# (To advertised in the Employment News / RozgarSamachar Dated the $\mathbf{1}^{\text{st}}$ to $\mathbf{7}^{\text{th}}$ September, 2012).

## STAFF SELECTION COMMISSION (SOUTEHRN REGION) CHENNAI

Logo

No.4/3/2012-SR Website: www.sscsr.gov.in

ADVERTISEMENT No.:SSC/SR/2/2012 Closing Date :28.9.2012

Applications are invited for the following (Group'B' and Group'C) posts in various Offices:

Adut No CCC/CD 2/2042		Farm Assistant in	Degional Station for Forage Draduction	
Advt.No.SSC/SR-2/2012 Cat No.SR-1	:	Farm Assistant in Regional Station for Forage Production and Demonstration		
Classification	:	Group-C (Non- Gazetted, Non- Ministerial)		
No. of Vacancies	:	UR-1 (One). The post is not suitable for OH/HH/VH candidates. Hence, these candidates need not apply. (i.e PH candidates are not eligible.)		
Scale of Pay	:	PB-1 Rs. 5200 - 20	200 with Grade Pay of Rs.2400/-	
Initial Place of Posting	:	Avadi (Alamadhi), C	Thennai	
Age Limit	:	18-25 years		
	:	Upper Age Limit is relaxable	Upto 40 years for Central Govt. Employees with not less than 3 years' regular and continuous service	
Fee payable	:	Rs.50/- (Rupees fifty only). SC/ST/Female and eligible EX-tare exempted from payment of fees.		
Essential Qualification	:	(i) Pass in 12 <sup>th</sup> class or equivalent qualification from a recognized Board or University with a certificate course or training in Agriculture from a recognized Institute and at least one year's experience of work at an Agricultural Farm; or B.Sc Agriculture.		
Desirable Qualification	:	NIL		
Job Responsibilities	:	To assist the Director, Fodder Agronomist & Senior Technical Assistant in managing farm operations, conducting extension work including Demonstration and Minikitprogrammes, trials of newly evolved fodder varieties and training programme etc.		

Advt.No.SSC/SR-2/ 2012 Cat No.SR-2	:		t in the Directorate of Marketing and Partment of Agriculture & Co-operation, Min.	
Classification	:	Group-C (Non- Gazetted, Non- Ministerial)		
No. of Vacancies	:	UR-2(Two). The post is not suitable for OH/HH/VH candidates. Hence, these candidates need not apply. (i.e PH candidates are not eligible.)		
Scale of Pay	:	PB-1 Rs. 5200 -	20200 with Grade Pay of Rs.2800/-	
Initial Place of Posting	:	Regional Agmark	Regional Agmark Laboratory at Chennai	
Age Limit	:	Not exceeding 3	0 years	
	:	Upper Age Limit is relaxable by	5 years for Central Govt. Employees with not less than 3 years' of regular and continuous service.	
Fee payable	:	Rs.50/- (Rupees fifty only). SC/ST/Female and eligible EX-S are exempted from payment of fees.		
Essential Qualification	:	Master's degree in Chemistry or Dairy Chemistry or Oil Technology or Food Technology of a recognized University or equivalent  OR  Bachelor of Science degree with Chemistry as one of the subjects or Bachelor of Science (Hons.) in Chemistry from a recognized University or equivalent and with 2 years experience in analytical work.		
Desirable Qualification	:	NIL		
Job Responsibilities	:	Chemical Analys	is of Sample of all Agmark articles.	

Advt.No.SSC/SR-2/2012	:	Junior Computo	r in Central Water Commission, Cauvery
Cat No.SR-3		& Southern Rivers Organisation, Coimbatore	
Classification	:	Group-C (Non- Gazetted, Non- Ministerial)	
No. of Vacancies	:	<b>OBC-1 (One).</b> The post is not suitable for OH/HH/VH candidates. Hence, these candidates need not apply. (i.e PH candidates are not eligible.)	
Scale of Pay	:	PB-1 Rs. 5200 -	- 20200 with Grade Pay of Rs.1900/-
Initial Place of Posting	:	Coimbatore, Tar	milnadu
Age Limit	:	18-27 years	
	:	Upper Age Limit is relaxable by	Three years for OBC candidates  Upto 40 years for Central Govt.  Employees with not less than 3 years' regular and continuous service.
Fee payable	:	Rs.50/- (Rupees fifty only). Female and eligible EX-S are exempted from paying fees	
Essential Qualification	:	Senior Secondary School Certificate with Mathematics as one of the subjects from a recognized Board/University or equivalent	
Desirable Qualification	:	NIL	
Job Responsibilities	:	2. To assist t Assistant(S)/ Assistant(H)/ Assistant (H)	he Senior Professional Senior Professional Senior Professional Professional Assistant(S) /Professional in their work of Statistical Data In the manually operated facit calculating

