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STAFF SELECTION COMMISSION

Last Date of Receipt of Application: 06.06.2008

Date of Examination: 31.08.2008

NOTICE

DATA ENTRY OPERATOR EXAMINATION, 2008

(Commission's Website: <http://www.ssc.nic.in>)

F.No.3/5/2006-P&P-II. An open competitive examination for recruitment to the post of Data Entry Operator, a Group 'C' (Ministerial) post in the Office of Comptroller and Auditor General in the Pay Scale of Rs.4000-100-6000 /- all over the country will be held by the Staff Selection Commission on Sunday, the **31st August, 2008.**

2. VACANCIES/RESERVATION

The approximate number of vacancies to be filled in is **400** (i.e. **UR-202, SC-60, ST-30 and OBC-108**). Out of these **400** vacancies, **40** vacancies are reserved for Ex-Servicemen and **12** vacancies are reserved for P.H. (i.e. **04** vacancies each are reserved for OH [One leg affected (O.L.)/Both leg affected (B.L.)], HH (Partially Deaf) and VH (Low Vision) persons who are suffering from disabilities (40% and above). The number of vacancies is liable to alteration.

The person recruited will be posted in various offices of the department located in various States/Union Territories all over the country. Presently All India service liability is **not** involved.

3. NATIONALITY / CITIZENSHIP:

A candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a 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.

4(A) AGE LIMIT:

The candidate must have attained the age of 18 years and must not have attained the age of 27 years as on 06.06.2008, (i.e. closing date for receipt of applications) i.e. he/she must have been born not earlier than 07.06.1981 and not later than 06.06.1990).

B) The Upper age limit as prescribed in Para 4(A) will be relaxable:

- (i) Upto a maximum of **5 years** if a candidate belongs to a Scheduled Caste or a Scheduled Tribe category;
- (ii) Upto a maximum of **3 years** in the case of candidates belonging to OBCs who are eligible to avail of reservation applicable to such candidates i.e. for the purpose of **Age relaxation belonging to OBC category, the candidates should not belong 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 Department of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004
- (iii) Upto a maximum of **10 years** in case of candidates belonging to physically handicapped person. For candidates belonging to SC/ST/OBC who are physically handicapped, the maximum age relaxation of 10 years permissible for physically handicapped shall be in addition to the age relaxation provided in terms of column (i) and (ii) above;
- (iv) Upto the maximum of **5 years** to candidates of Jammu and Kashmir who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989. (Any person intending to avail of the aforesaid relaxation shall submit the certificate from either District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority so designated in this behalf by the Govt. of Jammu and Kashmir to the effect that he had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989);
- (v) Upto a maximum of **35 years** (upto 40 years for members of Scheduled Castes/ Scheduled Tribes and 38 years for OBC) in the case of widows, divorced women and women judicially separated from their husbands and who are not remarried subject to production of copy of the judgement/decree of the appropriate Court to prove the fact of divorce or the judicial separation;
- (vi) Upto a maximum of **three years** (8 years for SC/ST and 6 years for OBCs candidates) in the case of Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.
- (vii) Upper age limit is also relaxable for retrenched employees of Chukha Hydel Project Authority in Bhutan who were directly recruited, to the extent of service rendered by them with the Authority (period of

service rendered by the retrenched employees will be decided on the basis of certificate issued by the Chukha Hydel Project Authority).

4(C) Age concession for Ex-S will be allowed in accordance with the extant Govt. orders issued by the Government from time to time as indicated below:

Ex-Servicemen, fulfilling the conditions laid down by the Govt. 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 3 years (6 years in case of OBC and 8 years in case of SC/ST). Candidates admitted to the examination under this age concession will be eligible to compete for all the vacancies whether reserved or not for ex-servicemen.

EXPLANATION: An Ex-Serviceman **means** a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and

- (i) who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or
- (ii) who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or
- (iv) who has been released from such service after completing the specific period of engagements, 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 of the following categories, namely :-
 - (a) **Pension holders for continuous embodied service,**
 - (b) **Persons with disability attributable to military service; and**
 - (c) **Gallantry award winners.**

Note: (i) Ex-servicemen who have already joined government job in civil side after availing of the benefits given to ex-servicemen for their re-employment are also eligible for the age concession. However, such candidates will **not** be eligible for the benefit of reservation as Ex-S or for fee concession.

Note: (ii) The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of Para 4(C) above.

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. **06.06.2008**).

Note: (iv) AGE CONCESSION IS NOT ADMISSIBLE TO THE SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

EXPLANATION: The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-serviceman' may be permitted to apply for re-employment one year before the completion of the specified terms of engagements and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

4(D) AGE-RELAXATION FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES:

For the post of Data Entry Operator , the upper age limit is relaxable upto 40 years (45 years for SC/ST and 43 years for OBC) for Central Government Civilian Employees who have **rendered not less than 3 years continuous service on regular basis** (and not on Ad-hoc basis) as on **06.06.2008** (closing date) and should remain in Central Government service holding civil post in various Department/Offices of the Govt. of India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment through the examination. Central Govt. Civilian Employees claiming the benefit of age-relaxation as Central Govt. employee, would be required to submit a Certificate by their office indicating length of service at the time of applying for the examination to enable the Commission to decide their eligibility. They may send their applications directly to the Commission after intimating to their Head of Office/Department and need not send another copy through proper channel. However, in case they decide to send Application through proper channel, they must ensure that the application complete in all respects should reach Staff Selection Commission by the CLOSING DATE. Applications shall be rejected if received late and/or not complete in all respects as provided in rules.

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED ABOVE, SHALL IN NO CASE BE RELAXED.

The date of birth accepted by the Commission is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University and that extract must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate.

No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted.

The expression Matriculation/Secondary Examination Certificate in this part of instruction includes the alternative certificates mentioned above.

Note 1 : Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the Commission and no subsequent request for its change will be considered or granted.

Note 2 : Candidates should also note that once a date of birth has been claimed by them and entered in the records of the Commission for the purpose of admission to an examination, no change will be allowed subsequently (or at any other examination of the Commission) on any grounds whatsoever.

Note 3 : The candidate should exercise due care while entering their date of birth in the Application Form. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their Matriculation or equivalent examination certificate, disciplinary action will be taken against them by the Commission under the Rules.

4 (E) PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:

The details of the categories of disabilities allowed/eligible for the posts in accordance with extant guidelines of M/Social Justice & Empowerment to be recruited through the instant examination are as follows:-

Nature of physical Disabilities permissible for the post
One Leg affected(OL), Both Legs affected(BL), Partially Deaf(PD)/Low Vision (LV)

Provision for one eyed candidates and visually handicapped (Low vision) candidates using Magnifying Glass whose visual Degree of Disability is less than forty percent. One eyed candidates and visually handicapped (Low Vision) candidates whose visual Degree of Disability is less than forty percent will not be considered as visually handicapped persons. Further, partially blind candidates and Low Vision 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.

