not possess skills in Stenography.

2. Vacancies: Vacancies will be determined in due course.

(a) Vacancies of Stenographer Grade 'C' and Stenographers Grade 'D' are in Ministries/Departments of Central Government, including their Attached/Subordinate offices located in States and Union Territories all over the country.

(b) The posts of Stenographers are not identified suitable for Hearing Impaired persons.

3. Reservation:

Reservation for SC/ST/OBC/ExS/Persons with disability (PWD) etc. categories is available as per extant Govt. Orders.

The posts of Stenographers Gr. 'C' have been identified suitable for the persons suffering from disabilities of One Arm (OA), One Leg (OL), Both Legs (BL), Blind (B) and LV (Low vision) as per guidelines of Ministry of Social Justice and Empowerment.

The posts of Stenographers Gr. 'D' have been identified suitable for the persons suffering from disabilities of One Arm (OA), One Leg (OL), One Arm and Leg(OAL) Both Legs(BL), Blind (B) and LV(Low vision) as per guidelines of Ministry of Social Justice and Empowerment.

4. Nationality / Citizenship:

A candidate must be either:

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject of Bhutan, or

(d) a Tibetan refugee who came over to India, before the 1st January,1962, with the intention of permanently settling in India, or

(e) a person of Indian origin who has migrated from Pakistan, 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.

5. Age Limit: 18-27 years as on 01.08.2017.

Note-I: The upper age limit for the post of Stenographer Grade 'C' & 'D' is relaxable for Central Government Civilian Employees as per extant Government order.

Note-II: The crucial date of age limit is reckoned with reference to 01-08-2017. Candidates should note that the Date of Birth as recorded in the Matriculation/ Secondary Examination certificate or an equivalent certificate only, will be accepted by the Commission for determining the Age eligibility and no subsequent request for its change will be considered or granted.

5-A Permissible relaxations of Upper age limit under Para 5 above and category codes for claiming age relaxation as on 01-08-2017 will be as follows:-

Code No.	Category	Age-Relaxation permissible beyond the Upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PH	10 years
04	PH (OBC)	13 years
05	PH (SC/ST)	15 years
06	Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
07	Ex-Servicemen (OBC)	06 years (3 years + 3 years) after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
08	Ex-Servicemen (SC/ST)	08 years (3 years + 5 years) after deduction of the military service rendered from the actual age as on closing date of receipt of online application.

12	<u>For Group 'B' posts</u> (i) Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online application	Upto 5 years
13	(ii) Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online application.	Upto 8(5+3) years
14	(iii) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online application	Upto 10 (5+5) years of age
16	<u>For Group 'C' posts</u> (i) Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on Closing date for receipt of online application.	Up to 40 years of age
18	(ii) Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on Closing date for receipt of online application.	Up to 43 years of age
20	(iii) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on Closing date for receipt of online application.	Up to 45 years of age
21	(i) Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 st January 1980 to 31 st December 1989 (unreserved/General)	5 years
22	(ii) Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 st January 1980 to 31 st December 1989 (OBC)	8 years
23	(iii) Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 st January 1980 to 31 st December 1989 (SC/ST)	10 years
24	<u>For Group 'C' post only</u> (i) Widows / Divorced Women / Women judicially separated and who are not remarried (Unreserved/General)	Up to 35 years of age

25	(ii) Widows / Divorced Women / Women judicially separated and who are not remarried (OBC)	Up to 38 years of age
26	(iii) Widows / Divorced Women / Women judicially separated and who are not remarried(SC/ST)	Up to 40 years of age
27	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (Unreserved/General)	5 years
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC)	8 (3+5) years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)	10 (5+5) years
33	Service Clerks in the last year of their colour service in the Armed Forces (Unreserved/General)	Up to 45 years of age
34	Service Clerks in the last year of their colour service in the Armed Forces (OBC)	Up to 48 years of age
35	Service Clerks in the last year of their colour service in the Armed Forces (SC/ST)	Up to 50 years of age
36	<u>For Group 'C' posts</u> Retrenched census employees of Office of Registrar General of India (Unreserved/General) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment and weightage of past service.
37	Retrenched census employees of Office of Registrar General of India (OBC) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment and weight age of past service + 3 years
38	Retrenched census employees of Office of Registrar General of India (SC/ST) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment and weightage of past service + 5 years

Note-I: Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession. However, he/she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/she immediately after joining civil employment, given self-declaration/undertaking to the concerned

employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM No.36034/1/2014-Estt (Res) dated 14th August 2014 issued by DOP&T.