Advt.No.SSC/SR-2/ 2012 Cat. No.SR-4	:	TECHNICAL OFFICER I in the Directorate of Plant Protection, Quarantine and Storage		
Classification	:	Group-C (Non- Gazetted, Non- Ministerial)		
No. of Vacancies	:	UR - 1 (ONE). The post is not suitable for OH/HH/VH candidates. Hence, these candidates need not apply. (i.e PH candidates are not eligible.)		
Scale of Pay	:	PB-1 Rs. 5200 - 20200 with Grade Pay of Rs. 2000/-		
Initial Place of Posting	:	Hyderabadwith AISL .		
Age Limit	:	18-25 years		
	:	Upper Age Limit is less than 3 years' regular and continuous relaxable by		
Fee payable	:	Rs.50/- (Rupees fifty only) . SC/ST/Female and eligible EX-S are exempted from paying fees.		
Essential Qualification	:	Intermediate with Science in Zoology /Botany / Agriculture or 10+ 2 class pass with Science (with Zoology / Botany/Agriculture) from a recognized University / Board or equivalent.		
		<b>Note</b> : candidate who have studied Biology as one of the subjects in Intermediate will also be considered.		
Desirable Qualification	:	NIL		
Job Responsibilities	:	<ol> <li>To assist Technical Officers in all kinds of work relating to Plant Protection whether in the field or indoor.</li> <li>To assist in the collection and maintenance of insect and plant diseases specimen, information about pests, plant diseases and weeds and in the maintenance of pesticides, plant protection equipments and various types of display materials and of the records connected therewith.</li> <li>To perform all duties connected with plant protection and the station or the office to which they may be attached in accordance with the orders of the controlling or senior officers of the Directorate.</li> </ol>		

Advt.No.SSC/SR-2/2012 Cat No.SR-5	:	Senior Computor in Central Water Commission, Lower Krishna Division, Hyderabad, Andhra Pradesh		
Classification	:	Group-C (Non- Gazetted, Non- Ministerial)		
No. of Vacancies	:	<b>UR-1 (One).</b> The post is not suitable for OH/HH/VH candidates. Hence, these candidates need not apply. (i.e PH candidates are not eligible.)		
Scale of Pay	:	PB-1 Rs. 5200 – 20200 with Grade Pay of Rs.2800/-		
Initial Place of Posting	:	Hyderabad (Andhra Pradesh)		
Age Limit	:	18-27 years		
	:	Upper Age Limit is relaxable by  Upto 40 years for Central Govt. Employees with not less than 3 years' regular and continuous service.		
Fee payable	:	Rs.50/- (Rupees fifty only). SC/ST/Female and eligible EX-S are exempted from payment of fees.		
Essential Qualification	:	Bachelor's Degree from a recognized University with Statistics or Mathematics or Physics or Geo-Physics or Geology or Meterology or Hydro-meterology as one of the subjects or equivalent qualification.		
Desirable Qualification	:	NIL		
Job Responsibilities	:	(i) Computational work;     (ii) working out quantities from the detailed measurements;     (iii) checking the quantities already worked out &         (iv) Compilation and processing of data on various formats.		

Advt. No.SSC/SR-2/2012 Category No.SR-6	:	TECHNICAL OFFICER-III (Re-designated as SENIOR SCIENTIFIC ASSISTANT III) in the Directorate of Plant Protection, Quarantine and Storage		
Classification	:	Group-C (Non- Gazetted, Non- Ministerial)		
No. of Vacancies	:	<b>UR- (One)</b> The post is not suitable for OH/HH/VH candidates. Hence, these candidates need not apply. (i.e PH candidates are not eligible.)		
Scale of Pay	:	PB-2Rs. 9300-34800 with Grade Pay of Rs.4200/-		
Initial Place of Posting	:	Chennai, , Machilipatnam, Cuddalore with All India Govt. Service Liability		
Age Limit	:	18-25 years		
	:	Upper Age Limit is with not less than 3 years' regular relaxable by and continuous service (upto 35 yrs)		
Fee Payable	:	Rs.50/- (Rupees fifty only) . SC/ST/Female and eligible EX-S are exempted from paying fees		
Essential Qualification	:	B.Sc (Agriculture)		
Desirable Qualification	:	NIL		
Job Responsibilities (Job responsibilities are vast, therefore shortened)	:	<ol> <li>To conduct locust surveys in the scheduled desert areas of Rajasthan, Gujarat and Haryana.</li> <li>To undertake control operations against locusts as and when situation so warrants.</li> <li>To assist higher Officers in performing any other day to day activities assigned etc.</li> </ol>		

# Category No.SR-7

Advt.No.SSC/SR-2/ 2012 Cat No.SR-7	:	Librarian & Information Assistant in Archaeological Survey of India, Chennai	
Classification	:	Group-C (Non- Gazetted, Non- Ministerial)	
No. of Vacancies	:	OBC-1(One). The post is not suitable for OH/HH/VH candidates. Hence, these candidates need not apply. (i.e PH candidates are not eligible.)	
Scale of Pay	:	PB-2 Rs.9,300-34,800/- with Grade Pay of Rs.4,200/-	
Initial Place of Posting	:	Chennai with All India service liability	
Age Limit	:	Not exceeding 30 years	
	:	Upper Age Limit is relaxable by 3 years for OBC candidates	
Fee payable	:	Rs.50/- (Rupees fifty only). Female and eligible EX-S are exempted from payment of fees.	
Essential Qualification	:	<ul> <li>i) Degree in Arts, Science or Commerce of a recognized University.</li> <li>ii) Diploma in librarianship from a recognized Institution.</li> </ul>	
Desirable Qualification	:	Knowledge of atleast one foreign language other than English.	
Job Responsibilities	:	Maintenance of Library and connected works.	