However, such candidates will have to bring their own Magnifying Glass in the Examination Hall. Further, such candidates may opt for any of the Examination Centre as mentioned in the Commission's Notice.

Candidates who wish to be considered as SC/ST/OBC/PH/ExS/Central Government Civilian Employees against vacancies reserved/or seek age-relaxation, **must submit requisite certificate** from the competent authority along with their application for the examination, otherwise, their claim for SC/ST/OBC/PH/ExS/Central Govt. Civilian Employees status will **not be entertained** and their candidature/applications will be considered under General (UR) category candidates. Any deviation of the Certificate from the following prescribed format will **not** be accepted by the Commission. 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.

The nature & format of certificate are as under:-

- (i) **Annexure III for Central Govt. Civilian Employees;**
- (ii) **Annexure IV/V for ExS category candidates;**
- (iii) **Annexure VI for SC/ST category candidates;**

- (iv) **Annexure VII for OBC category not covered under creamy Layer candidates; and**
- (v) **Annexure VIII for PH category candidates**

Note: Candidates are warned that they may be permanently debarred from the examination conducted by the Commission in case candidates fraudulently claim SC/ST/OBC/ExS/PH status.

5. EDUCATIONAL QUALIFICATIONS: (As on 06.06.2008)

- (i) 12th Standard Pass or equivalent and
- (ii) Should possess a Speed of not less than 8,000 key Depressions per hour for data entry work.

NOTE-I: Candidates who do not fulfill the minimum educational qualification as on 06.06.2008 are **not eligible** and need not apply for the post.

NOTE-II: All candidates who are declared qualified by the Commission in the written Examination for the Skill Test will be required to produce at the time of Skill Test, the relevant Certificates in Original as proof of acquiring the minimum educational qualification i.e. “12th Standard Pass or equivalent” as laid down in the Notice as a result of which the candidate has claimed to be educationally qualified on the date mentioned above, failing which the candidature of such candidates will be cancelled by the Commission.

6. No person:

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service, **Provided** that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

7. A candidate must be in **good mental and bodily health** and free from any physical defect likely to interfere with the efficient discharge of his/her duties as an Officer of the service. A candidate who, after such **medical examination** as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined. In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilization Medical Board of the Defence Services will be considered adequate for the purpose of appointment.

8. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be **final**.

9. No candidate will be admitted to the examination unless he/she holds a certificate of admission (**AC**) from the Commission.

10. Candidates (except SC/ST/PH/Ex-Servicemen) **must pay the fee** of Rs.100/-.

11. Any attempt on the part of a candidate to obtain support for or canvass his

candidature by any means may **disqualify** him for admission.

12. 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, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty

of:-

- (i) **Obtaining support for his / her candidature by the following means namely:-**
 - a) offering illegal gratification to, or
 - b) applying pressure on, or
 - c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
- (ii) **Impersonating, or**
- (iii) **Procuring impersonation by any person, or**
- (iv) **Submitting fabricated documents or documents which have been tampered with, or**
- (v) **Making statements which are incorrect or false or suppressing material information, or**
- (vi) **Resorting to any other irregular or improper means in connection with his candidature for the examination, namely:-**
 - a) obtaining copy of question paper through improper means,
 - b) finding out the particulars of the persons connected with secret work relating to the examination,
 - c) influencing the examiners, or
- (vii) **Writing obscene matters including obscene Sketches languages or pornographic matter in the script, or**
- (viii) **Misbehaving in any other manner in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like or**
- (ix) **Using unfair means in the examination hall, or**
- (x) **Possessing of or using any Mobile Phones/Cellular Phones/Pagers/communication devices or any other unauthorized electronic gadget or any other equipment capable of being used as on communication device, inside the Examination premises/venue, will be deemed to have been using unfair means and would be subject to disciplinary action as deemed fit, including ban from future examination conducted by SSC, Candidates are advised in their own Interest not to bring any of the banned items including mobile phones/pagers ton the venue of the examination, as arrangements for safekeeping cannot be assured.**
- (xi) **Taking away the Question Booklet/Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination, or**

- (xii) **H**arassing or causing bodily harm to the staff employed by the Commission for the conduct of these examination, or
- (xiii) **V**iolation of any of the instructions issued to candidates alongwith their Admission Certificates (AC) permitting them to take examination, or
- (xiv) **A**tempting to commit, or as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-
 - (a) **to be disqualified** by the Commission from the examination for which he/she is a candidate as also from any other examination/selection of the Commission in which he/she might have appeared but the final result/selection has not yet been declared/made, and/or
 - (b) to be **debarred** either permanently or for a specified period which may extend upto 10 years:-
 - (i) by the Commission from any examination or selection held by them
 - (ii)by the Central Government from any employment under them; and
 - (c) to take disciplinary action under appropriate rules if he/she is already in service under Government, or
 - (d) to take any other appropriate legal action.

13. FEE: Rs.100/- (Rupees Hundred only).

No fee for Scheduled Castes/Scheduled Tribes/Physically Handicapped/Ex-Servicemen.

Fee concession is **not** admissible to sons and daughters of ExS or to persons belonging to Other Backward Classes. Ex-Servicemen who have already taken up a Government job shall be considered against General (UR) vacancies and, hence, shall **not** be entitled for fee concession.

14. MODE OF PAYMENT:

The candidates should pay the fee by means of "**Central Recruitment Fee Stamps(CRFS)"only**. These stamps are available at the counter of all Departmental Post Offices of the country. These Recruitment Fee Stamps may be pasted in the space earmarked for the purpose in the application form. These Recruitment Stamps **must be got cancelled** from the Counter Clerks of any Post Office of issue **with the date stamp** of the Issuing 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 may submit their application to the concerned Regional/Sub-Regional Office of the Commission as given under Para 15 of the Notice in the usual manner after completing other formalities.

NOTE I: Fee once paid will **not** be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

NOTE II: Fee paid by modes other than CRFS will **not** be accepted and the applications of such candidates will be rejected forthwith and the payment made shall stand forfeited.

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

15. CENTRES OF EXAMINATION, CENTRE CODE, ADDRESSES TO WHICH THE APPLICATIONS SHOULD BE SENT

A candidate must select only one of the centres mentioned in Column 2 of the Table below for the written examination and submit his/her application only to the address mentioned in Column 3 against the Centre selected by him / her .

NOTE: I No change of Centre of Examination will be allowed under any circumstances. Hence, the candidates should select the centre for examination carefully and indicate the same correctly in their applications.

NOTE:II While every effort will be made to allot the candidates to the Centre of their choice for examination, the Commission reserve the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserve the right to divert candidates of any centre to some other Centre to take the examination.

The applications must be addressed to the Regional Offices/Sub-Regional Offices of the Commission as indicated in the table below:-

Sl. No.

**Centre of Examination and Centre Code
Address to which applications
should be sent**

Post Offices at which IPO's should be made payable

1

2

3

1.

