



STAFF SELECTION COMMISSION

Date of Exam: 14.04.2013
&
21.04.2013
Closing Date : 15.02.2013



NOTICE

COMBINED GRADUATE LEVEL EXAMINATION, 2013

IMPORTANT INSTRUCTIONS TO CANDIDATES

1	Commission will be holding Combined Graduate Level Examination,2013 for recruitment to different posts for which Graduation from a recognized University is the minimum Educational Qualification . The Examination will comprise of two Tiers of Written Objective Type examination followed by Computer Proficiency Test/ Interview/Skill test , wherever applicable as per the Scheme of Examination and a descriptive/on-line test of qualifying nature for candidates shortlisted for interview/skill test/document verification. Posts have been placed in two groups, inter-alia, based on their Grade Pay and papers in Tier II examination/Interview. Preference for Posts, is to be indicated in the application . Candidates are requested to note that preference for Posts once exercised will be final. Request for change of preference will not be considered under any circumstance . For the post of Assistant in CSS , candidate shall have not more than three attempts unless covered by any of the exceptions notified by Government of India.
2	In view of the huge number of applicants, scrutiny of the eligibility category etc. will not be undertaken at the time of Tier-I and Tier-II examination . Therefore, the application will be accepted provisionally only . The candidates are advised to go through the requirements of educational qualification, age, physical standards etc and satisfy themselves that they are eligible , before applying and before indicating their preference for any particular post. Commission does not allot finally selected candidates to other posts in the event of their ineligibility for the selected post due to any reason whatsoever. Copies of supporting documents will be sought only from those candidates who appear in Tier-II examination at the time of interview/skill test/document verification. Candidature will be cancelled if any information or claim is not found substantiated when the scrutiny of documents is undertaken by the Commission after Tier-II of the Examination. Commission's decision shall be final in this regard.
3	CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE, WHICH IS ALSO AVAILABLE ON THE WEBSITE OF THE COMMISSION: http://ssc.nic.in, CAREFULLY BEFORE APPLYING.
4	Candidates seeking reservation benefits for SC/ST/OBC/PH/EXS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice .They should also be in possession of the required certificates in the prescribed format in support of their claim as stipulated in this Notice. OBC candidates should ensure that they are in possession of valid OBC Certificate issued within the due date issued by the authority mentioned in the format.
5	Candidates with visual disability of 40% and more will only be considered as VISUALLY HANDICAPPED and entitled to reservation for VH candidates, wherever such reservation is available.

6	Central Government civilian employees <u>claiming age relaxation</u> should produce a certificate in the prescribed format from their office at the time of Interview/skill Test/document verification , in respect of the length of continuous service which should be for not less than three years during the period immediately preceding the closing date for receipt of application . They should remain Central Government civilian employees till the time of appointment, in the event of their selection.																											
7	FEE: RUPEES ONE HUNDRED ONLY(b 100) Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen eligible for reservation are exempted from paying application fee as per extant Government orders.																											
8	CLOSING DATE: 15.02.2013. For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad – 22.02.2013. APPLICATIONS RECEIVED LATE WILL BE REJECTED and no correspondence will be entertained in this regard. COMMISSION WILL NOT BE RESPONSIBLE FOR POSTAL DELAY.																											
9	Only one application, either a paper application or online application is to be submitted by the candidates to the concerned Regional/Sub-Regional office of the Commission keeping in view the Centre of examination chosen by him/her. IN CASE OF MULTIPLE APPLICATIONS FOR ON-LINE APPLICATION, THE LAST APPLICATION FOR WHICH PART-I AND PART-II REGISTRATION HAVE BEEN COMPLETED WILL BE ACCEPTED. FOR OFF-LINE APPLICATIONS, THE REGIONAL DIRECTOR/DEPUTY DIRECTOR AT HIS/HER DISCRETION, WILL ACCEPT ONLY ONE OF THE APPLICATIONS.																											
10	MOBILE PHONE AND ACCESSORIES AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES. POSSESSION OF SUCH EQUIPMENT WHETHER IN USE OR IN SWITCH OFF MODE, DURING THE EXAMINATION WILL BE CONSIDERED AS USE OF UNFAIR MEANS. CANDIDATURE OF SUCH CANDIDATES WILL BE CANCELLED. THEY WILL BE LIABLE FOR FURTHER ACTION INCLUDING INITIATION OF CRIMINAL PROCEEDINGS AND DEBARMENT FROM COMMISSION'S EXAMINATION UPTO 5 (FIVE) YEARS, AS MAY BE DECIDED BY THE COMMISSION.																											
11	CANDIDATES MAY SUBMIT ON LINE APPLICATIONS AT WEBSITE http://ssconline.nic.in. AND http://ssconline2.gov.in. THEY SHOULD RETAIN REGISTRATION NUMBER ASSIGNED TO THEM ON LINE FOR CORRESPONDENCE WITH THE COMMISSION. THEY SHOULD NOT SUBMIT PRINT OUTS OF THEIR APPLICATION TO THE COMMISSION. THE FACILITY OF ON-LINE APPLICATION WILL BE AVAILABLE UPTO 13.02.2013 (5:00 PM) FOR PART-I REGISTRATION AND FOR PART-II REGISTRATION UPTO 15.02.2013 (5.00 P.M.).																											
12	Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/submitting applications : <table border="0"> <tr> <td>(i)</td> <td>SSC(NR), New Delhi</td> <td>- 01164715222, 01165021888,01124363343,01124360840</td> </tr> <tr> <td>(ii)</td> <td>SSC(CR), Allahabad</td> <td>- 05322460511, 05326541021</td> </tr> <tr> <td>(iii)</td> <td>SSC(SR), Chennai</td> <td>- 09445195946, 04428251139</td> </tr> <tr> <td>(iv)</td> <td>SSC(WR), Mumbai</td> <td>- 09869730700, 07738422705</td> </tr> <tr> <td>(v)</td> <td>SSC(ER), Kolkata</td> <td>- 09477461228, 09477461229</td> </tr> <tr> <td>(vi)</td> <td>SSC(MPR) Raipur</td> <td>- 09407921504, 09407921505</td> </tr> <tr> <td>(vii)</td> <td>SSC(KKR), Bangalore</td> <td>- 08025502520, 09483862020</td> </tr> <tr> <td>(viii)</td> <td>SSC(NWR), Chandigarh</td> <td>- 09915509204, 09915509331</td> </tr> <tr> <td>(ix)</td> <td>SSC(NER), Guwahati,</td> <td>- 09207053500, 09707679564</td> </tr> </table>	(i)	SSC(NR), New Delhi	- 01164715222, 01165021888,01124363343,01124360840	(ii)	SSC(CR), Allahabad	- 05322460511, 05326541021	(iii)	SSC(SR), Chennai	- 09445195946, 04428251139	(iv)	SSC(WR), Mumbai	- 09869730700, 07738422705	(v)	SSC(ER), Kolkata	- 09477461228, 09477461229	(vi)	SSC(MPR) Raipur	- 09407921504, 09407921505	(vii)	SSC(KKR), Bangalore	- 08025502520, 09483862020	(viii)	SSC(NWR), Chandigarh	- 09915509204, 09915509331	(ix)	SSC(NER), Guwahati,	- 09207053500, 09707679564
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13	Candidates must carry at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter Card, Aadhaar Card, Identity Card issued by University/College, Income Tax Pan Card to the examination center, failing which THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.
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F. No. **3/10/2012–P&P**. Staff Selection Commission will hold **Combined Graduate Level (Tier-I) Examination, 2013** on SUNDAYS the **14th April,2013 & 21st April,2013** and if necessary, on subsequent Saturdays/Sundays, in different batches, for selecting candidates for **Tier-II** examination for filling up different categories of posts in various Ministries/ Departments/ Organisations. Subject to administrative / public exigencies, **Combined Graduate Level (Tier-II) Examination, 2013 will be held on 20th July,2013 (Paper-III) and 21st July,2013 (Paper-I & II)** . Final selection through the Combined Graduate Level Examination to specific categories of posts would be subject to receipt of intimation of confirmed number of vacancies from the concerned Indenting Ministries/ Department/Office/Cadres before declaration of results.