# Category No.SR-8

Advt.No.SSC/SR-2/ 2012 Cat No.SR-8	:	Artist Grade-II in Zoological Survey of India, Kolkata	
Classification	:	Group-C (Non- Gazetted, Non- Ministerial)	
No. of Vacancies	:	<b>OBC-1(One).</b> The post is not suitable for OH/HH/VH candidates. Hence, these candidates need not apply. (i.e PH candidates are not eligible.)	
Scale of Pay	:	PB-2 Rs.9,300-34,800/- with Grade Pay of Rs.4,200/-	
Initial Place of Posting	:	Chennai with All India service liability	
Age Limit	:	18-25 Years.	
		Upper Age Limit is relaxable by 3 years for OBC candidates &upto 43 years for OBC+ Central Government Employees who have rendered 3 years of regular and continuous service as on closing date.	
Fee payable	:	Rs.50/- (Rupees fifty only). Female and eligible EX-S are exempted from payment of fees.	
Essential Qualification	:	<ul> <li>i. Pass in Matriculation or equivalent examination from a recognized Board.</li> <li>ii. Diploma of a recognized Art School or College.</li> <li>iii. Ability to prepare models of Zoological objects (from live, preserved or dissected material) In clay plaster or papur Mache.</li> <li>iv. Ability to prepare Zoological Models in natural colour Experience of making Zoological drawings from Specimens</li> </ul>	
Desirable Qualification	:	or slides.	
Job Responsibilities	:	<ol> <li>Preparation of scientific illustrations.</li> <li>Maintenance of Stores in the Unit</li> <li>Assisting the Senior Artist</li> <li>Any other work assigned.</li> </ol>	

Advt.No.SSC/SR-2/ 2012 Cat No.SR-B-1	:	Senior Library & Information Assistant in Defence Services Staff College, Ministry of Defence	
Classification	:	Group "B" (Non-gazetted) Non-Ministerial	
No.of Vacancy	:	UR-1(ONE). The post is not suitable for OH/HH/VH candidates. Hence, these candidates need not apply. (i.e PH candidates are not eligible.)	
Scale of Pay	:	PB-Rs.9300-34800 plus Grade Pay Rs.4200/-	
Initial Place of Posting	:	Wellington (Nilgiris), Tamil Nadu	
Age Limit	:	Not exceeding 30 years. Relaxable by 5 Years for Central Govt. Employees with not less than 3 years' regular and continuous service.	
Fee Payable	:	Rs.50/- (Rupees fifty only). SC/ST/Female and eligible EX-S are exempted from payment of fees.	
Essential Qualification	:	<ul> <li>(i) Degree of a recognized University or equivalent</li> <li>(ii) Bachelor's Degree or equivalent Diploma in Library Science of a recognized University/Institute or equivalent.</li> <li>(iii) Professional experience in a Library of Standing (or) Certificate in Computer applications from a recognized Insititute.</li> </ul>	
		Note: Qualifications are relaxable at the discretion of the SSC, for reasons to be recorded in writing in the case of candidate otherwise eligible.	
Desirable Qualification(s)	:	Nil	
Job Responsibilities	:	Library Information Retrieval, Press Clipping, Book Selection, Book issues and documentation of Books and Periodicals.	

Advt.No.SSC/SR-2/ 2012 Cat No.SR-B-2	:	Instructor (Marine Engineering)in CIFNET, KOCHI	
Classification	:	Group-B (Non-Gazetted, Non-Ministerial)	
No. of Vacancies	:	OBC- 1 (One) The post is not suitable for OH/HH/VH candidates. Hence, these candidates need not apply. (i.e PH candidates are not eligible.)	
Scale of Pay	:	Rs. 9300-34800 in Pay Band 2 with Grade Pay Rs.4200/-	
Initial Place of Posting	:	Chennai with All India Service Liability	
Age Limit	:	Not exceeding 35 years.	
	:	Upper Age Limit is relaxable by three years for OBC candidates and 5 years for OBC Central Government Employees with 3 years of regular and continuous service as on the closing date.	
Fee payable	:	Rs.50/- (Rupees fifty only). Female and eligible EX-S are exempted from payment of fees.	
Essential Qualification	:	A. i)Degree in Mechanical, Automobile or Marine Engineering from a recognized University or equivalent.  ii)One year's experience of Diesel Engines  OR	
		B. i) Diploma in Mechanical, Automobile or Marine Engineering from a recognized Institution or equivalent. ii)3 year's practical experience of handling machines in a recognized workshop  Note: Qualifications relaxable at the discretion of	
		SSC in case of candidates otherwise well qualified.	
Desirable Qualification	:	NIL	
ob Responsibilities	:	<ol> <li>Engaging classes for the various training programme in workshop technology.</li> <li>Assisting the Chief Instructor (Marine Engineering), Senior Instructor (Marine Engineering) and Mechanical Marine Engineering in imparting training and in the functioning of Marine Engineering Workshop, and vessel maintenance.</li> <li>Undertaking fishing cruise as Shore Officer participant alongwith institutional/post institutional trainees on board fishery training vessel for imparting practical training.</li> <li>Any other duties assigned by the Superiors.</li> </ol>	

#### IMPORTANT NOTE ON EDUCATIONAL OUALIFICATIONS

Degree/Diploma etc. obtained by candidates from open Universities/Distance Education will not be accepted unless the same is accompanied by a certificate to the effect that the course is recognized by Distance Education Council in terms of Ministry of Human Resource Development Notification no. 44 published in Gazette of India dated 08.04.1995 for the relevant period when the candidate has acquired the relevant qualification.