Delhi-121, Jaipur-170, Jodhpur-175,
Kota-177, Udaipur-176, Dehradun-148.
Almora-146.
Regional Director(NR),

Staff Selection Commission,
Block No.12, CGO Complex,
Lodhi Road, New Delhi-110504.

Lodhi Road,
Post Office,
New Delhi.

2.
Hyderabad-603,
Vishakhapatnam-608, Chennai-671,
Madurai-685, Tirupati-606,
Kurnool-612, Rajamundry-615,
Guntur-617, Coimbatore-683,
Tiruchirapalli-695, Pondicherry-701,
Tirunelveli-702

Regional Director(SR),
Staff Selection Commission,
EVK Sampath Building,
2nd Floor, College Road,
Chennai-600006

Anne Road, Head Post Office, Chennai.

3.
Kolkata-301, Port Blair-341, Gangtok-381,
Jalpaiguri-330, Midnapur-311, Cuttack-351,
Koraput-357, Sambalpur-358,
Chinsurah-326, Bhubaneswar-360 ,
Ranchi-370

Regional Director (ER),
Staff Selection Commission,
5, Esplanade Row West,
Old Assembly Building,
Ground Floor,
Kolkata-700001

G.P.O,
Kolkata.

4.

Mumbai-501, Pune-523,
Nagpur-515, Panaji-531,
Ahmedabad-551, Rajkot-555.

Regional Director(WR),
Staff Selection Commission,
1st Floor, South Wing,
Pratishta Bhawan,
101 M.K. Road, Mumbai,
Maharashtra-400020.

G.P.O,Mumbai

5.

Allahabad-241, Patna-201, Lucknow-264,
Bhagalpur-211, Gorakhpur-256, Agra-261.
Regional Director(CR),
Staff Selection Commission,
8-AB, Beli Road,
Allahabad-211002.

6.

6.

Guwahati (Dispur)-421, Itanagar-401,
Imphal-441, Shillong-451, Aizwal-461,
Kohima-475, Agartala-481, Silchar-431,
Dibrugarh-425.

Regional Director(NER),
Staff Selection Commission,
Rukmini Nagar,
P.O.Assam Sachivalaya,
Guwahati-781006.

7.

7.

Bangalore-621, Thiruvananthapuram-645,
Kochi-656, Dharwad-624, Kozhikode-641,
Mangalore-633, Gulbarga-626, Thrissur-652.

Regional Director(KKR),
Staff Selection Commission,
Ist Floor, "E" Wing,
Kendriya sadan
Koramangala,
Bangalore-560034.

8.

8.

Raipur-229, Bhopal-221, Gwalior-232,
Indore-230, Jabalpur-226, Bilaspur-756,
Jagdalpur-228, Rewa-234.

Dy. Director(MPR),
Staff Selection Commission,
"Nishant Villa",
F. Jalvihar Colony,
Raipur-492001.
(Chhattisgarh)

Raipur.

9.

9.

Chandigarh-151, Jammu-113, Srinagar-116,
Shimla-101, Jalandhar-165, Ambala-158,
Hamirpur-103, Bathinda-163.

Dy. Director(NWR),
Staff Selection Commission,
Block No-3, Ground Floor,
Kendriya Sadan, Sector-9,
Chandigarh-160017.

16 SCHEME OF EXAMINATION:

The examination will be conducted in two stages:

Part-I : Written examination (Max marks:200)(Objective Type),

Part-II : Skill test in Data Entry on Computer.

PART-I**WRITTEN EXAMINATION**

The Written Examination will consist of the following **Four** papers:-

Papers	Subjects	No. of Questions	Marks	Time Allowed	Time Allowed for VH(Low Vision)candidates
(i)	General-Intelligence	50	50	2 Hours (10.00. A.M. to 12.00 Noon)	2 Hours & 20 Minutes (10.00 A.M. to 12.20 P.M.)
(ii)	General-Awareness	50	50		
(iii)	English-Language	50	50		
(iv)	Arithmetic	50	50		
		200	200		

The questions will be “Objective Multiple-Choice-Type.” Candidates will be required to qualify all papers separately. The Commission will have full discretion to fix the minimum qualifying marks in all the papers. The questions in Part-I of Papers (i), (ii) & (iv) will be set in English and Hindi.

SYLLABUS:**PAPER-I (OBJECTIVE TYPE)**

(i) **General Intelligence** : The Syllabus for General Intelligence would include questions of both verbal type. The test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will also include questions designed to test the candidate’s abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

(ii) **General Awareness**: Questions in **General Awareness** component will be aimed at testing the candidate’s General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions pertaining to History, Culture, Geography, Economic Scene, General Polity, Indian Constitution, Sports, Literature, Scientific Research, Basics/fundamentals of Computer, etc. These questions will be such that they do not require a special study of any discipline.

(iii) **English Language** : Questions in this component will be designed to test the candidate’s understanding and knowledge of English Language and will be based on

error recognition, fill in the blanks (using verbs, preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, etc. There will be a question on passages and comprehension of passages also. The standard of the questions will be only of 10+2 level.

(iv) **Arithmetic:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Menstruation, Time and Distance, Ratio and Time, Time and Work, etc.

Part-II : SKILL TEST

Data Entry Speed of 8,000 (eight thousands) Key Depression per hour on Computer.

The ‘Speed of 8000 key depressions per hour on Computer’ will be adjudged on the basis of the correct entry of all the key depressions in computer as per the given text passage and the duration of the said Test will be 15 (Fifteen) minutes and printed passage of running text matter in English containing about 2000-2200 strokes/key-depressions would be given to each candidate who would enter the same in the Computer.

The “Data Entry Speed” Skill Test would be **of qualifying nature**. Candidates allowed to take this test, will have to qualify the test at the prescribed speed on Computer, to be provided by the Commission or the agency authorized by the Commission to conduct such skill test at the Centre/venue so notified.

Only those candidates who qualify in the written part of examination and secure minimum qualifying marks as may be fixed by the Commission in their discretion, will be eligible to take the Skill Test, i.e. Part-II of the examination.

Only such candidates as qualify in the Skill Test at a speed of not less than 8000 key depressions per hour will be eligible for being recommended for appointment as per their position in the merit list.

None of the candidates including PH candidates who qualify in the written part of the examination will be exempted from the Skill Test as passing of the skill test is precondition and one of the essential qualifications for appointment to the post of Data Entry Operator.

17. **MODE OF SELECTION:** Candidates fulfilling the prescribed qualifications will be required to undergo a Written Examination. **The Commission hold full discretion to fix minimum qualifying marks or as a whole component-wise in Paper-I and II for different categories, i.e., UR, SC, ST, OBC, etc.** Candidates declared qualified on the basis of the Written Examination would be required to appear for the Skill Test in Data Entry Operator. **Final Select List** would be prepared on All-India basis in order of merit as disclosed by the aggregate marks (marks of Written Examination and Skill Test) finally awarded to each candidate as given under this scheme of recruitment and in that order so many candidates as are found by the Commission to be qualified at the Examination shall be recommended for appointment upto the number of un-reserved vacancies.