2. Names & Codes of Posts, Classification, Pay Band and Grade Pay, Nature of Physical Disabilities permissible for the posts are:

I. Posts for which Interview cum Personality Test is prescribed: Pay Band –II f 9300-34800

Code	Post	Ministries/Departments/ Offices/ Cadre	Classi- fication	Grade Pay(GP) f	Nature of Physical Disabilities permissible for the post
A	Assistant	Central Secretariat Service	Group "B"	4600	One Leg (OL), Both Legs & Arms (BLA), One Arm (OA), Partially Deaf (PD), Partially Blind (PB), Blind (B)
B	Assistant	Central Vigilance Commission	Group "B"	4600	
C	Assistant	Intelligence Bureau	Group "B"	4600	
D	Assistant	Ministry of Railway	Group "B"	4600	
E	Assistant	Ministry of External Affairs	Group "B"	4600	
F	Assistant (Cypher)	Ministry of External Affairs	Group "B"	4600	
G	Assistant	AFHQ	Group "B"	4600	
H	Assistant	Other Ministries/ Departments/Organisations	Group "B"	4600	
I	Assistant	Other Ministries/ Departments/Organisations	Group "B"	4200	
J	Inspector of Income Tax	CBDT	Group "C"	4600	OA, OL, BL, OAL ,HH*
K	Inspector, (Central Excise)	CBEC	Group "B"	4600	One Leg/one arm affected/ one arm & one leg affected, Partially hearing impaired with assistive devices.
L	Inspector (Preventive Officer)				
M	Inspector (Examiner)				
N	Assistant Enforcement Officer	Directorate of Enforcement, Department of Revenue	Group "C"	4600	Post not identified suitable for PH candidates.
O	Sub Inspectors	Central Bureau of Investigation	Group C"	4200	Post not identified suitable for PH candidates.
P	Inspector of Posts	Department of Post	Group "B"	4200	Post not identified suitable for PH candidates
Q	Divisional Accountant	Offices under CAG	Group C"	4200	One Leg (OL) Partially Deaf (PD)/Deaf(D)

R	Statistical Investigator Gr. II	M/Statistics & Prog Implementation.	Group "B"	4200	Post not identified suitable for PH candidate
S	Inspector	Central Bureau of Narcotics	Group "B"	4200	Post not identified suitable for PH candidate

*** Nature of Physical Disabilities is as per Ministry of Social Justice & Empowerment's Notification No.16-70/2004-DD.III dated 15.3.2007.**

II. Posts for which Interview cum Personality Test is NOT prescribed: Pay Band-I: f 5200-20200

Code	Post	Ministries/Departments/ Offices/ Cadre	Classification	Grade Pay(GP) f	Nature of Physical Disabilities permissible for the post
T	Auditor	Offices under C&AG	Group C"	2800	One Arm (OA), One Leg (OL)
U	Auditor	Offices under CGDA	Group C"	2800	
V	Auditor	Offices under CGA & others	Group C"	2800	
W	Accountant/ Junior Accountant	Offices under C&AG	Group C"	2800	One Leg (OL) ,Partially Deaf(PD),Deaf(D)
X	Accountant/ Junior Accountant	Offices under CGA & others	Group C"	2800	
Y	Upper Division Clerk	Central Govt. Offices/Ministries other than CSCS cadres.	Group C"	2400	Both Leg(BL)/ One Leg (OL)/ Partially Deaf (PD),/Deaf(D) Partially Blind (PB), Blind (B)/One Arm (OA)
Z	Tax Assistant	CBDT	Group C"	2400	Both Leg(BL)/ One Leg (OL)/ Partially Deaf (PD),/Deaf(D) Partially Blind (PB), Blind (B)/One Arm (OA)
@	Tax Assistant	CBEC	Group C"	2400	
\$	Compiler	Registrar General of India	Group "C"	2400	One Leg (OL) ,One Arm (OA), Partially Deaf (PD)
#	Sub-Inspector	Central Bureau of Narcotics	Group "C"	2400	Post not identified suitable for PH candidate

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

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

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

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

Note IV: Candidates applying for the post of Statistical Investigator Grade II and/or Compiler should ensure, that they possess the Educational Qualification prescribed for the posts.