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

Note-III: For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of ex-servicemen and / or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of application (i.e. 15-07-2017) or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

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

- (i) who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy and Air Force of the Indian Union, and
- (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension, or
- (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension;
or
- (c) who has been released from such service as a result of reduction in establishment.
or
- (ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army.
or
- (iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension.
or
- (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987.
or
- (v) Gallantry award winners of the Armed forces including personnel of Territorial Army.
or
- (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

NOTE-IV: A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date (i.e. 15-07-2017) with Armed Forces of the Union shall be considered eligible for appointment to the Group 'C' posts against posts reserved for ExS only. Thus, those Matriculate Ex-Servicemen who have not completed 15 years of service as on the last date for receipt of applications are not eligible for these posts.

Further, as per extant guidelines of Department of Personnel and Training deemed graduation of Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force on completion of 15 years in Armed Forces is not applicable for Group 'B' posts.

Note-V: As per Supreme Court direction dated 24.02.1995 in Appeal No.731-69 of 1994, Age relaxation will be available for Group-'C' posts in the O/o RGI(Registrar General of India) for retrenched Census employees as under:-

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

Note-VI: Age concession is not admissible to sons, daughter and dependents of ex-servicemen.

6. Process of certification and format of certificates:-

Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format, whenever such certificates are sought by concerned Regional/Sub Regional Offices at the time of Document Verification. Otherwise, their claim for SC/ ST/ OBC/ PH (PWD)/ ExS status will not be entertained and their candidature/ applications will be considered under General (UR) category. The formats of the certificates are annexed. Certificates in any other format will not be accepted. A person seeking appointment on the basis of reservation to OBCs 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 application i.e. 15-07-2017.

Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.

Candidates are cautioned that they may be debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/ExS/PH (PWD) status.

Provision of Compensatory Time and assistance of scribe: The Visually Handicapped/cerebral palsy candidates will be allowed compensatory time in the examination. In addition, the orthopedically handicapped candidates(other than a candidate afflicted by Cerebral Palsy) who has a locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate(such deficiency to be indicated in the medical certificate submitted by the candidate), such candidates can also avail the assistance of a scribe and a compulsory time of 20 minutes per hour in the examination, subject to such requests being made in the application form. The details of which are given in para 11 under the Heading "Scheme of Examination." Persons with visual disability of less than forty percent will not be considerate as visually handicapped persons.

No attendant will be allowed with candidates inside the examination hall.

7. Educational Qualifications (As on 01.08.2017):

Must have passed 12th Standard or equivalent from a recognized Board or University.

As per Ministry of Human Resource Development Notification dated 10.6.2015 published in Gazette of India, all the degrees/diplomas/certificates including technical education degree/diploma 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 Grant 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 Grant Commission.

All candidates who are declared qualified by the Commission for appearing in the Skill Test will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for completion of Intermediate/Higher Secondary/10+2/Senior Secondary in original as proof of having acquired the minimum educational qualification on or before **01-08-2017**, failing which the candidature of such candidates will be cancelled by the Commission. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he/ she has been declared passed, will also be considered to meet the educational qualification.

8. How to apply: Applications must be submitted only in online mode. Detailed instructions as in Annexure – I and Annexure – II, may be referred to. Candidate may note that only online application will be accepted at <http://ssconline.nic.in> only.

9. Application Fee:- Rs. 100/-(Rupees One Hundred only):

Mode of payment:- Fee can be paid through SBI Challan / SBI Net banking or through credit/debit cards of any bank.

Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with disability and Ex-servicemen eligible for reservation are exempted from payment of fee.

Fee once paid will not be refunded under any circumstances.