If there are candidates having the same aggregate marks in the written examination plus Skill Test then the tie is resolved by the Commission by referring to the total marks in the written examination, i.e. a candidate having more marks in the written examination gets preference over the candidates having the same aggregate marks. If the tie still persists, then the tie cases are resolved by the Commission by referring to the marks in the first cut off paper, followed by Date of Birth, i.e., the candidate older in age gets preference. Lastly, if the tie still persists, the tie is finally resolved by referring to the alphabetical order of names, i.e., a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference.

Provided 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 standard.**

Provided further that the candidates belonging to the PH category or Ex-Servicemen, to the extent the number of vacancies reserved for them cannot be filled up on the basis of General Standards, be recommended at the relaxed standards to make up for the deficiency in the reserved quota subject to fitness of such candidates for selection, irrespective of their ranks in the order of merit.

An Ex-Serviceman or Physically Handicapped category (OH/HH/VH) candidates who qualifies on the basis of **relaxed standards**, viz., age limit, 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 their rank in the order of merit. In so far as cases of Ex-Servicemen 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.

Candidates, who are appointed on the basis of this selection, shall be **on probation** for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority for satisfactory completion of probation. On completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed in their appointment by the Controlling Authority.

Success in the examination confers no right of appointment unless government are satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for 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 the stages of 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 Skill Test, it is found that they do not fulfill any of the eligibility conditions, **their candidature for the examination will be cancelled by the Commission.**

18. HOW TO APPLY:

Applications may be submitted at the address shown in column 3 against the centre selected by the candidates as given in the Table under para 15. The application must be submitted in the Application Form given in Annexure-I in A-4 size paper. The candidates may utilize in original the Form published in the 'Employment News' for filling up the columns with ball-point pen.

They may also use the Application Form neatly typed on white paper in double space and typed on only one side of the paper. There is no objection to candidates using printed Application Form, if available from private agencies, as long as the format and size of Application Form is exactly the same as published in Annexure -I of this advertisement. Application Format available on the Website can also be downloaded and used by the candidates. The application must be filled up by the candidate in their own handwriting. They must put their signature in running handwriting at the appropriate places / Declaration, failing which the application will be summarily rejected by the Commission without any correspondence with the candidate.

NOTE-I: The envelope containing the application must be superscribed in bold letters as "APPLICATION FOR DATA ENTRY OPERATOR EXAM., 2008 and the name of the Centre from where the candidate intends to appear should be written in capital letters at left side corner.

NOTE. II: SC/ST/OBC candidates should also superscribe their category on the envelope .

NOTE-III: Candidates have the option to submit either self attested / self certified photocopies of various documents or to submit photocopies of various documents duly attested by a Gazetted Officer as per extant procedure alongwith the application form However, the original documents/certificates will be verified at the time of Skill Test and their candidature will be subject to result of such scrutiny. While exercising the facility of self-attestation of various documents, the candidates are warned that:-

any wrong attestations so as to mislead the Commission or to gain access to our Examinations, would lead to criminal/debar action against the candidates, besides cancellation of their candidatures.

NOTE.IV: Application may also be submitted at the Commission's Regional / Sub-Regional Office concerned, personally/by hand within the stipulated date and time of submission.

NOTE-V: While filling in his/her application form, a candidate **should carefully decide about his/her choice for the centre.** If a candidate sends **more than one application**, the Commission will **cancel** the candidature of the candidate and the Commission's decision in the matter shall be final. Similarly, sending more than one application in a single envelope may also lead to rejection of such applications without entering into any correspondence with the concerned candidates.

NOTE VI: The Central Government Civilian Employees may send their Applications directly to the commission after intimating their Head of Office/Department and need not send another copy through proper channel. **However, if they decide to send a copy through proper channel, they must ensure**

that the application complete in all respects reaches the staff selection commission by the closing date. Application will be rejected if received late and/or not complete in all respects as provided in rules.

NOTE VII: All candidates in Central Government Service holding a civil post whether in a permanent or in temporary capacity or work-charged employees, other than casual duty or daily rated employee, or those serving under public enterprises, will be required to submit an undertaking that they have informed in writing their Head of Office / Department that they have applied for the examination. Such candidates must furnish NOC from their employer/office, at the time of Skill Test or at any other time till final selection for the Relevant post through the Commission's examination, they would be released by the office for joining the new post/service also their candidature will be cancelled.

Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for appearing in the examination, their applications shall be **rejected and candidature cancelled.**

19. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:

- (i) Central Recruitment Fee Stamps(CRFS) of Rs.100/-, affixed and clearly cancelled as prescribed in this Notice on the Application Form.
- (ii) One recent good quality Passport size photograph to be pasted on the Application Form in the space provided for the purpose.
- (iii) One self addressed Postcard worth postage of Rs.6/-. The candidate must indicate "APPLICATION FOR DATA ENTRY OPERATOR EXAM., 2008 on the postcard.
- (iv) One self-addressed envelope of 12 cms x 25 cms size with postage stamps worth Rs.5/- affixed on it.
- (v) Document(s) in support of claim of SC/ST/OBC/ /ExS /PH persons.
- (vi) Attested copies of Matriculation certificates or equivalent as a proof of age (Date of Birth) , copies of certificates/Year wise Marksheets/Provisional Certificates towards proof of Educational Qualifications (Original documents must **not** be furnished along with the Application Form).
- (vii) Documents in support of claim of age relaxation (for categories not covered in item v above).
- (viii) Candidates in Government Service are to attach an undertaking that they have informed in writing their Head of Office/Department that they have applied for the examination.
- (ix) Duly filled in Application Form itself.

NOTE-I: **Incomplete or unsigned applications** or applications **without Photograph/fee/documents in support of educational Qualifications, age, category status etc.** or late applications will be rejected summarily Or at any stage of the recruitment process and no request for revival will be considered.

NOTE-II: **Those candidates who are called for Skill Test will have to submit before the Skill Test all ORIGINAL CERTIFICATES along with legible attested/self-attested copy of each certificate as regards community /category status, i.e., SC/ST/OBC/ExS/PH etc., educational qualification, age relaxation, etc. in the prescribed proforma, wherever given.**

20. CLOSING DATE:

Completed application forms must reach to the concerned Regional/Sub-Regional Offices of the Commission latest by **06.06.2008** (5.00 PM) and in the case of 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, the closing date is **13.06.2008** (5.00 PM). APPLICATION RECEIVED AFTER CLOSING DATE AND TIME WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES. THE COMMISSION WILL NOT BE RESPONSIBLE FOR POSTAL DELAYS.