#### 2. Age and relaxation in upper age limit:

- Should be within the age limit prescribed as on the closing date **28.9.2012**. Age relaxation is available for Ex- serviceman candidates. The Ex-Servicemen should have been discharged or are likely to be discharged from the Armed Forces within the stipulated period of **one year** from the closing date **28.9.2012** on completion of his assignment. Necessary certificate/undertaking should be submitted by the Ex-Serviceman candidate in the form prescribed in D/o Personnel & Training's O.M.No. 36034/2/91-Estt(SCT) dated 3.4.91. (Appendix I and II ) Ex-S fulfilling the conditions laid down by the Government from time to time shall be allowed to deduct military service from their actual age and such resultant age should not exceed the prescribed age-limit by more than three years for Group "C" Posts and for Group "B" Posts, 5 years relaxation is available for Ex-servicemen.
- SC/ST candidates should submit their certificate in the format prescribed by the Commission as given in **Appendix III.**
- Other Backward Class (OBC) for the purpose of Age Relaxation and Reservation will mean "Persons of OBC category not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT), dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 and 14.10.2008.
- Candidates claiming the benefit of reservation under OBC Category not covered under the Creamy Layer must ensure that they furnish the OBC Certificate duly signed by the competent Authority on or before 28.9.2012 (closing date) in the format prescribed by the Commission in the Notice as in Appendix IV. The closing date for receipt of application will be treated as the date for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer. Candidate claiming OBC status may note that certificate on Creamy Layer Status should have been obtained within three years before the closing date i.e. 28.9.2012.
- The candidates claiming OBC status may note that certificate of creamy layer status should have been obtained within three years before the closing date (i.e.)28.9.2012. Any deviation of the OBC Certificate from the present prescribed format will not be accepted by the Commission and will lead such applications to be treated as belonging to General (UR) category in case such candidates are within the age limit for General (UR) category. Otherwise, such applications shall be rejected. The closing date for receipt of application will be treated as the date of reckoning for considering the OBC status of the candidate and also, for assuming that the candidate does not fall in the Creamy layer. Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained. The Commission will however have the discretionary power to reduce/waive off any of the provisions in exceptional and deserving cases.

NOTE :No relaxation in the upper age-limit is admissible for SC/ST/OBC candidates applying for UR vacancies.

- No age-relaxation is admissible to sons and daughters of Ex- Servicemen.
- All persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.89 shall be eligible for relaxation in the upper age- limit by five years in support of which the proof of residence may be submitted along with the application to that effect.
- Upper age limit is relaxableupto the age of 35 years in the case of widows, divorced women and women who are judicially separated from their husbands and who are not remarried.
- Central Government Civilian Employees applying for these posts should submit an
  undertaking that they have informed in writing their Head of Office/Department that
  they have applied for the Recruitment. The Departmental candidates seeking age
  relaxation (in upper age-limit) should submit a certificate from the Office where they
  are employed as per <u>Appendix –VI & VII</u>.

#### 3. Fee Payable & Mode of Payment:

Rs.50/= (Rupees fifty only) in the form of Central Recruitment Fee Stamps which are available in all Post Offices. Any other mode of payment viz., cash, money order, cheque,DD& Postal order will not be accepted. Fee should be paid separately for each category for which applications are submitted separately.

#### **Fee Exemption**:

- All Female candidates
- SC/ST / PH Candidates.
- Ex-Servicemen who have not already secured employment under the Central Govt. in civil side after availing the benefit given to them as ExS for their re-employment.

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

**MODE OF SELECTION**: Candidates fulfilling, the minimum prescribed qualifications will be shortlisted on the basis of their educational qualifications, academic records, percentage of marks etc, **or** through a screening test at the discretion of the Commission. Candidates, thus, selected may be required to undergo a written proficiency test wherever applicable/required or considered necessary by the Commission at its discretion.

The Commission holds the discretion to fix different qualifying standards for different categories in the proficiency test wherever applicable. Candidates qualified on the basis of merit of proficiency test if any held, would be required to appear at the Interview. Final select list would be prepared in order of merit as disclosed by the aggregate marks (marks of Proficiency Test wherever applicable and Interview/skill test as the case may be) finally awarded to each candidate taking into account the number of vacancies advertised and in that order so many candidates as are found suitable by the Commission would be recommended.Provided further that SC/ST and OBC 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.The reserved vacancies will be filled up separately from amongst the eligible SCs, STs and OBCs which will thus comprise SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standards.

#### 5. How to Apply:

The applications duly filled in ((Please refer to "Guidelines for filling in the Application Form" given separately.) should be submitted to the Southern Regional Office of the Commission on or before **28.9.2012**(*Closing date*) at the following address:

#### The Regional Director (SR)

Staff Selection Commission, 2nd Floor, EVKSampathBuilding, College Road, Chennai - 600 217.