10. Details of Regional/Sub-Regional Offices:- Correspondence relating to non-receipt of Admission Certificate etc and other grievances should be sent to concerned Regional/Sub Regional Offices, details of which are as under:-

Sl. No.	Examination Centres& Centre Code	Address of Regional/Sub Regional Offices.
1	2	3
1.	Agra (3001), Allahabad (3003), Kanpur (3009), Lucknow (3010), Varanasi (3013), Bhagalpur (3201), Patna(3206)	Regional Director(CR), Staff Selection Commission, 21-23, Lowther Road, Allahabad, Uttar Pradesh-211 002.
2.	Gangtok (4001), Ranchi (4205), Jalpaiguri (4408), Kolkata (4410), Bhubaneshwar (4604), Sambalpur (4609), Port Blair (4802)	Regional Director (ER), Staff Selection Commission, 1 st MSO Building,(8 th Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020
3.	Bengaluru (9001), Thiruvananthapuram (9211), Kochi (9204), Thrissur (9212), Gulbarga (9005), Mangaluru (9008), Dharwad (9004), Kozhikode (Calicut) (9206), Mysore (9009).	Regional Director (KKR), Staff Selection Commission, 1 st Floor, “E” Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
4.	Delhi (2201), Jaipur (2405), Jodhpur (2406), Kota (2407), Bikaner (2404), Udaipur (2409), Ajmer (2401), Alwar (2402), Sriganganagar (2408), Dehradun (2002), Haldwani (2003), Almora (2001), Srinagar (2004)	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504

	(Uttarakhand), Haridwar (2005).	
5.	Guwahati (Dispur) (5105), Itanagar (5001), Dibrugarh (5102), Jorhat (5107), Silchar (5111), Imphal (5501), Shillong (5401), Aizwal (5701), Kohima (5302), Agartala (5601), Churachandpur (5502)	Regional Director(NER), Staff Selection Commission, Housefed Complex, West End Block, Last Gate, Beltola Basistha Road, Dispur Guwahati, Assam-781006
6.	Hyderabad (8601), Guntur (8001), Chennai (8201), Madurai (8204), Visakhapatnam (8007) Vijayawada (8008)	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 nd Floor, College Road, Chennai, Tamil Nadu-600006
7.	Aurangabad (7202), Mumbai (7204), Kolhapur (7203), Nagpur (7205), Panaji (7801), Pune (7208), Ahmedabad (7001), Vadodara (7002), Rajkot (7006), Nashik (7207), Amravati (7201), Surat (7007)	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishtha Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
8.	Ambikapur (6201), Indore (6006), Jabalpur (6007), Jagdalpur (6203), Chindwara (6003), Chattarpur (6002), Guna (6004), Mandsaur (6010), Jhabua (6008), Khandwa (6009), Rewa (6012), Raipur (6204), Bhopal (6001), Gwalior (6005), Bilaspur (6202)	Dy. Director (MPR), Staff Selection Commission, J-5 Anupam Nagar, Raipur (CG)-492001
9.	Jalandhar (1402), Leh (1005), Chandigarh (1601), Jammu (1004), Srinagar (1007), Shimla (1203), Bhatinda (1401), Hamirpur (1202)	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-160017

NOTE I: No change of Centre of Examination will normally be allowed. Hence, the candidates should select the centers, carefully and indicate the same correctly in their applications. The Commission considers applications supported by documentary evidence from those serving in Armed Forces or Central Armed Police Forces for change of centre, if they are posted out due to operational reasons.

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

11. **Scheme of Examination:**

The details of computer based examination are mentioned below –

Date of Exam	Part	Subject	No. of Questions	Maximum Marks	Total Duration
4.9.2017 to 7.9.2017	I	General Intelligence & Reasoning	50	50	2 Hours (2 hours and 40 minutes for VH/OH (afflicted by Cerebral Palsy and locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidates))
	II	General Awareness	50	50	
	III	English Language and Comprehension	100	100	

Question paper will be of Objective Multiple choice type. Questions will be set in Hindi and English except Part-III.

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

Canvassing in any form will disqualifying the candidates.

Note:-I The Commission reserves the right to add an additional Tier in the scheme of Examination.

NOTE:-II: Candidates are not permitted to use Mobile Phone, Calculator, bluetooth device or any other electronic/electrical device for answering any paper. Candidates must not, therefore, bring Mobile Phone, Calculator or any other electronic/ electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as “use of unfair means” in the Examination and candidature of such candidates will be cancelled forthwith. Such candidates are also liable for debarment upto a period of 3 (three) years.