21. ADMISSION TO THE EXAMINATION:

Before submitting his/her application, a candidate must **carefully** read the eligibility conditions for the examinations and satisfy himself/herself that he/she fulfills **all the eligibility conditions**. THE COMMISSION DO NOT UNDERTAKE ANY SCRUTINY OF THE APPLICATIONS BEFORE THE WRITTEN EXAMINATION AND ALL APPLICANTS, EXCEPT WHOSE APPLICATIONS ARE SUMMARILY REJECTED, ARE ALLOWED TO APPEAR AT THE EXAMINATION ON PURELY PROVISIONAL BASIS, subject to their eligibility being verified after the examination. Accordingly, merely because a candidate has been allowed to appear at the examination will not be considered as a ground for his being eligible for the examination.

All candidates who apply in response to this advertisement before the CLOSING DATE are assigned **Roll numbers**. These will be communicated to them on the self-addressed Postcards (sent by the candidates with their applications) within two-three weeks from the CLOSING DATE. A candidate must write his/her Roll number alongwith his/her name, date of birth and name of the examination while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

Admission Certificates (ACs) for the Examination indicating the time table and also venues of examination for each candidate will be 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.

FURTHER, IF ANY CANDIDATE OBSERVES ANY ANOMALY IN THEIR PARTICULARS (NAME, CATEGORY, DATE OF BIRTH, SCANNED PHOTOGRAPH ETC.) IN THE ADMISSION CARD ISSUED BY THE COMMISSION, THEY MUST IMMEDIATELY CONTACT THE CONCERNED REGIONAL/SUB REGIONAL OFFICE(S) OF THE COMMISSION BUT BEFORE THE ACTUAL DATE OF THE EXAMINATION AND GET THE ANOMALIES SET IN ORDER.

NOTE-I: Candidates should occupy their seat in the examination venues according to Ticket Number printed on their Admission Certificates as seating plan will be displayed at the venue in the same manner. It may be noted that **Ticket Number and Roll Number are two different things.**

NOTE-II: Candidates should note that Answer Sheets (either OMR Answer Sheets or Conventional type Answer Sheets) not bearing Candidate's Roll Number, Signature and Test Form Number will not be evaluated and such candidates would be awarded 'ZERO' mark.

NOTE-III: If any candidate **appears at a centre other than the one indicated by the Commission in his/her Admission Certificate** and take the examination there from, the papers/answer-sheet of such candidate will not be evaluated and his/her candidature will be liable to cancellation. Late comers will not be admitted to the examination and no candidate will be allowed to leave the Examination Hall until the Exam is over.

NOTE-IV: **Due care** should be taken by the candidates **to fill up their application form** correctly. No column of the application should be left blank. Incomplete or defective applications shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.

22. (i) **The decision of the Commission** as to the eligibility or otherwise of a candidate for admission to the examination shall be **final**.
- (ii) **No candidate** will be admitted to the examination unless he/she holds Certificate of Admission (AC) from the Commission. **The candidate must take the examination at the allotted centre of examination.**

23. **CHECK LIST**

VERIFY THE FOLLOWING BEFORE MAILING/SUBMITTING THE APPLICATION TO AVOID REJECTION.

Before submission of application, a candidate must ensure that :-

1. application is in the correct format and on a paper of appropriate size as given in the SSC Notice published in Employment News/Rozgar Samachar dated 03.05.2008.
2. Signature: Four signatures in running script(not in block letters):-
 - in the space below photograph;
 - at the end of application form;
 - General Declaration by all candidates;
 - Declaration by the Central Government Civilian Employees , if applicable;
 - Declaration regarding OBC, if applicable.
3. all the columns of the application form have been filled correctly and no column has been left blank.
4. attested photocopies of certificates in support of age/ date of birth, required minimum educational qualification, SC/ST/OBC/Ex-servicemen/PH category as claimed in the application.
5. a good quality recent passport size photograph has been firmly pasted(not pinned or stapled) in the prescribed place in the application form.
6. he/she has paid the requisite fee.
7. he/she has checked his/her eligibility carefully.
8. Community/Category Status has been indicated correctly in column 10 of the Application Form.

9. all the signatures are of same type and there is no variation in the signatures.
10. signatures is not on the photograph.

24. INVALID APPLICATIONS :

The applications having any of the following deficiencies or irregularities will be summarily rejected(the List is only illustrative & not exhaustive) :-

1. Applications not submitted in prescribed format as given in this Employment News Notice.
2. Incomplete or illegible applications.
3. Unsigned/undated applications.
4. Without standard passport size photograph.
5. Affixing/attaching Xerox copy of Photograph.
6. Without signatures in the specified box below the Photograph and on Application form and on various Declarations.
7. Signatures done in Block/Capital letters in English or any variation in the signatures.
8. Particulars of Exam Fees Paid not filled in relevant column of Application/Without CRFS of requisite value and validity; where applicable.
9. Non-cancellation of CRFS properly by/through the concerned Post Office.
10. Applications not filled in English or Hindi or not filled by candidate in his/her own handwriting.
11. Non submission of SC/ST/OBC/ ExS/PH. Certificate obtained from the competent authority in the prescribed format.
12. Without Declaration by OBC candidate in the format as given in Annexure by the Candidate.
13. Under aged/over aged candidates.
14. Not having the requisite Educational Qualification on the closing date and time of submitting the application.
15. Applications received after 17.00 hrs(5 PM) on closing date.
16. Photocopies of the relevant certificates not attested.
17. More than one application for the post by the same candidate.
18. Applications of more than one candidate sent in one envelope.
19. Any other irregularity.

25. 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.

26. 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.

STAFF SELECTION COMMISSION**DATA ENTRY OPERATOR EXAMINATION, 2008**

Closing Date: **06.06.2008(5.00 PM) { 13.06.2008 (5.00 P.M.)** 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}.

Date of Exam: **31.08.2008**

INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION

- (i) In the Columns of the Application Form, write the required information in English (CAPITAL LETTERS) or in Hindi.
- (ii) One envelope should contain application of one candidate only. Infringement of this instruction would invite penal action by the Commission which also includes rejection of applications
- (iii) The envelope containing the application must be superscribed in bold letters as "APPLICATION FOR DATA ENTRY OPERATOR EXAMINATION, 2008" and name of CENTRE opted, Centre Code should be written in capital letters on left side corner.

"APPLICATION FOR DATA ENTRY OPERATOR EXAMINATION, 2008"

Centre _____ Centre Code _____
 Category _____

To
 The Regional Director(),
 Staff Selection Commission,
 (Address of the concerned Regional Office)

From:

Name _____
 Address _____

(iv) An application will be summarily rejected at any stage of the recruitment process for not conforming to the official format/having incomplete information/wrong information/mis-representation of facts/left unsigned/ submitted without fee where due/ without good quality photograph pasted at the appropriate place/not accompanied by attested copies of certificates showing category(SC/ST/EXS/OBC/PH), age, educational qualification, age relaxation or for submitting more than one application, delayed application.

(v) If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Hr Secondary, he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after Matric etc. The changed name should also have been indicated in the Gazette Notification.