(In the case of residents of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul&Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad the closing date shall be**04.10.2012**)

Applications Received After The Specified Time Of Closing Date Will Not Be Entertained Under Any Circumstances. The Commission will not be responsible for postal delay.

#### 6. GUIDELINES FOR FILLING IN THE APPLICATION FORM

INDICATE CLEARLY THE NAME OF THE POST, ADVERTISEMENT NO.& CATEGORY NO. ON THE ENVELOPE WHILE SENDING THE APPLICATION

- 1. **Separate application should be submitted for each category.** Each application should be submitted alongwith specified fees if he/she wishes to apply for more than one category.
- 2. Do Not Enclose Any Original Certificate With The Application
- 3. Ensure that the format of the Application form is exactly the same in contents and size as published.
- 4. Fill in the Application Form in your own hand writing using a Ball point pen without leaving any column blank Write 'not applicable' wherever necessary.
- 5. Candidate should send only one application for a particular psot. There should be only one application in one envelope.
- 6. Ensure payment of Recruitment fee through Central Recruitment Fee Stamps (CRFS) only which is to be pasted in the space provided in the Application form and duly cancelled by the Post Office.
- 7. Serving Defence Personnel likely to be released within one year of the closing date can also apply.
- 8. Closing date for receipt of applications: 28.9.2012 (5.00 p.m.).

#### 7. Documents To Be Attached With each Application:

- 1. Only CRFS should be affixed and duly cancelled in the relevant place on the application form.
- 2. One recent passport size photograph, duly signed and pasted (NOT STAPLED) in the space provided in Application Form. Two copies of the same photo should be retained by the candidate for pasting on the Attendance Sheet/Bio-data form.
- 3. Attested copies of certificates showing age, educational and technical qualifications including mark-sheets with subjects studied. (Only certificates issued by the Competent Authority, viz .the Universities / Boards of Education concerned would be accepted as proof of possessing the minimum educational, technical qualification and Date of Birth.)
- 4. Attested copies of Ex-S and OBC, SC / ST / OH certificates.
- 5. Others who claim age relaxation should submit certificates in support of their claim.
- 6. Undertaking by the Central Government Employee/Departmental Candidate to the effect that they have informed, in writing, their Head of Office that they have applied for the post. <a href="Depttl./Central Government Employees claiming age relaxation should submit necessary certificate from the employer as in Appendix-VI & VII.">VII.</a>

Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over Chennai.

#### 8. Invalid Application

The application will be summarily rejected in case it is:

- a. Incomplete or illegible. Applications without mentioning the respective Advt.No.& Category No.of the post will also be rejected.
- b. An application filled in a language other than Hindi/English.
- c. Under age /over-age as on closing date (i.e. 28.9.2012)
- d. Not having the requisite essential qualification as on crucial date(i.e.28.9.2012)
- e. Multiple applications received for the same category of the post and in the same envelope from different applicants.
- f. Application received after the closing date (i.e.28.9.2012)
- g. Documents in proof of DOB, EQ, Category etc., are not attached with the application.

#### NOTE:

- 1. The vacancies advertised are provisional and liable to vary. In case the vacancy position indicated in the Advertisement is reduced to any number or even to nil, Commission is not liable to compensate the applicant for any consequential damage/loss. More vacancies in Equivalent/comparable posts may also be filled through this advertisement.
- 2. Candidates must have already passed the qualifying examination as on the crucial date. Candidates who have appeared for the qualifying examination but whose results are not declared by the crucial date, <u>are not eligible.</u>

#### **GENERAL INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR SELECTION POSTS**

- It may be noted that the Commission uses Common Application Form for all its recruitments. Please go through the notice for the Recruitment and also these instructions carefully before applying for any the posts mentioned in the Notice. You must satisfy yourself that you are eligible for the post for which you are applying.
- 2. Use only blue/black pen for filling up the Application Form.
- 3. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available or require further clarification, further instructions given below may be gone through carefully.
- 4. As the advertisement pertains to various posts in different Offices, the Name of the post and Advt.No. and Category No. (Col. 1 & 2 ) of the post for which the application is being submitted may be indicated in the application form.
- 5. Column 10 may be filled up carefully. Ex-Servicemen candidates are also required to fill up columns 10 and 10.1.
- 6. Column No.12.1 The category code for filling up this column is available in Annexure VIII and also in the Commission's website: <a href="http://ssc.nic.in">http://ssc.nic.in</a>.
- 7. Column No.12.2 Age as on closing date for receipt of applications should be indicated.
- 8. Col.No.13 relating to preference of posts may be left blank.
- 9. Column 27 Educational Qualification: The list of Educational qualification and subjects mentioned in Appendix VII is not exhaustive. Candidates who possess any educational qualification or studied any subject other than those mentioned in the list at Appendix VIII may use 'Others' for qualifications and/or subject code.
- 10. Candidates should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfill the same. Documents in support of Essential Qualifications should invariably be furnished alongwith the application, failing which the applications will be summarily rejected.
- 11. Column No.19: Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black ball pen. Do not forget to write 6 digit PIN in the boxes.
- 12. Column 20: Paste your recent photography of size 4cm x 5 cm. Do not staple and do not get the photo attested. <u>Please note that your application without photograph shall be rejected summarily.</u>
- 13. Column No.21 and 22: Please do sign in running hand. <u>Unsigned applications will be rejected</u>. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Variations in the signature will render the application liable to be rejected.