THERE WILL BE A SINGLE APPLICATION FORM FOR THE COMBINED GRADUATE LEVEL EXAMINATION. CANDIDATES, DECLARED QUALIFIED BY THE COMMISSION FOR ADMISSION TO THE WRITTEN (TIER-II) EXAMINATION ON THE BASIS OF THE TIER-I EXAMINATION, WILL NOT HAVE TO APPLY AGAIN. NO SEPARATE NOTICE / ADVERTISEMENT WILL BE PUBLISHED FOR THE TIER-II EXAMINATION. THE RESULT OF TIER-I EXAMINATION, INFORMING THE QUALIFIED CANDIDATES ALONG WITH THE DATES OF TIER-II EXAMINATION WILL BE PUBLISHED IN THE EMPLOYMENT NEWS/ROZGAR SAMACHAR AND COMMISSION'S WEBSITE.

3. RESERVATION

- (i) Firm number of vacancies in each category of posts will be determined atleast one month before the declaration of the final results.
- (ii) Reservation for Scheduled Castes(SC), Scheduled Tribes(ST), Other Backward Classes(OBC) Ex-Serviceman(EXS) and Physically Handicapped(PH) candidates for all categories of posts/services, wherever applicable and admissible, would be as determined and communicated by the Indenting Ministries/Departments/ Offices/ Cadres, as per extant Government Orders.
- (iii) Vacancies for Ex-S are reserved only for Group "C" posts and not for Group "B" Posts as per extant Government Order/Instructions.

Note-I : Though Physical Standards have been specified for posts of Inspector (Central Excise), Inspector (Preventive Officer) and Inspector (Examiner), Orthopedically Handicapped (OH) candidates, as specified, are *eligible as per the relaxed physical standard prescribed by the Government, subject to their being otherwise medically fit.*

Note-II: *Candidates opting for posts for which physical standards have been prescribed, must satisfy themselves that they meet such standards. Any representation for change of post after selection will not be entertained under any circumstance.*

4. NATIONALITY/CITIZENSHIP :

A candidate must be either :

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

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

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

5 (A) AGE LIMIT as on 1st January,2013 (01.01.2013)

Category of posts	Age limit
Inspector of Income Tax/ Inspector (Central Excise)/ Inspector (Preventive Officer)/ Inspector (Examiner)/ Inspector of Posts/ Assistant Enforcement Officer/Inspector (CBN) Compiler/ Divisional Accountant/ Auditors/ UDCs /Tax Assistants/ Junior Accountant & Accountant /Sub-Inspector (CBN)	18-27 years(He/she must have been born not earlier than 02.01.1986 and not later than 01.01.1995)
Statistical Investigator Gr.II	Not exceeding 26 years (He/she must have been born not earlier than 02.01.1987)
Assistant/Sub Inspector in CBI	20-27 years(He/she must have been born not earlier than 02.01.1986 and not later than 01.01.1993)

Note : Candidate should note that the Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by the Commission for determining the age and no subsequent request for its change will be considered or granted .

5.(B) Permissible relaxation of Upper age limit as per Government orders are as indicated below:-

Category-Codes for claiming Age Relaxation as on the date of reckoning :

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

12	<u>For Group "B" posts</u> Central Govt. Civilian Employees(General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date	5 years
13	Central Govt. Civilian Employees(OBC) who have rendered not less than 3 years regular and continuous service as on closing date	8 (5 +3) years
14	Central Govt. Civilian Employees(SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date	10(5+5) years
15	<u>For Group "C" posts</u> Central Govt. Civilian Employees(General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 40 years of age
17	Central Govt. Civilian Employees(OBC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 43 years of age
19	Central Govt. Civilian Employees(SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(Unreserved/General)	5 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(OBC)	8 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(SC/ST)	10 years
24	<u>For Group "C" posts only.</u> Widows/Divorced Women/Women judicially separated and who are not remarried(Unreserved/General)	Upto 35 years of age
25	Widows/Divorced Women/Women judicially separated and who are not remarried(OBC)	Upto 38 years of age
26	Widows/Divorced Women/Women judicially separated and who are not remarried(SC/ST)	Upto 40 years of age
27.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.(Unreserved/General)	5 years
28.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.(OBC)	8(5+3) years
29.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof(SC/ST)	10(5+5)years

NOTE-I : Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are **NOT** eligible for fee concession or for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation as per rules.

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 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-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE (i.e. **15.02.2013**) or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

EXPLANATION :An 'ex-serviceman' means a person –

(i) who 'has served in any rank whether as a combatant or noncombatant in the Regular Army, Navy and Air Force of the India Union, and

(a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or

(b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(c) who has been released from such service as a result of reduction in establishment; or

(ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;or

(iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;or

(iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 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:: AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

NOTE – V : A Matriculate Ex-Serviceman (includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put **in not less than 15 years of service as on 15.02.2013** with Armed Forces of the Union shall be considered eligible for appointment to the **Group 'C' posts** being advertised through this examination. Thus, those Non-Graduate Ex-Servicemen who

have not completed 15 years of service as on the closing date or would not complete 15 years of service within the time limit specified in Note-III are not eligible to apply for this examination.

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

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

5(C) : PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:

Candidates who wish to be considered against vacancies reserved/or seek age-relaxation **must submit requisite certificate** from the competent authority, in the prescribed format when such certificates are sought by concerned Regional/Sub Regional Offices at the time of Interview/Skill Test/Document Verification after Tier-II Examination. Otherwise, their claim for SC/ST/OBC/ PH/ExS status will not be entertained and their candidature/applications will be considered under **General (UR)** category. The formats of the certificates are annexed. Certificates obtained in any other format will not be accepted. Candidates claiming OBC status may note that certificate on creamy layer status should have been obtained **within three years** before the closing date. The Commission has decided to accept OBC certificate, in the prescribed format, issued after the closing date but before the **last tier of the examination i.e. Interview/Skill Test/Computer Proficiency Test/ Document Verification**, as the case may be, as valid proof of belonging to non-creamy layer of OBC.