(vi) Candidates should sign at the space provided for below the photograph (only in black ink/black ball pen), bottom of Application Form, etc. in the same manner and in the same language and there should be no variation of any kind. If any variation is found in the signature appended by them at different places, candidature in such cases is liable to be cancelled by the Commission. The candidates must put their signatures in running script and not in bold letters, failing which candidature of such candidates will be rejected forthwith without any further correspondence with the erring candidates.

(vii) A Candidate should paste (and not staple or pin) his/her recent good quality passport size photograph on the Application Form and keep one spare copy of the same photograph for the purpose of pasting, if required, on the Admission Certificate as and when received by the candidate from the Commission. Any variation in the photographs may lead to rejection of his/her candidature.

(viii) A Candidate should take every care to ensure that he / she does not over-write / make cuttings / apply correction fluid / paste any additional paper etc. while filling the Application Form. If need for making corrections become unavoidable, such corrections should be suitably authenticated by putting full signature by the candidate.

(ix) A CANDIDATE SHOULD MINUTELY GO THROUGH ALL THE PROVISIONS IN THE NOTICE OF THE EXAMINATION TO ENSURE THAT HE/SHE IS ELIGIBLE FOR THE POST IN TERMS OF REQUIREMENTS OF AGE, EDUCATIONAL QUALIFICATION AS ON CRUCIAL DATE, ETC. THEIR ADMISSION AT ALL STAGES OF EXAMINATION (WRITTEN EXAMINATION, SKILL TEST. ETC.) WILL BE **PURELY PROVISIONAL** AS THE COMMISSION DOES NOT UNDERTAKE ANY PRE-EXAMINATION SCRUTINY OF DOCUMENTS. THUS, IF AT ANY STAGE, IT IS FOUND THAT CANDIDATES DOES NOT FULFILL ANY OF THE ELIGIBILITY CONDITIONS, HIS/HER CANDIDATURE WILL BE CANCELLED BY THE COMMISSION.

(x) Candidates are also requested to go through carefully the “Instructions for filling up the Application Form”(Annexure-I) and the “General instructions to the candidates” (Annexure-II) for answering objective type questions.

(xi) The candidate may be permanently debarred for the examinations conducted by this Commission in case candidate fraudulently claims SC/ST/OBC/EXS/PH Status.

(xii) Candidates have the option to submit either self attested / self certified photocopies of various documents or to submit photocopies of various documents duly attested by a Gazetted Officer as per extant procedure along with the application form. However, the original documents / certificates will be verified at the time of Skill Test and their candidature will be subject to result of such scrutiny. While exercising the facility of self-attestation of various documents, the candidates are warned that any wrong attestations so as to mislead the Commission or to gain access to our Examinations, would lead to criminal / debar action against the candidates, besides cancellation of their candidatures.

(xiii) THE CANDIDATES SHOULD BRING HIS/HER OWN HB PENCIL, ERASER, PEN, SLIDE RULE, NON PROGRAMMABLE CALCULATOR, LOGARITHM TABLES AND STEAM TABLES. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THESE SPECIFIED ABOVE SUCH AS BOOKS, NOTES AND LOOSE SHEETS ETC INTO THE EXAMINATION HALL.

**STAFF SELECTION COMMISSION
APPLICATION FORM**

DATA ENTRY OPERATOR EXAMINATION, 2008

(CANDIDATES ARE ADVISED TO FILL UP THE APPLICATION AS PER " THE INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM" GIVEN IN THE NOTICE)

NOTE: CANDIDATES MUST PUT CROSS (X) MARK IN THE BOX WHEREVER NOT APPLICABLE OR FOR FURNISHING NIL INFORMATION

Closing Date: 06.06.2008

Date of Exam: 31.08.2008

1. Centre Opted

(See para 15 of the Notice)

2. Centre Code

(See para 15 of the Notice)

3. Fee

(Refer Instructions)

4. Gender

(1 for Female, 2 for Male)

5. Roll Number

(For Office use)

6. Name (in the order: First Name, Middle Name, Surname. Leave one blank space each in between parts of the name)

7. Father's Name (in the order: First Name, Middle Name, Surname. Leave one blank space each in between parts of the name)

8. Mother's Name (in the order: First Name, Middle Name, Surname. Leave one blank space each in between parts of the name)

9(a). Date of Birth

Date Month Year

9(b). Age as on 06.06..08

Years Months Days

10. Category Code

(See instructions)

11. Citizenship

(Refer Instructions)

12.(a) Educational Qualification as on 06.06.2008

(See Instructions)

12 (b). Indicate the stream:

S.No.	Name of Exam.	Year of Passing	University/Institute/Board

(Attach attested photocopies of Certificate)

13. Are you a Central Govt. Civilian Employee?

If yes, attach necessary certificate (Refer instructions)

14. Indicate the Code No. for Age relaxation

(Refer PART II of Instructions for filling up the Application Form.)

(Put "X" in the box if not applicable)

15. (A) For PH (OH/HH/VH) candidates only (Refer para 2 of the Notice)

(a) Type of Disability
(OH/HH/VH)

(b) Nature of Disability
(OL//BL/PD/Low Vision)

(c) Degree of Disability (%)

(B) For Central Govt. Employees/Ex-S, write details

Name of Office/Deptt. _____

Date of appointment _____

Length of service _____

* Date of Discharge _____

* Details of last Unit/Corps _____

*** For Ex-S candidates only**

16. For all category of candidates

Medium of Language & Code for the Written Examination

Write 1 for English , 2 for Hindi

17. Whether you have been debarred in any earlier examination of SSC/UPSC? (Yes-1, No-2)

If Yes, Please furnish details

Name of Examination

Year of Exam

Roll Number

Date of Debarment(dd/mm/yyyy)

Period upto which debarred

18. Permanent Address (including phone number, email address, if any)

PIN:

19. Address for correspondence

(including phone number, email address, if any)

Name:

Address:

PIN:

20. Photograph & Signature

Photograph: Paste your recent good quality passport size photograph. Please **do not attest**. Keep one identical photograph with you for use in further stage of Recruitment.

Signature of candidate within the box below, in **Black ink/Black Ball Pen**.

Do not put signatures on the photograph

Box for affixing CRFS of requisite denomination (See instruction).

Please paste here Central Recruitment Fee Stamp(CRFS) for Rs.100/- within the box provided and get them cancelled by the issuing Post Office in such a manner that the date & name of the Post Office are clearly readable & the stamp of the Post Office is partly on the CRFS and partly on the Application Form

DECLARATION

(TO BE SIGNED BY ALL THE CANDIDATES COMPULSORILY)

1. I 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.

2. I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.

3. I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications, etc., prescribed for admission to the examination. I have enclosed attested photocopies of certificates in support of my claim for Educational Qualifications, age, category (SC/ST/ExS/OBC/OH/HH/VH) and age relaxation

4. I also declare that I do not stand debarred by SSC/UPSC as on date and have never been convicted by any court of law.

*5. I also declare that I do not belong to creamy layer section of persons of OBC as mentioned in Column 3 of G.O.I. Deptt. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M. No.36033/3/2004-Estt.(Res) dated 9.3.2004.