12 Indicative Syllabus for Computer Based Mode Examination:

(1) 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, judgement, 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.

General Awareness: Questions will be designed to test the ability of the candidate’s general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its 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.

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

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.

(2) Skill test in Stenography:

Candidates who obtain the qualifying marks in the Examination as may be prescribed by the Commission will only be called for the Skill Test. Commission may also prescribe qualifying marks in each part of Examination. The skill test will be of qualifying nature and the Commission will fix the qualifying standards in the skill test for different categories of candidates.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 100 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 compute. The transcription time is as follows:-

For Stenographer Grade 'D': 50 minutes (English)
65 minutes (Hindi)

For Stenographer Grade 'C': 40 minutes (English)
55 Minutes (Hindi)

(i) If the candidates do not indicate the medium of stenography test in Column No. 18 of the Application Form, the Commission will consider English as the medium of stenography test for such candidates.

(ii) The compensatory time for 'Skill Test' in Stenography will be allowed as follows -

Visually Handicapped, Orthopedically Handicapped (OH) candidates & afflicted by Cerebral Palsy and the candidates who have a locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing the performance of the candidates are required to transcribed the matter in 75 minutes for English Shorthand or in 100 minutes for Hindi Shorthand for the post of Stenographer Grade – 'D' and in 70 minutes for English Shorthand test and in 95 minutes for Hindi Shorthand test for the post of Stenographer Grade – 'C'.

(3) 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 or authority. 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.

(4) The skill test will be held at the Commission's Regional/Sub Regional Offices or at other Centre(s) as may be decided by the Commission.

(5) Detailed instructions regarding Skill Test will be sent by the concerned Regional/Sub Regional Offices of the Commission to the candidates called for the Skill Test.

13. MODE OF SELECTION:

Candidates will be shortlisted for the skill test on the basis of their performance in the Computer Based Examination. Candidates who qualify in the skill test will be recommended for appointment by the Commission on the basis of total marks in the Computer Based Examination. Allocation of candidates will be made to User Departments depending upon their merit position and the option exercised by them.

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

Reserved category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in computer based examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such

candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent 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. Deduction of the military service rendered from the age of Ex-Servicemen and relaxation of age to PH candidates are permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

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

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

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.

14. In accordance with the directions issued by DOPT 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 in the said open Competitive Examinations 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(Gen/SC/ST/OBC/PH/Minority)
- (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, from 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 else have inadvertently not exercised their options will be made available on the website of the Commission.

15. Admission to the Examination:

All candidates who apply in response to this advertisement by the closing date will be assigned Roll numbers which will be placed on the website of the concerned Regional Office about two weeks before the date of the examination. A candidate must write his/ her Roll number and Registration ID along with his/ her name, date of birth and name of the examination while addressing any communication to the concerned regional office of the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

Admission certificates (ACs) for the examination indicating the time table and also venues of examination for each candidate will be placed on the website of the concerned Regional Office about two weeks before the date of examination. It will not be sent by post. If any candidate is unable to download his admission certificate for the examination one week before the date of examination, he/she must immediately contact the concerned regional/sub regional office of the commission with details such as Registration Id, Transaction Id of SBI, copy of challan etc for obtaining the Admission Certificates. Failure to do so will deprive him/her of any claim for consideration.

The photographs used by the candidates must be a recent, relaxed face, colour picture and the picture should be in colour, against a light-coloured, preferably white, background. If flash is used then ensure that there should be no red-eye and, in case of glasses, your eyes should be visible. The face should not cover less than 80 % of the entire photo. Photograph should be of JPG format and its size should be between 4kB to 20 kB.

It is compulsory to carry at least one original Photo ID such as Voter's ID, Aadhaar Card, Driving License, ID Cards issued by Government or other Offices where the candidates may be working. Candidates without such ID cards will not be allowed entry into the Examination Halls/ Skill Test venues.

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

Application with illegible/blurred photograph and/or signature will be rejected.