NOTE : Candidates are warned that they will be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/ ExS/PH status.

5 (D) Visually handicapped (VH) candidates with visual disabilities **of forty percent and above** can avail the assistance of a **SCRIBE** provided they seek such assistance in the application form. **Candidates suffering from Cerebral Palsy may be provided with the facility of Scribe and extra time at par with VH candidates.**

Question Papers and Answer Sheets will not be provided in **BRILLE**.

Visually handicapped, including blind and partially blind, candidates with visual disability of forty percent and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems.

No attendant of VH/Cerebral Palsy candidates will be allowed inside the examination premises.

Provision of EXTRA TIME

The Visually Handicapped candidates will be allowed Extra Time in the examination, the details of which are given in Para -9 under the Heading Scheme of Examination for the Combined Graduate Level Examination, 2013.

Persons with visual Disability of **less than forty percent** will not be considered as visually handicapped persons and will not be eligible for assistance of a Scribe. **One eyed candidates** and partially blind candidates who are able to read the normal Question Paper set for all the

candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and **will not be entitled to a Scribe**. Such candidates will have to bring their own Magnifying Glass.

6. ESSENTIAL QUALIFICATIONS as on 1st January,2013.

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

ii) **Statistical Investigator Grade – II** Bachelor's Degree with Statistics as one of the main subjects

OR

Bachelor's Degree with Mathematics(with Statistics as a papers studied in one year/two years/all three years as the case may be) as one of the main subjects

OR

Bachelor's Degree with Economics (with Statistics as a paper studied in one year/two years/all the three years as the case may be) as one of the main subjects

OR

Bachelor's Degree with Commerce (with Statistics as a paper studied in one year/two years/all the three years as the case may be) as one of the main subjects

Note- "Statistics" means any branch of Statistics, applied or otherwise.

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

Note I: For posts of Assistants(CSS), Computer Proficiency has also been prescribed as an Essential Qualification.

NOTE-II: As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

Note- III : All candidates who are declared qualified by the Commission for appearing at the **Interview/Skill Test/Computer Proficiency Test** will be required to produce the relevant Certificates such as Mark sheets for all the three years of Graduation/ Provisional Certificate/ Certificate of Graduation in original as proof of having acquired the minimum educational qualification on or before the **1st January,2013**, failing which the candidature of such candidates will be cancelled by the Commission.

Note-IV: Wherever **Desirable Qualification** is prescribed in Recruitment Rules, appropriate weightage will be given at the time of Interview.

7. APPLICATION FEE & MODE OF PAYMENT: b100 (One hundred only)

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

- (i) **For Paper or Off-Line Applications**, candidates should pay the fee by means of **"Central Recruitment Fee Stamps(CRFS)"only**. CRFS stamps are available at all Departmental Post Offices of the country. Recruitment Fee Stamps should be pasted on the application form in the space earmarked for the purpose and **got cancelled** at the Counter of Post Office of issue **with the date stamp** of the Issuing Post Office in such a manner that the impression or the cancellation stamps partially overflows on the Application Form itself, taking care at the same time that the impression is clear and distinct to facilitate the **identification of date and Post Office of issue at any subsequent stage**. After getting the Recruitment Fee Stamps cancelled from the Post Office, the candidate must submit their application to the concerned Regional Office/Sub Regional Offices of the Commission in the usual manner after completing other formalities.
- (ii) **The candidates submitting their applications On-Line should pay the requisite fee only through State Bank of India** Challan or on-line account with SBI. Challan form will be generated on-line (please also see Annexure-II B for instructions for filling on-line application).

NOTE I: Fee once paid will **not** be refunded under any circumstance.

NOTE II: Fee paid by modes other than CRFS for paper/off-line applications and SBI in case of online application will **not** be considered and the applications of such candidates will be rejected outright and payment made shall stand forfeited.

NOTE III: Candidates may please note that **non-cancellation of stamps** from the concerned Post Office in the manner indicated above, will lead to rejection of his/her application form. Therefore, it is in the interest of candidates that they get the CRFS cancelled from the concerned Post Office.

8. CENTRES OF EXAMINATION

A candidate **must indicate the Centre in the Application Form in which he/she desires to take the Tier I examination. The Commission will allot the candidates to the same or nearby centre in Tier II Examination.** A candidate must submit his/her application only to the concerned Regional/Sub Regional Office of the Commission under whose jurisdiction the Centre selected by him / her falls. **Application received in any other Regional/Sub Regional Office of the Commission will be rejected summarily.**

Applications should be addressed to the **Regional / Sub-Regional Offices of the Commission** as indicated in the table below:-

Sl. No.	Examination Centres & Centre Code	Address to which the applications should be sent.
1	2	3
1.	Bhagalpur(3201), Muzaffarpur(3205), Agra(3001), Bareilly(3005), Gorakhpur(3007) , Kanpur(3009), Meerut(3011), Varanasi(3013) Allahabad(3003), Patna(3206), Lucknow(3010)	Regional Director(CR), Staff Selection Commission, 21-23, Lowther Road, Allahabad, Uttar Pradesh-211 002.
2.	Kolkata(4410), Midnapur(4413), Port Blair(4802), Sambalpur(4609), Gangtok(4001), Jalpaiguri(4408), Bhubaneshwar(4604), Cuttack(4605), Ranchi(4205), Keonjhar(4606) Chinsurah (4405), Siliguri (4415), Berhampore(4403), Barasat(4402), Malda(4412)	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.	Bangalore(9001), Gulbarga(9005), Mangalore(9008), Dharwar(9004), Kochi(9204) Thiruvananthapuram(9211), Thrissur(9212), Kozhikode (Calicut) (9206)	Regional Director(KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
4.	Delhi(2201), Jaipur(2405), Kota(2407), Jodhpur(2406), Udaipur(2409), Bikaner(2404), Ajmer(2401), Alwar(2402), Sriganganagar(2408), Dehradun(2002), <i>Haldwani(2003), Almora(2001), Srinagar(Uttarakhand) (2004)</i>	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
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-781 006.
6.	Hyderabad(8002), Guntur(8001), Kurnool(8003), Rajahmundry(8004), Tirupati(8006), Coimbatore(8202), Chennai(8201), Madurai(8204), Puducherry(8401), Tirunelveli(8207), Tiruchirapalli(8206), Vishakhapatnam (8007)	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), <i>Surat(7007)</i>	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishta 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, "Nishant Vila" F. Jalvihar Colony, Raipur, Chhatisgarh-492001
9.	Jalandhar(1402), Leh(1005), Chandigarh(1601), Jammu(1004), Srinagar(J&K)(1007), Shimla(1203), Bathinda (1401), Hamirpur (1202) Anantnag (1001), Baramula(1002), Rajouri(1006) Kargil (1008), Dodda (1009) Amritsar(1404) Patiala (1403)	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 be allowed under any circumstance. Hence, the candidates should select the centres **carefully** and **indicate the same correctly** in their applications.