*(strike out if candidate does not belong to OBC)

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

Place :

Date :

(Signature of the candidate)

***DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY**

I.....son / daughter of Shri.....
 resident of village/town/city.....district.....state.....
 hereby declare that I 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-SCT) dated 8.9.1993. It is also
 declared that I do not belong to the persons/sections (creamy layer) mentioned in Column 3 of 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.

Place:

Date

(Signature of candidate)

- **FOR CENTRAL GOVT. CIVILIAN EMPLOYEES ONLY**

I also declare that I am informing my Head of Office / Department / Ministry in writing that I have applied for this examination.

(Signature of the candidate)

Place :

Date :

Note-I: Application not signed by Candidate will be rejected. All signatures done on the Application Form must be in running script(not in Block letters),in the same language and in the same manner.

Note-II: Please ensure that the Application Form filled up by you is identical in format/size to the one appearing in the Notice of Examination in the Employment News/Rozgar Samachar and the paper on which your Application Form is printed/photocopied, is white in colour and of good quality so that it can be scanned easily.

***Strike out whichever is not applicable.**

PART-I**INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM**

(Note: The instructions are numbered in accordance with the information sought for in the Application Form. **PUT CROSS(X) MARK IN THE RELEVANT BOX TO FURNISH NIL INFORMATION OR IF NOT APPLICABLE**)

- 1. Centre Opted:** Please fill up the name of the EXAMINATION CENTRE for Examination as given Under Para 15 of the Notice.
- 2. Centre Code:** Please fill up the Centre Code for the Examination Centre opted for Examination as given in Para 15 of the Notice.
- 3.Fee:** Please write '1' for fee paid BY CRFS, '2' for fee exemption.. Please ensure that you belong to SC/ST/ Ex-S/OH/HH/VH category to claim exemption from payment of fee. In such case please attach copies of the necessary certificate(s).
- 4.Gender:** Write 1 for FEMALE and 2 for MALE
- 5. Roll Number:** Please leave it blank. This will be filled up by the Commission.
- 6. Name:** Please fill up your name as recorded in Matriculation Certificate in the order: First Name , Middle Name (if exists) & then Surname. Please do not add "Dr./Shri/Smt/Ms./Km." or any other title or honorific term to the name.
- 7.Father's Name:** Please fill up your Father's name in the same manner as in the case of your name.
- 8.Mother's Name:** Please fill up your Mother's name in the same manner as in the case of your name.
- 9(a) Date of Birth:** Please write your actual date of birth as recorded in your Matriculation Certificate or its equivalent certificate.

9(b) Age as on 06.06.2008. Indicate the number of completed years, months, and days(including the actual date of birth while calculating the date of birth)

10. Category Code: Please fill up the Category Code(s) in the three boxes as per Codes given below:

Category	Code
<i>First Box (Community), for all</i>	
Scheduled Caste	1
Scheduled Tribe	2
Other Backward Classes	6
General Category/Unreserved	9
<i>Second Box(Ex-Serviceman Status), if applicable</i>	
Ex-Serviceman	3
<i>Third (Physically Handicapped Status) if applicable</i>	
Orthopaedically Handicapped	4
Hearing Handicapped	5
Visually Handicapped	7

Note-I: Those OBC candidates who come under Creamy Layer, must indicate their Category Code as '9' (General Category).

Note-II: Those Ex-Servicemen who have already joined Govt. job in Civil Side after availing of the benefits given to Ex-Servicemen for their re-employment, must indicate their community code only and must **not** indicate their Ex-Servicemen Code '3'. However, such Ex-Servicemen will get the benefit of age relaxation by indicating their age relaxation code in column 14 of the Application Form.

11. Citizenship: Please write '1' for Indian & '2' for others.

12.(a) Educational Qualifications: Please write '1' for 12th standard pass, '2' for Graduate. Attach the necessary certificate(s).

13. Are you a Central Govt. Civilian Employee?: Write '1' for Yes, '2' for No
If Yes, please attach necessary certificate(s).

14. Indicate the Code No. for Age Relaxation (Please refer to PART-II of instructions for filling up Application Form under Para-4 of the Notice also attach necessary certificate(s).

15(a). Indicate the Type of Disability i. e. Write 1 for OH category, 2 for HH category 3 for VH category.

15(b) Nature of Disability: Write the particulars of disability as given under Para -4 (E) of the Notice for deciding the eligibility criteria . **Indicate the category as OL/BL/PD/Low Vision**

15(c) Degree of disability :Write the Degree of Disability in percent(%) as certified by the competent Medical Authority in the PH Certificate

16. For all category of candidates

Medium of Language and Language Code for the Written Exam: Write 1 for English and 2 for Hindi.

17. Whether you have been debarred: Please write '1' for Yes & '2' for No. If Yes, please mention further details as sought in this column.

18. Permanent Address: Please write your permanent address including Phone Number with STD code, email address, if any, within the box.

19. Address for Correspondence: Please write your correspondence address including Phone Number with STD code, email address, if any, within the box. Please do not write 'Do' in this box , in case your correspondence address is same as that of permanent address. Write your complete correspondence address in this box, as your correspondence address is to be scanned and is to be printed in your Admission Certificate.

20. Photograph & Signature: Please properly paste , within the given box, your recent good quality passport size photograph. Please sign, within the box provided, in black ink/black ball pen. Your photograph & signature are to be scanned & printed on your Admission certificate.

21. Fee: Please paste Central Recruitment Fee Stamp(CRFS) for Rs.100/- within the box provided and get them cancelled by the issuing Post Office in such a manner that the date & name of the Post Office are clearly readable & the stamp of the Post Office is partly on the CRFS and partly on the Application Form.

Declaration by all the candidates: Please write the name of Place, Date and put up your signature.

Declaration by OBC candidates: Please score-out ,if not applicable.

Declaration by Central Govt. Civilian Employee : Please score-out, if not applicable.

Category-Codes for claiming Age Relaxation

Code No.	Category	Extent of Age Relaxation Permissible
01	SC/ST	5 years
02	OBC	3 years
03	PH(OH/HH/VH)	10 years
04	PH(OH/HH/VH) + OBC	13 years
05	PH(OH/HH/VH) + SC/ST	15 years
06	Ex-Servicemen	(Actual age as on 06.06.2008 – Period of Military Service) ≤ 30 years
07	Ex-Servicemen + OBC	(Actual age as on 06.06.2008 – Period of Military Service) ≤ 33 years
08	Ex-Servicemen + SC/ST	(Actual age as on 06.06.2008 – Period of Military Service) ≤ 35 years
09	Central Govt. Civilian Employees who have rendered not less than 3 years continuous service as on 06.06.2008	Upto 40 years
10	-Do- + OBC	Upto 43 years
11	-Do- + SC/ST	Upto 45 years
12	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir	5 years
19	-Do- + OBC	8 years
20	-Do - + SC/ST	10 years
21	Widows/Divorced Women/Women judicially separated and who are not remarried	Upto 35 years
22	-Do- + OBC	Upto 38 years
23	-Do- + SC/ST	Upto 40 years
24	Retrenched employees of Chukha Hydel Project Authority in Bhutan	To the extent of service rendered by them with the Authority
25	- Do- + OBC	-Do- + 3 years
26	- Do - + SC/ST	-Do- + 5 years
27	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	3 years
28	-Do- + OBC	6 years
29	-Do- + SC/ST	8 years

Note: For details of provisions regarding Age Relaxation, refer to para 4(B) to 4(D) of the Notic

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 4(D) 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 **06.06.2008**.