	. 0							
क	चिारी चयन आयोग	Staff Selection Commissi	on					
	APPLICATION	FORM/						
		नी पूर्वक पढ़ लें। बॉक्सों (□) में लिखने के लिए re carefully. Use Blue or Black ball pen to write						
1. /Advertisement I			CATNo .					
		। के अनुसार बड़े अक्षरों में लिखें। नाम के किन्हीं दो  atriculation Certificate. Leave a box blank betwee						
4. पिता का नाम (बड़े अक्षरों में अंग्रेजी में	लिखे)/Father's Name (Write in Ca	apital Letters in English)						
5. माता का नाम (बड़े अक्षरों में अंग्रेजी में		pital Letters in English)						
6. जन्म की तारीख/Date of Birth 7. िलंग/Gender 8. राष्ट्रीयता/Nationality 9. शुल्क/Fees    दिन/Day माह/Month वर्ष/Year (Write 2-Female & 1- Male) (Write 1-Indian & 2- Others) (Write 1-Fee paid & 2-Examption claimed)    10. श्रेणी/Category								
lf yes, indicate medium. Write 1 t स्स्रयहां से मोड़ें FOLI		यहां से मोड़ें	FOLD HERE					
17. খাঁমিক কাভ Educational Qualification Code	विषय कोड Subject Code		माध्यम Medium ————————————————————————————————————					
18. कार्य अनुभव का विवरण/Details of w संस्था का नाम	पद का नाम	कार्य का विवरण	कार्य की अवधि /Period of Servi					
Name of the organisation(s)	Designation	Nature of Duty(ies)	से/From तक/To					
19. पता : अपने नाम सहित पत्र व्यवहार का पूरा पता अंग्रेजी में बड़े अक्षरों में या हिन्दी में नीले या काले बाल पेन से लिखें। Address : Write your complete Communication Address including your Name in English Capital Letters or Hindi with Blue or Black Ball Pen.  20. फोटोम्राफ 4 से.मी. X 5 से.मी. आकार का हाल ही में खींचा गया फोटोग्राफ यहाँ ठीक ढंग से विपकायें। (स्टेपन न करें। फोटो को सत्यापित न करवाएं) Photograph Paste here firmly your recent photograph (4 c.m. X 5 c.m.) (Do not staple, Do not get the Photograph attested)  19. पता - अपने नाम सहित पत्र व्यवहार का पूरा पता अंग्रेजी में बड़े अक्षरों में या बड़े अक्षरों में या अपने का का का का हाल ही में खींचा गया फोटोग्राफ यहाँ ठीक ढंग से विपकायें। (स्टेपन न करें। फोटो को सत्यापित न करवाएं) Photograph (4 c.m. X 5 c.m.) (Do not staple, Do not get the Photograph attested)								
19.1 मोबाइल/Mobile No. : ई-मेल/E-mail ID :			ताक्षरित आयेदन पत्र को रद्द कर दिया जायेगा signed application will be rejected					

घोषणा / Declaration

Space for cancellation stamp by post office after affixing CRF stamp के. भ. शुल्क टिकट चिपकाने के बाद डाकघर द्वारा रदद किये जाने वाले टिकट हेतु स्थान

23. के.भ. शुल्क टिकट कि लिए स्थान Space for CRF Stamp

> अपेक्षित मूल्य वर्ग का के. भ. शुल्क टिकट यहाँ ठीक ढंग से चिपकाएं तथा डाकघर से रदद करा दें जहाँ से वह

> > खरीदा गया है। (स्टेपल न करें)

Paste here firmly CRF Stamp of requisite denomination and get it cancelled from the post office from where purchased. (Do not Staple)

- मैंने इस भर्ती के लिए कोई और आवेदन पत्र नहीं भेजा है मुझे यह मालूम है कि यदि मैं इस नियम का उल्लंघन करता / करती हूँ तो आयोग द्वारा मेरा आवेदन सरसरी तौर पर अस्वीकृत कर दिया जायेगा।
- l have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission. मैंने विज्ञप्ति में दी गई शर्तों को ध्यानपूर्वक पढ़ लिया हैं और मैं एतद्द्वारा उनका पालन करने का वचन देता/देती हूँ।
- lhave read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them. मैं यह भी घोषणा करता/करती हूँ कि मैं इस परीक्षा में प्रवेश के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता आदि संबंधी पात्रता की सभी शर्तों को पूरा करता / करती हूँ।
- I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.
  (१) मैं यह भी घोषणा करता/ करती हैं कि मुझे आजतक कर्मचारी चयन आयोग/संघ लोक सेवा आयोग द्वारा किसी भी परीक्षा में बैठने से नहीं रोका गया है तथा मुझे किसी भी विधि न्यायालय द्वारा कभी भी वोषी नहीं पाया गया है।
  - I also declare that I do not stand debarred by SSC/UPSC/CPWD/MES/Dept. of Posts as on date and have never
- \*आयु सीमा में छूट चाहने वाले केन्द्र सरकार के असैनिक कर्मचारी के लिए
- में यह घोषणा करता हूँ कि मैं एक केन्द्र सरकार का एक असैनिक कर्मचारी हूँ एवं नियमित आधार पर 3 वर्ष की सेवा या सेवाकाल अवधि जैसा की परीक्षा नोटिस में निर्धारित है, आवेदन पत्र जमा करने की अंतिम तिथि या उससे पूर्व,,

पूर्ण कर ली है।

\*For Central Govt. Civilian Employee seeking age relaxation
I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length
of service stipulated in the Notice of the examination on or before date of closing of submitting application
form given in the Notice.