16. Resolution of Tie cases:

In case where more than one candidate secure the equal aggregates marks, tie will be resolved by applying the following methods one after another:-

- i) Marks in computer based examination.
- ii) Date of birth, with older candidates placed higher.
- iii) Alphabetical order in which first names of the candidates appear.

The candidates are required to indicate the order of preference for the posts of Stenographer Grade 'C' and Stenographer Grade 'D' in Column No. 15. It may be noted that the candidates will not be considered for the post for which they have not exercised preference.

Preferences of Departments/ Offices for allocation will be obtained at the time of skill test/ Document verification.

17. Commission's decision final:

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

Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copies submitted by them nor should they submit a tampered/fabricated document.

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

- (i) In possession of mobile phone & accessories including earphone and cords, Bluetooth device and other electronic gadgets within the premises of the examination centres, whether in use or in switch off mode and on person or otherwise.
- (ii) Using unfair means in the examination hall.
- (iii) Obtaining support for his/her candidature by any means.
- (iv) Impersonate/Procuring impersonation by any person.
- (v) Submitting fabricated documents or documents which have been tampered with.
- (vi) Making statements which are incorrect or false or suppressing material information.
- (vii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (viii) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.
- (ix) Passing on of information related to CBE through any means to unauthorised persons during the conduct of the examination.
- (x) Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.

- (xi) Not fulfilling the eligibility conditions mentioned in the Notice.
- (xii) Any other ground which the Commission considers to be sufficient cause.

18. Courts Jurisdiction:

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

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

20. Important instructions to candidates:

- i) 12th Standard Pass from a recognized board/university is the minimum qualification. The Examination will comprise of a Computer Based Mode Examination followed by Skill Test in Stenography at 100 w.p.m. and 80 w.p.m. for Stenographer Grade 'C' &'D' respectively.
- ii) The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of computer based examination and, therefore, the candidature is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify for the skill test. At the time of scrutiny if any claim made in the application is not found substantiated, the candidature will be cancelled. The Commission's decision in this regard shall be final.
- iii) Candidates are advised that skill test in stenography is mandatory and, therefore, those without knowledge of stenography should not apply for the examination. Also choose the medium of skill test in stenography carefully, as no request for change in medium of skill test will be considered under any circumstances.
- iv) Candidates seeking reservation benefits available for SC/ST/OBC/PH (PWD)/EXS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of skill test / document verification.
- v) Candidates with physically disability of 40% and more only would be considered as Physically Handicapped/ Persons with Disability (PH/PwD) and entitled to reservation for PH/PwD.
- (vi) Central Government civilian employees claiming age relaxation should be in possession of Certificate in the prescribed format from their office in respect of the length of continuous service which should be not less than three years in the immediate period preceding the closing date for receipt of application. They should continue to have the status of Central Government civilian employees from the date of application till the time of appointment, in the event of their selection.
- vii) Fee: Rupees one hundred only- **Rs.100/-**

Fee is exempted for all female candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with disability, and Ex-Servicemen eligible for reservation, as per Government orders.

(viii) Closing date: 15-07-2017 (5 P.M.)

(ix) Only one online application is allowed to be submitted by a candidate for recruitment to the

post of Stenographer Grade 'C' & 'D' Examination 2017.

- (x) Mobiles earphones connected cords and other electronic gadgets are banned within the premise of the examination centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from commission's examination for period upto 3 (three) years.
- (xi) Only online application will be entertained for this examination. The facility of on-line application will be available from 17-06-2017 to 15-07-2017 (upto 5.00PM). However, candidates who wish to make the payment through challan of SBI, may make the payment to designated branches of SBI within the working hours of bank upto 18-07-2017 provided the challan has been generated by them before 5.00 PM on 15-07-2017. Candidates should retain the Registration ID assigned to them online and details of payment of fee for further correspondence with the Commission. They should not submit print out of their application to the Commission.
- (xii) Candidates must bring 3 passport size colour photographs. Candidates not carrying photographs will not be allowed to appear in the examination.
- (xiii) Regarding this examination, the Commission will communicate with candidates through the website, email and sms from the HQ of the Commission / its regional offices only. Therefore, candidates may visit website of Commission's HQ and concerned Regional / Sub-Regional offices regularly. They should keep their email and mobile connection active till completion of examination process.
- (xiv) All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
- (xv) No admission certificate for written examination will be issued by Post. Candidates are required to download admission certificate for written examination from the website of concerned Regional / Sub Regional Offices.
- (xvi) The candidates who are debarred from the examinations of the Commission must not apply. Candidature of such candidates shall be summarily rejected whenever it comes to the notice of the Commission.
- (xvii) 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 WILL SUMARRILY BE CANCELLED AT THE TIME OF DOCUMENT VERIFICATION OR AS AND WHEN IT COMES INTO THE NOTICE OF THE COMMISSION.
- (xviii) Signature of the candidate: The signature must be uploaded in JPG format, The digital size of the signature file must be in the range of 1-12 kB.
- (xix) Application with illegible/blurred photograph and/or signature will be rejected.
- (xx) Request for change/ correction in any particular in the application form, once submitted, will not be entertained under any circumstances.