In case of his/her selection for the post of Data Entry Operator, he/she will be relieved of his/her duties in this office to join the new assignment.

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-4 (C) 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 EX-SERVICEMEN
CATEGORY CANDIDATE COVERED UNDER NOTE III OF PARA
4(C) 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:

ANNEXURE-VI**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

%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)

State/Union Territory _____

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

ANNEXURE-VII**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.

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

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: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

ANNEXURE-VIII**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. _____ Date _____

DISABILITY CERTIFICATEThis 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.

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

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

- | | |
|--|--------|
| (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.

- Note : (i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government. The State government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / hearing and speech disability, mental retardation and leprosy cured, as the case may be.
- (ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as 'permanent'.

**LIST OF VOCATIONAL REHABILITATION CENTRES FOR
PHYSICALLY HANDICAPPED**

- | | | | |
|----|---|-----|---|
| 1. | VRC For handicapped,
ITI Campus
Kuber Nagar
Ahmedabad-382 340 | 10. | VRC for Handicapped
S.T.I.C.D. Campus
Unit VIII,
Bhubaneswar – 751 012. |
| 2. | VRC For Handicapped,
No. 22/1, Hosur Road
Bangalore-560 029. | 11. | VRC For Handicapped,
38, Badan Roa Lane,
Baliaghata,
Kolkata-700 010 |
| 3. | VRC For Handicapped,
CTI Campus
Sion Trombay Road,
Mumbai-400 022. | 12. | VRC For Handicapped,
Napier Town
Jabalpur-482 001. |
| 4. | VRC For Handicapped,
C.T.I. Campus,
Vidya Nagar
Hyderabad-500 768. | 13. | VRC For Handicapped,
4-SA-23 Jawahar Nagar,
Jaipur-302 004. |
| 5. | VRC For Handicapped,
C.T.I. Campus, Guindy
Chennai-600 032. | 14. | VRC For Handicapped,
CTI Campus, Udyognagar,
Kanpur-208 022. |
| 6. | VRC For Handicapped,
Nalanchira,
Trivandrum-695 015. | 15. | VRC For Handicapped,
CTI Campus, Gill Road,
Ludhiana-141 003. |
| 7. | VRC For Handicapped,
Abhoynagar,
Agartala-799 005
West Tripur. | 16. | VRC For Handicapped,
Plot No. 9,10 & 11,Karkardooma,
Vikash Marg,
New Delhi-110 092. |
| 8. | VRC For Handicapped,
Rehabri Guwahati,
Assam-781 008. | 17. | VRC For Handicapped,
A/84, Gandhi Vihar,
Police Colony,
Anisabad, Patna-800 002. |
| 9. | VRC For handicapped Women,
Mahavir Industrial Estate,
Karelibaug, Vadodara-390 018. | | |

ADDRESS OF SPECIAL EMPLOYMENT EXCHANGE FOR PHYSICALLY HANDICAPPED (RUNNING)

1. The Regional Employment Officer,
Special employment Exchange for
Physically Handicapped, Azamabad,
Hyderabad-500 020.
2. The Special Employment Officer,
Special Employment Exchange for
Physically Handicapped, Salajose
Cross road, Opp. S.V. College,
Ahmedabad-380 001.
3. The Employment Officer,
Special employment Exchange for
Physically Handicapped, Barrack
No. 1/B.5 Block-A Curzon Road,
New Delhi-110 001.
4. The Special Employment Officer,
Special employment Exchange for
Physically Handicapped, No. 5,
Crescent Road, High Ground West,
Bangalore-560 020.
5. The Special employment Officer,
Special employment Exchange for
Physically Handicapped, Merc antile
Chambers, 3rd Floor, Graham Road,
Ballard Estate, Mumbai- 400 001
6. The Special employment Officer,
Special employment Exchange for
Physically Handicapped, 1282 Sector 18-C,
Chandigarh (Govt. of Punjab)-160 015.
7. The Assistant Director,
Special Employment Exchange for
Physically Handicapped, 33 Mount road,
Nandaran, Chennai-600 035.
8. The Special Employment Officer,
Special Employment Exchange for
Physically Handicapped, 5 Council
House Street (Ground Floor), Kolkata-700 001.
9. The Employment Officer,
Special Employment Exchange for
Physically Handicapped, G.T. Road,
Kanpur-208 002.

10. The Employment Officer,
Special Employment Exchange for
Physically Handicapped, 985, Wright Town,
Jabalpur (MP) 482 001.
11. The Employment Officer,
Special Employment Exchange for
Physically Handicapped, Nandavanam
Road, Palayam, Trivandrum,
Kerala – 695 001.
12. The Employment Officer,
Special Employment Exchange for
Physically Handicapped, Patna (Bihar),
Combined Labour Building, Bailey Road,
Patna 800 001.
13. The Employment Officer,
Government of Haryana,
Special Employment Exchange for
Physically Handicapped,
1282, Sector-18 C, Chandigarh-160 018.
14. The Employment Officer,
Special Employment Exchange for
Physically Handicapped, Jaipur,
Rajasthan-302 001.
15. The Employment Officer,
Special Employment Exchange for
Physically Handicapped, Guwahati (Assam).
16. The Employment Officer,
Special Employment Exchange for
Physically Handicapped, Agartala, Tripura.
17. The Employment Officer,
Special Employment Exchange for
Physically Handicapped,
Directorate of Employment Training,
Himachal Pradesh Stock Palace,
Simla-171 002.
18. The Employment Officer,
Special Employment Exchange
For Physically Handicapped,
Dte of Employment, Flat No-367
Sahid Nagar, Bhubaneshwar.
19. The Sub-Regional Employment Officer
for Physically Handicapped, Multistorey
Building, Nanpura, Surat, Gujarat.

20. The Sub-Regional Employment Officer
for Physically Handicapped, Bldg,
Vadodara,Gujarat.
21. The Sub-Regional Employment Officer
for Physically Handicapped,
Koessiwala Bunglow, Junction Plot,
Rajkot,Gujarat.
22. The Director of Employment,
Special Employment Exchange
For Physically Handicapped,
Vishakhapatnam, Andhra Pradesh.
23. The Director of Employment,
Special Employment Exchange
For Physically Handicapped, Imphal
Manipur.