(VI) \*अन्य पिछड़ा वर्ग से संबंधित अभ्यर्थी के लिए

में यह घोषणा करता/करती हूँ कि में उस समूदाय से संबंधित हूँ जिसे कार्मिक एवं प्रशिक्षण विभाग के दिनांक 8.9.1993 के का.ज्ञा. सं. 36012/22/93 स्था. (एससीटी) में विहित आवेशों के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण के प्रयोजन हेतु पिछड़ा वर्ग माना गया है। यह भी घोषणा की जाती है कि मैं भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग के अवाजन रही निर्वाण क्या निर्वाण के निर्वाण के जिसके हैं हैं कि निर्वण के जिसके हैं कि निर्वण के अवाजन है अवाजन के विकास के अवाजन के कि निर्वण करता/करती हूँ कि नेरे पास परीक्षा नोटिस में निर्वाण करता/करती हूँ कि नेरे पास परीक्षा नोटिस में निर्धापित प्रारूप में अन्य पिछड़ा वर्ग का प्रमाण पत्र है।

\*For Candidate belonging to OBC

Training Office Memorandum No. 36012/22/93- Esst. (SCT) dated 8.9.1993. I also declare that I do not belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No. 36012/22/93- Esst. (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate in the prescribed format given in the Notice of the examination.
(vii). भूतपूर्व सैनिकों के लिए

मैं घोषणा करता/करती हूँ कि मैं परीक्षा विज्ञप्ति के अनुसार भू.पू. सैनिक सम्बिन्धित पात्रता की सभी र्शतों को पूरा करता/ करती हूँ ।

असत्य पाई जाने पर या अपात्रता का पता लगने पर मेरी अभ्यर्थिता/नियुक्ति निरस्त की जा सकती है।

I hereby declare that all statements made in this application are true, complete and correct to the best of my my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature / appointment is liable to be cancelled

Unsigned application will be rejected

स्थान / Place	उम्मीदवार के हस्ताक्षर (केवल घसीट हस्तलिपि i Signature of Candidate (only in running hand
तारीख/ Date : D M M Y Y	
*यटि लाग न हो तो यह लाईन काट हैं। *Strike off this sentence if not applicable.	अहस्ताक्षरित आवेदन पत्र को रद्द कर दिया जायेग

## APPENDIX – I

# Form of certificate for serving Defence personnel

I hereby certify that	t, according to the information av	railable with me (No.)
(Rank)	(Name)	is due to complete the
specified term of his engag	gement with the Armed Forces on	the
(Date)		
		Signature of Commanding Officer
Place:		
Date:		Office Seal:
	<u>APPENDIX – II</u>	Į.
	(Undertaking to be given by the E	Ex-S candidates )
application relates, my ap to the satisfaction of the discharged from the Arm	e appointment will be subject to my e appointing authority that I have ed Forces and that I am entitled Ex-service men (Re-employment	nitment/examination to which the y producing documentary evidence ve been duly released / retired / I to the benefits admissible to ext in Central Civil Services & Posts)
Ex-S in regard to the recrusuch appointment, secure Undertakings, Autonomou	uitment covered by this examinated any employment on the civ	oppointed to a vacancy reserved for tion, if I have at any time prior to il side (including Public Sector tionalised Banks, etc) by availing Ex-S.
		Signature of candidate
Place:		
Date:		

#### **APPENDIX - III**

#### **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 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 form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

his is to certify that Shri/Shrimati/ Kumari*	son/daughter of
of village/town* in Di	istrict/Division*
of the State/Union Territory*	belongs to the
which is recognised a	s a Scheduled Castes/Scheduled Tribes* under :-
es) order, 1950 s order, 1951 *	the Constitutionthe Constitution (Scheduled Castes)the Constitution (Scheduled Tribes) Union
nisation Act, 1960 & the Punjab Reorga 70, the North-Eastern Area (Reorganisa	ribes Lists (Modification) Order, 1956, the anisation Act, 1966, the State of Himachal tion) Act, 1971 and the Scheduled Castes
(Jammu & Kashmir) Scheduled Castes (	Order, 1956
· · · · · · · · · · · · · · · · · · ·	rder, 1959 as amended by the Scheduled Castes and
adra and Nagar Haveli) Scheduled Tribes Order 19 condicherry) Scheduled Castes Order 1964 @. cheduled Tribes) (Uttar Pradesh) Order 1967 @. coa, Daman & Diu) Scheduled Castes Order 1968 @. coa, Daman & Diu) Scheduled Tribes Order 1968 @. cagaland) Scheduled Tribes Order 1970 @. kkim) Scheduled Castes Order 1978 @. ckkim) Scheduled Tribes Order 1978 @. cammu & Kashmir) Scheduled Tribes Order 1989 @. cc) Orders (Amendment) Act, 1990 @.	962 @. @. @.
	of village/town* in Di

The Constitution (ST) Orders (Amendment) Ordinance, 1996

2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.
This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/ShrimatiFather/Mother
of Shri/ Shrimati/ Kumari*of
village/town* in District/Division*of the State/Union Territory* who belongs to the Caste/Tribe which is
recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the
3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town*  of District/Division*of the State/Union
Territory of
Place Signature
Date** Designation
(with seal of office) State/Union Territory
* 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.