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 within the Region or outside to take the examination.

9. SCHEME OF THE EXAMINATION FOR COMBINED GRADUATE LEVEL EXAMINATION

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

Tier -I	--	Written Examination (Objective Multiple Choice Type)
Tier -II	--	Written Examination (Objective Multiple Choice Type)
Tier -III	--	Personality Test cum Interview/Computer Proficiency Test/ Skill Test (wherever applicable)/Document Verification & Descriptive/on-line test of qualifying nature.

Scheme of Examination for different posts will be as follows:

Post	Tier I Examination	Tier II Examination	Interview	Proficiency /Skill Test	Total mark
Posts for which Interview is prescribed other than Statistical Investigator Grade-II.	A. General Intelligence + Reasoning - 50 marks B. Gen.Awareness-50marks C. Quantitative Aptitude – 50 marks D. English Comprehension - 50 marks Total Marks - 200 Duration: 02 hours For VH: 2 hours 40 minutes	I. Quantitative Abilities : 200 marks (100 Questions) Duration: 2 hours For VH: 2 hours 40 minutes where eligible. II. English Language & Comprehension: 200 marks. Total Marks : 400 Duration : 2 hours For VH: 2 hours 40 minutes wherever eligible.	100 Marks	Computer Proficiency Test (CPT) for post of Assistant in CSS only	700
Posts for which no Interview is prescribed,	-do-	-do-	No	Data Entry Skill Test at Speed	600

other than Compiler.				of 8000 key depression per hour for post of Tax Assistant	
Statistical Investigator Grade-II	-do-	Paper-I & II as above 400 marks Paper-III Statistics 200 marks(100 Questions)	100 marks	--	900
Compiler	-do-	-do-	No	-	800

NOTE-I: Candidates qualifying in Tier-II of the Examination, for Computer Proficiency Test and Interview for posts of Assistant in CSS, Interview for other Interview posts, Data Entry Skill Test for posts of Tax Assistant and document verification for other non-interview posts, will be subjected to a short descriptive paper/online test of not more than one hour's duration, with questions drawn from "English Language and Comprehension", "Quantitative Abilities" and "General Awareness". The examination will be qualifying in nature and will not be taken into account for determining the position of the candidates in merit order.

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

Candidates are, therefore, advised to keep this in mind while answering the questions.

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

Date of Exam	Part	Subject	Max. Marks/ Questions	Total Duration/ Timing for General candidates	Total Duration/ Timing for visually Handicapped candidates
14.04.2013 & 21.04.2013	A.	General Intelligence & Reasoning	50	2 Hours 10.00 A.M. to 12.00 Noon OR 2.00 P.M. to 4.00 P.M.	2 Hours 40 mins 10.00 A.M. to 12.40 PM OR 2.00 P.M. to 4.40 P.M.
	B.	General Awareness	50		
	C.	Quantitative Aptitude	50		
	D.	English Comprehension	50		

Note: If and wherever necessary, the examination will be held in multiple batches and the Commission, at its discretion, may equalise the marks following Equi. Percentile Method

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

SYLLABUS

TIER-I OF THE EXAMINATION :

- A. General Intelligence & Reasoning :** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern –folding & un-folding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.
- B. General Awareness :** Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.
- C. Quantitative Aptitude :** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart
- D. English Comprehension :** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

The questions in Posts A,B & D will be of a level commensurate with the Essential Qualification viz graduation and questions in Part C will be of 10th standard level.

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

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

NOTE -3 :Tier-I examination is used to screen the candidates for appearing in Tier-II examination for various papers which will be specifically required for different groups

of posts. However, marks of such screened candidates in Tier-I will be taken into account for final ranking of candidates for selecting them for the interview/skill test and also final selection.

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

Tier-II of the Combined Graduate Level Examination -2013 will be of Objective Type Multiple Choice and will be conducted over a period of two days on 21st July,2013 (Paper-I + II) & 20th July,2013 (Paper-III).

SCHEME OF TIER-II WRITTEN EXAMINATION (TIER-II)

Date of Exam	Paper No.	Subject / Paper	Max. Marks	Number of Questions	Duration & Timings for General candidates	Duration & Timings for VH candidates
20.07.2013 AN	III	Statistics	200	100	2 Hours 2.00 PM to 4.00 PM	2 Hours and 40 Min. 2.00 PM to 4.40 PM
21.07.2013 FN	I	Quantitative Abilities	200	100	2 Hours 10.00 AM to 12.00 Noon	2 Hours. and 40 Min. 10.00 AM to 12.40 PM
21.07.2013 AN	II	English Language & Comprehension	200	200	2 Hours 2.00 PM to 4.00 PM	2 Hours. and 40 Min. 2.00 PM to 4.40 PM

NOTE I: Paper-I & II are compulsory for all the categories of posts .Paper-III is only for those candidates who apply for the post of Statistical Investigator Gr.II & Compiler.