Under Secretary(P&P-II)

INSTRUCTIONS FOR FILLING UP THE APPLICATION

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

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

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

Refer to para 10 of the Notice of the Examination.

Column 13. Code for seeking age relaxation.

Refer to para 5-A of the Notice of the Examination.

Column 15. Preference for Posts

Use 'C' for Stenographer Grade 'C' and

Use 'D' for Stenographer Grade 'D'

You are advised to be careful in exercising your preference as in the event of your getting selected for both the posts, you will be considered for the posts in the order of your merit and preference for each post. You are also advised that you will not be considered for posts for which you have not exercised option.

Column 16: If a candidate suffers from cerebral palsy, he should indicate the same by "1". Candidates not suffering from cerebral palsy should invariably indicate "2" in this column.

Column 17.1 VH candidates, candidates suffering from cerebral palsy or locomotor disability if opt for scribe should specify the medium in which they desire to take the Written Examination. Scribes will be arranged by the Commission accordingly.

Column 18: Please indicate the medium in which you want to appear in Skill Test for Stenography (English/Hindi). **Please note that medium once opted, will not be changed under any circumstances. Hence, you are requested to exercise your option carefully.**

Column 19. Educational Qualification Code: See Annexure – IX. Please note that possession of Intermediate/Higher Secondary/12th Standard Qualification is a pre-requisite to apply for this examination.

Column 21. Address for communication

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

Column 22. Permanent address

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

Column 23. Photograph

The digital size of the file of the photographs must be more than 4 kB and less than 12 kB.

Column 24: Signature of the candidate:

The signature must be uploaded in JPG format. The digital size of the signature file must be between 1 kB and less than 12 kB.

NOTE: Request for change/correction in any particulars in the Application Form, once submitted will not be entertained under any circumstances.

Procedure for Online Submission of Application

1. On-line application will be available w.e.f. 17-06-2017 to 15-07-2017 (upto 5.00 PM)
2. The Commission has devised a simplified format for the online application procedure. In the process candidates may register once and may apply for any examination conducted by SSC.
3. One-time registration is the permanent database of candidates. The Registration ID and password provided by the system should be noted and kept safely so that it can be used for applying to any examination conducted by SSC. The registration facility is available to the candidates throughout the year on website <http://ssconline.nic.in>. The registered candidates may log into the system and can proceed for application filling. The facility of online application (including payment of fees through SBI net banking/ Credit or debit cards of any banks) will be available from 17-06-2017 to 15.07.2017 (upto 5.00 PM). However, candidates who wish to make the payment through challan of SBI, may make the payment to designated branches of SBI within the working hours of bank upto 18.07.2017 provided the challan has been generated by them before 5.00 PM on 15.07.2017.
4. The online submission of the application may be made at website <http://ssconline.nic.in>. Candidate should read the instructions in this Notice carefully before making any entry. Candidate should provide all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign. The filling of online application contains two parts: Registration Part (In case not registered earlier) and Application Part.
5. In Registration Part, candidates will have to provide their basic information and upload their photograph and signature. On submission of these details, candidates shall be prompted to check the details and make any correction in the registration.
6. In case, there is any discrepancy in 'one-time registration' data filled by the candidate, photograph / signature etc, 'one-time registration' data may be suitably edited before proceeding to fill online application form. The Commission allows editing of information like name, father's name, mother's name, date of birth, gender and matriculation, roll number only once after registration. Therefore, these fields **MUST BE ENTERED / EDITED VERY CAREFULLY**. Other fields in the 'one-time registration' can be edited once before every exam but prior to submission of application for examination. **SUCH EDITING IS ALLOWED BEFORE SUBMISSION OF APPLICATION. ONCE THE APPLICATION HAS BEEN SUBMITTED, NO CHANGE IN 'One-time Registration' and Application data will be allowed.**
7. Then a candidate can proceed to fill online application with Registration ID and password provided in the one-time registration process. **The application procedure is incomplete without application part.** Application part requires filling of information about choice of centres, education qualification, post preference, making payment of examination fee, etc.
8. To pay fee in cash, candidates should take print-out of the challan generated online after completion of Application Part and deposit the requisite fee in designated branch of State Bank of India and then continue within the stipulated date and time.
9. **Request for change/ correction in any particulars in the Application Form shall not be entertained under any circumstances.** The Staff Selection Commission will not be responsible for any consequences arising out of non acceptance of any correction/ addition/ deletion in any particular filled in application form whatever the reasons may be.
10. The application form without photograph / signature or with Blurred photograph / signature or incomplete in any manner will be rejected summarily