#### APPENDIX - IV

#### FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVT. OF INDIA

	This is to	certify that Sh	nri/Smt.	./Kum. ˌ				Son/Dau	ghte	r of
Shri/Smt		of Villa	ge/Tow	'n		District	/ Divisi	ion		
	in th								mm	unity
	ecognized as a b									
(1)	Resolution No	o.12011/68/93	-BCC(C)	dated	10/09/93	published	in th	e Gazette	of	India
(-7	Extraordinary F					pasiisiica		0 0020110	٥.	
(11)	Resolution No.					ed in the G	azette	of India Ext	traor	dinary
	Part I Section I				•					•
(111)	Resolution No.	.12011/7/95-B0	CC dated	24/05	/95 publish	ed in the G	azette	of India Ext	raor	dinary
	Part I Section I	No. 88 dated 2	5/05/95	j.						
(IV)	Resolution No.	12011/96/94-E	BCC date	d 09/03	/96.					
(V)	Resolution No.				2/96 publis	hed in the O	Sazette	of India Ext	raor	dinary
	Part I Section I									
(VI)	Resolution No.									
(VII)	Resolution No.									
(VIII)	Resolution No.									
(IX)	Resolution No.				2/99 publis	hed in the (	Sazette	of India Ext	raor	dinary
	Part I Section I									
(X)	Resolution No					published	in th	e Gazette	of	India
	Extraordinary F								_	
(XI)	Resolution No					published	in th	e Gazette	of	India
	Extraordinary F	art I Section I I	No.210 (	dated 21	1/09/2000					
Sh	nri/Smt./Kum.					and/	or his	family of	ordin	ıarily
reside(s)	in the			Di	strict/Div	ision of_				State.
This is al	lso to certify	that he/she	does no	ot belo	ng to the	persons/	section	s (Cream	ıy L	ayer)
mentioned in Column 3 of the Schedule to the Government of India. Department of										
Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93.										
	a Truming o	1111. 110. 500	12/22/		,					
Dated :				Distr	rict Magisti	rate/ Deput	ty Com	missioner,	etc.	
				Seal						
NOTE:										
<u> </u>										

#### Ν

- The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of (a) the People Act, 1950.
- The authorities competent to issue Caste Certificates are indicated below: (b)
  - District Magistrate / Additional Magistrate/ Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional (i) Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - Revenue Officer not below the rank of Tehsildar; and (iii)
  - Sub-Divisional Officer of the area where the candidate and / or his family resides. (iv)

#### **APPENDIX - VI**

# Form of Certificate to be submitted by Central Government Employees claiming age relaxation

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

It is cer	tified that Shri/Smt./Km.	is a Central
Government	Civilian employee holding a Group 'C'	technical/non technical post of
	fromin the pa	y scale of Rs
with 3 years	regular service in the Grade as on	(Closing date).
		Signature
		Name
Dlassi		Office seal
Place:		
Date:		
	APPENDIX V	<u>'II</u>
	ertificate to be submitted by Centra	• •
		is a
		a Group 'C' technical/non technical po
in the pay s	scale of Rs	_
		Signature
		Name
		Office seal
Place:		

APPENDIX - VIII

#### **Essential Educational Qualification Code**

Essential Qualification	Code
Matriculation	01
Intermediate	02
Certificate	03
Diploma	04
B.A.	05
B.A.(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.Library Science	20
B.Pharma	21
ICWA	22
CA	23
PG Diploma	24
M.A.	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 for 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	
Agricultural 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		

Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malayalam	40
Telugu	41
Kannada	42
Tamil	43
Marathi	44
Gujarati	45
Urdu	46
Sanskrit	47
OTHERS	48
Aeronautical Engineering	49
Chemical Engineering	50
Microbiology	51
Forensic Science	52
Space Engineering	53
Rocketry	54
Telecommunication Engineering	55
Social Work	56
Sociology	57
Criminology	58
Bio-Physics	59
Bio-Chemistry	60
Bio-Technology	61
Communication	62
Electronics	63
Radio Engineering	64
Radio Communication	65
Metallurgy	66
Textile Technology	67
Rubber Technology	68
Plastic Engineering	69
Polymer & Rubber Technology	70

Physical Education	71
Agronomy	72
Plant Breeding	73
Genetics	74
Automobile Engineering	75
Marine Engineering	76
Naval Architecture	77
Operations Research	78
Instrumentation Engineering	79
Biology	80
Diary Chemistry	81
Oil Technology	82
Food Technology	83
Geology	84
Geo-Physics	85
Meterology	86
Hydro-meterology	87