General Instructions:-

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

- a) All the parts of OMR Answer Sheet to be filled in Blue/Black Ball Pen only.
- b) Candidate should write and code his/her name, Roll Number, Ticket Number, Name of the Examination etc. as mentioned in Admission Certificate, Date of birth and Test Form Number fully and **correctly** in the relevant places in OMR Answer Sheet. Answer Sheet not bearing candidate's Name, Roll Number, Test Form Number, Ticket Number and signature and improper/ incomplete coding of these details will **not** be evaluated and '**Zero**' marks will be awarded to them. The Commission prime-facie considers mistakes in such details/coding as attempt to commit malpractice in the examination or to impersonate. Candidates are advised to follow these instructions meticulously and ensure that the above details are duly and fully coded in the appropriate places.
- c) Candidates are requested to affix their Left Thumb Impression and Signature in the OMR answer sheet, Admission Certificate and Attendance lists. They are also requested to write the Test Form Number and Serial number of the Question Booklet in the Attendance List. Answer Sheets without the signature and LTI of the candidates will not be evaluated and the candidate awarded Zero.

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

SYLLABUS FOR TIER-II OF THE EXAMINATION :

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

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

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

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

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

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

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

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

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

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

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

Statistical Inference - Point estimation and interval estimation, Properties of a good estimator, Methods of estimation (Moments method, Maximum likelihood method, Least squares method), Testing of hypothesis, Basic concept of testing, Small sample and large sample tests, Tests based on Z, t, Chi-square and F statistic, Confidence intervals.

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

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

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

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

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

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

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

9 (C) PERSONALITY TEST/INTERVIEW

For posts for which Interview cum Personality Test is prescribed, the Personality Test/ interview will carry a maximum of 100 marks.

NOTE-I : The interview will be held at the Commission's Regional /Sub Regional Offices of the Commission or at any other place as decided by the Commission.

NOTE-II : SC/ST candidates called for interview will be paid TA as per Govt. Orders. However, no TA is payable to any candidate for appearing in the written examination.

NOTE-III : Canvassing in any form will disqualify the candidate.

9 (D) Skill Test : FOR THE POST OF TAX ASSISTANTS(Central Excise & Income Tax):

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

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

NOTE-I: The Skill test will be conducted in the manner decided by the Commission for the purpose.

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

NOTE-III: **EXEMPTION FROM SKILL TEST FOR OH CANDIDATES IS SUBJECT TO GOVERNMENT POLICY IN FORCE. THE OH CANDIDATES OPTING FOR**

POST OF TAX ASSISTANT IN CBDT ARE EXEMPTED FOR APPEARING IN SKILL TEST. HOWEVER, OH CANDIDATES OPTING FOR POST OF TAX ASSISTANT IN CBEC ARE NOT EXEMPTED FROM SKILL TEST. HH AND VH CANDIDATES ARE NOT ELIGIBLE FOR EXEMPTION FROM THE SKILL TEST.

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

NOTE-V: VH CANDIDATES MAY BE ALLOWED EXTRA TIME OF 20 MINUTES IN DEST AT PAR WITH TYPING TEST. ONLY THOSE VH CANDIDATES WHO OPT FOR SCRIBES IN THE WRITTEN EXAMINATION WILL BE PROVIDED PASSAGE READER AT THE TIME OF SKILL TEST.

NOTE-VI: The Skill Test will be of qualifying nature.

9(E) : The Commission will hold **Computer Proficiency Test (CPT), comprising of three modules- Word Processing , Spread Sheet and Generation of Slides, for applicant for the post Assistants of CSS.**

NOTE-I: The CPT will be conducted in the manner decided by the Commission for the purpose .

NOTE-II: Scheme of DOPT for the post of CSS Assistant does not envisage exemption from CPT for any category of PH candidates.

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

NOTE-IV: CPT will be of qualifying nature.

Detailed instructions on DEST(Data Entry Skill Test) and CPT (Computer Proficiency Test) are/will be available on the Commission's website.

9(F) : Candidates qualifying in Tier-II of the Examination, for Computer Proficiency Test and Interview for posts of Assistant in CSS, Interview for other Interview posts, Data Entry Skill Test for posts of Tax Assistant and document verification for other non-interview posts, will be subjected to a short descriptive paper/online test of not more than one hour's duration, with questions drawn from "English Language and Comprehension", "Quantitative Abilities" and "General Awareness". The examination will be qualifying in nature and will not be taken into account for determining the position of the candidates in merit order.

10. REQUIRED PHYSICAL STANDARDS FOR DIFFERENT POSTS.

10(A) : FOR THE POST OF INSPECTOR(CENTRAL EXCISE/EXAMINER/PREVENTIVE OFFICER/INSPECTOR & SUB-INEPCTOR IN CBN).

MALE CANDIDATES

(i) Physical Standards

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

Walking : 1600 metres in 15 minutes.

Cycling : 8 Kms. In 30 minutes.

FEMALE CANDIDATES

i) Physical standards (Minimum)

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

Walking : 1 Km. in 20 minutes.

Cycling : 3 Kms. in 25 minutes.

10 (B) FOR THE POST OF SUB-INSPECTOR IN C.B.I. :

a) Height

For men - 165 cms.

For women - 150 cms.

Height relaxable for Hillsmen and Tribals : 5 cms.

b) Chest :

76 cms. with expansion (There shall be no such requirement in case of female candidates)

c) Vision :

Eye-sight (with or without glasses)

Distant vision : 6/6 in one and 6/9 in the other eye.

Near vision 0.6 in one eye and 0.8 in other eye.

Note: Candidates are advised to make sure before opting for any category of post that they fulfill the requirements for that category. The physical measurements (including vision test) for candidates will be conducted by the concerned Indenting Departments and only those candidates who fulfill the specified physical measurements will be eligible for the respective posts. No request from candidates for allotting to any other service/category of post will be entertained by the Commission if the nominated candidates fail to meet the physical requirements. THUS, THE ONUS OF FULFILLING THE ELIGIBILITY CRITERIA WILL EXCLUSIVELY BE ON THE CANDIDATES OPTING FOR SUCH POSTS.

11. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN EXAMINATIONS:

- (i) Candidates must write the papers/indicate the answers in their own hand.(except for VH candidates opting for the assistance of Scribe)
- (ii) In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- (iii) Candidates are not permitted to use calculators and other electronic gadgets . They should not, therefore, bring the same inside the Examination Premises/ Venue
- (iv) **If any candidate is found to possess mobile phone or any other means of wireless communication, in working or switched off mode, his/her candidature shall be cancelled forthwith.**

12. MODE OF SELECTION :

A. After the Written Examination and the **Interview /Skill Test/Computer Proficiency Test/Document verification** wherever applicable and the descriptive/on-line test, the Commission will draw up the All India Merit List for each category of post/State for those candidates who have qualified in the descriptive /on-line test and as many candidates as are found by the Commission to have qualified in the Examination shall be recommended for appointment for each category of post/State upto the number of unreserved vacancies available, taking into consideration option for the posts.

The Commission will recommend the candidates in the Merit List on the basis of the aggregate marks obtained by the candidates in the written examination (except descriptive paper/on-line test) and interview(wherever applicable) and preference exercised by the candidates in the Application Form for different Posts and thereafter, States wherever applicable at the time of Tier II/ Interview/Skill Test/Computer Proficiency Test depending on the number of vacancies available. **Once the candidate has been given his/her first available preference, he/she will not be considered for the other options. Candidates are, therefore, advised to exercise preference in Application Form carefully.** The option /preference once exercised by the Candidates will be treated as **FINAL** and **IRREVERSIBLE**. Subsequent request for change of allocation/service by candidates will not be entertained under any circumstances/ reasons

SC, ST, OBC and PH candidates, who are selected on their own merit without relaxed standards, alongwith candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. **Such SC, ST, OBC and PH candidates will be accommodated against the general/unreserved vacancies in the post/state as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous to them.** The reserved vacancies will be filled up separately from amongst the eligible SCs, STs,OBCs and PH candidates

who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.

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

An Ex-Serviceman or Physically Handicapped (OH/HH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

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.

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

B Commission will make State-wise allocation of the candidates taking into consideration his position in the merit list and option exercised for the posts. The States/UTs for the purpose are grouped and coded as below:

Code	State/UT	Code	State/UT
A	Andhra Pradesh	O	Madhya Pradesh
B	Arunachal Pradesh	P	Manipur
C	Assam	Q	Meghalaya
D	Bihar	R	Mizoram
E	Chhattisgarh	S	Nagaland
F	Delhi	T	Orissa
G	Gujarat	U	Punjab, Haryana & Chandigarh
H	Goa, Daman & Diu	V	Rajasthan
I	Himachal Pradesh	W	Tripura
J	Jammu & Kashmir	X	Tamil Nadu & Puducherry
K	Jharkhand	Y	Uttarakhand
L	Kerala & Lakshadweep	Z	Uttar Pradesh
M	Karnataka	\$	West Bengal & Sikkim
N	Maharashtra, Dadra & Nagar Haveli	#	Andaman & Nicobar

Candidates are advised to opt for the States/UTs carefully as the option exercised in the application form will be final and no change will be allowed under any circumstance.

13. RESOLUTION OF TIE CASES (Ties cases will be resolved by applying one after another, as applicable till the Tie is resolved).

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

14. HOW TO APPLY : The application must be submitted only in the prescribed format on – line or on paper/off-line. (Annexure-I) For detailed instructions for filling up the application form Annexure-II may be referred to.

15 PREFERENCE :

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

16. ADMISSION TO THE EXAMINATION:

All candidates who apply in response to this advertisement by the CLOSING DATE are assigned **Roll numbers**. These will be communicated to them at least **two weeks** before Tier-I examination. A candidate must write his/her Roll number along with his/her name, date of birth and name of the examination while addressing any communication to the Commission. Communication from candidates 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 issued to all applicants about two weeks before the date of examination. IF ANY CANDIDATE DOES NOT RECEIVE ADMISSION CERTIFICATE FOR THE EXAMINATION ONE WEEK BEFORE THE DATE OF EXAMINATION, HE/SHE MUST IMMEDIATELY CONTACT THE CONCERNED REGIONAL/SUB REGIONAL OFFICE (S) OF THE COMMISSION WITH PROOF OF HAVING SUBMITTED HIS/HER APPLICATION. (In case of Applications submitted under Certificate of Posting, the Date-Stamp of the Post-Office concerned should be clearly legible). FAILURE TO DO SO WILL DEPRIVE HIM/HER OF ANY CLAIM FOR CONSIDERATION. CANDIDATES ALSO HAVE THE OPTION TO DOWNLOAD THE ADMISSION CERTIFICATES FROM THE CONCERNED REGIONAL/SUB REGIONAL OFFICE WEBSITE. SUCH FACILITY WILL BE AVAILABLE AT LEAST ONE WEEK BEFORE THE EXAMINATION.

17. Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, they will be awarded “ZERO”

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

- (i) In possession of MOBILE PHONE & ACCESSORIES 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) Involved in malpractices found on the basis of post examination analysis.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonate/ Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.
- (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.
- (xii) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Commission considers to be sufficient cause for cancellation of candidature.

18. COMMISSION'S DECISION FINAL

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

19. 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 for on-line payment/submission of application , candidates are advised to refer Annexures-I, IIA and IIB.

SPACE FOR APPLICATION FORM

SPACE FOR APPLICATION FORM

INSTRUCTIONS FOR FILLING UP THE APPLICATION

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

2.0 Use only blue/black ball pen to write in the boxes. i.e.

3.0 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, further instructions given below may be gone through carefully.

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

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

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

Column 12.1: Code for seeking age relaxation.

Refer to para 5B of the Notice of the Examination.

Column 13: Preference for Posts

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

Column 14: Preference for States/UTs. Candidates should carefully indicate preference for States/UTs (Refer Para-12 B of Notice. Option once exercised will be final and no changes/additions will be allowed under any circumstance.

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

Column 17: Educational Qualification from Degree or Equivalent onwards:

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

Column 17: Subject Code :See Annexure – X for codes. Use OTHERS (Code No.48) for other subjects.

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

Column 19: Postal Address

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 digits PIN Code in the boxes. All the correspondence will be made to this address.