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

(To be filled by the Head of the Office or Department in which the candidate is working).
(Please see Para 5-A of the Notice)

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

Signature _____

Name _____

There is no objection to his appearing for the Stenographer Grade 'C' & 'D' Examination 2016 and/or skill test of the Examination.

Office seal

Place:

Date :

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

ANNEXURE- IV

Form of Certificate for serving Defence Personnel (*Please see Note IV Para-5 (A) of Notice for the Examination*)

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

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

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

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

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

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

(Signature of the Candidate)

Place:

Date:

FORMAT FOR SC/ST CERTIFICATE

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

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

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

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

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

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
 The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
 The Constitution (Pondicherry) Scheduled Castes Order 1964@
 The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
 The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
 The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
 The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
 The Constitution (Sikkim) Scheduled Castes Order 1978@
 The Constitution (Sikkim) Scheduled Tribes Order 1978@
 The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
 The Constitution (SC) orders (Amendment) Act, 1990@
 The Constitution (ST) orders (Amendment) Ordinance 1991@
 The Constitution (ST) orders (Second Amendment) Act, 1991@
 The Constitution (ST) orders (Amendment) Ordinance 1996
 The Scheduled Caste and Scheduled Tribe Orders(Amendment) Act 2002.
 The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.
 The Constitution(Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.
 The Constitution (Scheduled Caste) Order (Amendment) Act 2007.

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____ Father/mother _____ of Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____

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

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

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

Place _____
Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

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

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

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

This is to certify that Shri /Smt./Kumari _____son/daughter of _____ of village/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**.

District Magistrate

Deputy Commissioner etc.

Dated:

Seal:

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

** As amended from time to time.

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

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

(See rule 4)

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

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

Certificate No.

Date:

**This is to certify that I have carefully examined Shri/Smt/Kum _____
Son/wife/daughter of Shri _____**

**Date of Birth _____ Age _____ years, male/Female _____
(DD/MM/YY)**

Registration No. _____ permanent resident of Home No. _____
Ward/Village/Street _____ Post Office _____ District _____
State _____.

Whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case _____

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

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

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

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

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

Annexure-VIII (FORM-IV)

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

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

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

Certificate No.

Date:

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

Son/wife/daughter of Shri _____

Date of Birth _____ **Age** _____ **years, male/Female** _____

(DD/MM/YY)

Registration No. _____ permanent resident of House No. _____

Ward/Village/Street _____ Post Office _____ District _____

State _____ Whose photograph is affixed above, and am satisfied that he/She is a Case of _____ **disability**. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities (to be specified) and is shown against the relevant disability in the table below:-

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

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary

Or

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

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

e.g. Single eye/both eyes

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

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

Nature of Document	Date of issue	Details of authority issuing certificate

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

(Authorised Signatory of notified Medical Authority

(Name and Seal)

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

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

Essential Educational Qualification Code

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

Subject Code for Educational Qualification

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