Column 20: Photograph

Paste your recent photograph of size 4cmx5cm. Do not staple and do not get the photo attested. Please note that your application shall be rejected summarily without photograph or with mutilated / defaced photograph.

Box in the Application form for Roll Number to be left unfilled (blank) by the candidate.

Column 21 & 22: Signature of Candidate (Wherever required)

Please sign in running hand. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Unsigned application shall also be rejected.

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

Procedure for Online Submission of Application

1. **On-line application facility will be available from 19.01.2013 to 13.02.2013 (5:00PM) for Part – I Registration and upto 15.02.2013 (5:00 PM) for Part - II Registration.**
2. Online submission of the application may be made at website <http://ssconline.nic.in>. AND <http://ssconline2.gov.in> Instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should supply all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign. The filling of online application contains two parts :
 - Part I Registration
 - Part II Registration
3. In Part I registration, candidate will have to fill basic information. On submission of details, candidate will be prompted to check the details and make any correction in the application.
4. Candidate may press “I agree” button after declaration once he/she finds that information supplied by him/her is in order and no correction is required. Thereafter no correction/modification etc. will be allowed.
5. A page with Registration No. will now be generated. Note down the registration number or take out the print out of the page. The application procedure is incomplete without part II registration. Part II registration requires filling of payment details, uploading of photograph and scanned signature. Candidates may note that the Registration number given by the Commission and Transaction ID of the Bank should be properly entered in the relevant space, failing which it will not be possible to link the payment with Part I registration. On-line application will be complete only if scanned signature and photo are uploaded as per instructions. Incomplete online application will be rejected summarily.
6. Candidates who have to pay application fee can pay fee online through SBI net banking, or cash through SBI bank challan.
7. To pay fee in cash, candidate should take print out of challan generated online after completion of part I registration. Deposit the requisite fee in pay branch of State Bank of India and then continue with the Part II registration.
8. Those who want to pay online through SBI net banking, can go directly to part II registration after completion of part I. Candidate will have to supply registration number and date of birth to continue to Part II registration.
9. **As approval of the Controller General of Accounts, Ministry of Finance is awaited for use of credit cards / debit cards since January,2010, payment through these modes will not be available.**
10. Those who are exempted from payment of fee can skip steps 6 to 8.
11. Then upload a recently taken scanned photograph in 8 – bit JPG format. The digital size of the file must be less than 12 kb and greater than 4 kb and of resolution 100 pixel widths by 120 pixels height.
12. Then upload your scanned signature in JPG format. The digital size of the file must be less than 12 kb and greater than 1 kb and of resolution **140 pixel width by 60 pixels height**
13. Emails will be received by the candidates on completion of Part-II Registration. Copy of email may be retained to produce before the Regional Office in the event of any discrepancy.
14. **Candidates are advised to go through the instructions carefully before filling up the application form.**
15. 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.**
16. Copy of challan through which fee is paid or details of online payment must retained and produced on demand.

ANNEXURE-III

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

(To be filled by the Head of the Office or Department in which the candidate is working).
(Please see Para 5(B) 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 **15.02.2013**.

There is no objection to his appearing for Combined Graduate Level Examination,2013 and/or Interview/Skill Test/CPT.

Signature _____
Name _____

Office seal

Place:

Date :

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

ANNEXURE- IV

Form of Certificate for serving Defence Personnel (*Please see Note III Para-5 (B) 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 III
PARA 5(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 Tribes Orders(Amendment)Act,2002
The Constitution (Scheduled Caste) Orders (Amendment) Act,2002
The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment)Act,2002

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____ Father/mother _____ of Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

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

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

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy.Collector/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.

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

This is to certify that _____ son/ daughter of _____ of _____ village _____ District/Division _____ in the _____ State _____ belongs to the _____ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.
- xii) Resolution No.12015/9/2000-BCC dated 6th September,2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September,2001.
- xiii) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.151 dated 20th June,2003.
- xiv) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xv) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March,2007.

Shri _____ and/or his family ordinarily reside(s) in the
_____ District/Division of the _____
_____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training 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 & 14.10.2008

Dated:
Seal:

District Magistrate or
Deputy Commissioner etc.

Note-I (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

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

(iii) Revenue Officer not below the rank of Tehsildar

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

NOTE-II: Candidate should furnish relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-VII, issued by Competent Authority.

NOTE-III: The Commission has decided to accept OBC certificate, in the prescribed format issued after the closing date but before the **last tier of the examination** i.e. **Interview/Skill Test/Computer Proficiency Test/Document Verification** as applicable.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum _____ son/wife/daughter of Shri _____
age _____ sex _____ identification mark(s) _____

is suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA-One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

|Affix here recent
attested Photograph
Showing the
disability duly
attested by the
chairperson of the
Medical Board

B. Blindness or Low Vision :

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing Impairment :

- (i) D-Deaf
- (ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum meets the following physical requirements for discharge of his /her duties :-

- (i) F-can perform work by manipulating with fingers. Yes/No
- (ii) PP-can perform work by pulling and pushing. Yes/No
- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting. Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. Yes/No
- (x) H-can perform work by hearing/speaking. Yes/No
- (xi) RW-can perform work by reading and writing. Yes/No

(Dr. _____) (Dr. _____) (Dr. _____)
Member, Medical Board Member, Medical Board Chairperson, Medical Board

Countersigned by the Medical Superintendent/
CMO/Head of Hospital (with seal)

*Strike out which is not applicable.

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

(Please see Note below Para 10(A) of the Notice for the Examination)

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

2. It is further certified that :

- * Residents of entire area mentioned above are considered as _____
(Garhwali, Kumaoni, Dogras, Marathas, Sikkimies) for relaxation in height
measurement for recruitment in the para military forces of the Union of India.
- * he / she belongs to Himachal Pradesh / Leh and Ladakh / Kashmir Valley / North-
Eastern States which is considered for relaxation in height measurement for recruitment
in the para military forces of Union of India.
- * he / she belongs to Scheduled Tribe.

Signature
District Magistrate / Sub-Division Magistrate / Tehsildar

Date:

Place:

* Delete whichever is not applicable.

Essential Educational Qualification Code

Educational Qualification	Code
Certificate	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