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STAFF SELECTION COMMISSION

Closing Date: **20.03.2009**

Exam Date: **24.05.2009**

NOTICE

JUNIOR TRANSLATORS(CSOLS) EXAMINATION, 2009
INFORMATION AT A GLANCE

1.	AGE LIMIT: Not exceeding 30 years
2	MINIMUM EDUCATIONAL QUALIFICATION: Refer Para 5 of the Notice.
	FEE: RUPEES ONE HUNDRED ONLY(Rs.100/-)
4	CLOSING DATE: 20.03.2009 ,30.03.2009 for candidates residing in remote areas and abroad.
5.	SIGNATURE and RIGHT HAND THUMB IMPRESSION AT ASSIGNED PLACES.
6.	COPIES OF RELEVANT CERTIFICATES ETC. TO BE ENCLOSED WITH APPLICATION IN PRESCRIBED PROFORMA.

(NOTE: MOBILE Phones are strictly not allowed)

(PLEASE READ THE CONTENTS OF THE NOTICE CAREFULLY BEFORE APPLYING)

F.No.3/1/2009-P&P. Staff Selection Commission will hold on **Sunday, the 24.05.2009, JUNIOR TRANSLATORS(CSOLS) EXAMINATION, 2009** for recruitment to the post of Junior Translators(CSOLS), a Group "B" post (Non Gazetted, Ministerial) in the pay Band of Rs.9300-34800 plus Rs. 4200(Grade Pay) in various Offices/Department under **Department of Official Language** all over the country .

NOTE-I:All the above stated posts carry **All India Service Liability (AISL)** i.e. the Candidate, on selection, could be asked to serve anywhere in the country.

NOTE-II: **Candidates** who appear for the **written examination** and qualify for Interview may also be **considered** for recruitment to the posts of Junior Translators in other Govt. Organisations/Departments, **subject to** receipt of confirmed number of vacancies from them before the Interviews **or** declaration of the Final Results.

APPLICATIONS IN THE PRESCRIBED FORMAT ARE INVITED FROM ELIGIBLE CANDIDATES FOR THE POST OF **JUNIOR TRANSLATORS(CSOLS) EXAMINATION, 2009.** The candidates will have to apply in the prescribed Application Form .

2. VACANCIES/RESERVATION

- (i) **Firm number of vacancies for the post of JUNIOR TRANSLATORS(CSOLS) will be determined in due course.**
- (ii) **Reservation for SC/ST/OBC/PH etc. categories are applicable as per extant Central Govt. Orders.**

NOTE: 1 Orthopaedically Handicapped (OH), Visually Handicapped (VH) and Partially Deaf/ Hearing Handicapped, Low Vision(LV), Blind(B) candidates are eligible for the above posts.

NOTE:2 Other Backward Class(OBC) for the purpose of AGE Relaxation and Reservation will mean “Persons of OBC category not belonging to the Creamy Layer” as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 and 14.10.20008

NOTE.3. The post of Junior Translators(CSOLS) being a Group “B”, Non Gazetted, Ministerial post, there is **no reservation for Ex-Servicemen** category. However, benefit of age relaxation will be admissible to Ex-S candidates.

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:

Not exceeding 30 years as on 20.03.2009.

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

4 (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** if a candidate belongs to OBCs in accordance with DP&T OM NO.43013/2/95-Estt(SCT) dated 25.01.1995 read with amendments made thereafter;
- (iii) Upto a maximum of **10 years** if the candidate is a 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 **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.

4(C) Age concession for Ex-S Upto a maximum of 5 years (8 years for OBC & 10 years for SC/ST) for Ex-Servicemen & Commissioned Officers including ECOx/ SSCOs who have rendered at least 5 years Military Service as on **20.03.2009** and have been released (i) on completion of assignment (including those whose assignment is due to lbe completed within six months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or (ii) on account of physical disability attributable to military service; or (iii) on invalidment and in whose case Ministry of Defence issues a certificate that they can apply for civil employment and will be released on 3 months' notice on selection from date of receipt of offer of appointment.

NOTE: 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. **Please also Refer Note-3 under Para 2 (ii) of the Notice.**

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 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 age-relaxation, 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. 20.03.2009)**.

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.

IMPORTANT: The format of certificates/undertaking to be submitted by the candidates claiming the benefits/concessions as Ex-Serviceman, are given in **Annexure IV & V.**

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

The Upper age limit is relaxable upto **35 years (40 years for SC/ST candidates and 38 years for OBC candidates)** for the Central Government Civilian Employees/Departmental candidates who have **rendered not less than 3 years continuous service on regular basis** (and not on ad-hoc basis) as on **20.03.2009.**

NOTE-1 Please also refer to **NOTE- 2 under P ara-2 (ii)** of the Notice

NOTE-2: The Central Government Civilian Employees should have **rendered not less than 3 years continuous service on regular basis** (and not on Ad-hoc basis) as on **20.03.2009** and should remain in Central Government service holding civil post in various Department/Offices of the India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment through the examination.

NOTE-3: Central Govt. Civilian Employees claiming the benefit of age-relaxation as Central Govt. employee, would be required to submit a **Certificate (as per Annexure-III)** 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 LIMITS PRESCRIBED ABOVE, SHALL IN NO CASE BE RELAXED.

4 (E) PROCESS OF CERTIFICAT ION 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 Arm(OA), One Leg(OL), Both Legs(BL), Partially Deaf(PD), Deaf(D), Low Vision(LV), Blind(B)

Candidates who wish to be considered against vacancies reserved/or seek age-relaxation, **must submit requisite certificate** from the competent authority alongwith their application for the 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 candidates.

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 candidates;and**
- (v) **Annexure VIII for PH category candidates**
- (vi) **Annexure IX for VH candidates for engaging Scribe.**

NOTE-I: Candidates claiming the benefit of reservation under OBC category not covered under the Creamy Layer must ensure that they furnish the OBC Certificate duly signed by the competent authority before or by the Closing Date in the FORMAT prescribed by the Commission in the Notice as Annexure-VII. Any deviation of the OBC Certificate from the present prescribed format will not be accepted by the Commission and will lead such applications to be treated under General (UR) category. Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained. The Commission will however have the discretionary power to reduce/waive off any of the provisions in exceptional and deserving cases.

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

NOTE-III: 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.

4 (F) IMPORTANT REQUIREMENT OF PH CERTIFICATE

- (i) A disability certificate shall be issued by a Medical Board duly constituted by the Central and the State Government. The State Government may constitute a Medical Board consisting of at least 3 members, out of which, at least, one member shall be a Specialist from the relevant field.
- (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'.

- (iii) 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.

4(G) Conditions regarding engaging of Scribe for visually handicapped candidates with visual disability of forty percent and above for appearing in the Junior Translators Exam-2009.

Visually handicapped (VH) candidates including **Blind and partially blind/Low Vision persons with visual disability of forty percent and above** can avail the assistance of a **SCRIBE** for indicating/writing replies on their behalf for the Examination. Such visually handicapped candidates will have to appear for the Examination from one of these Examination Centres viz., New Delhi, Kolkata, Mumbai, Chennai, Bangalore, Guwahati, Allahabad, Chandigarh and Raipur, at their own risk and expense. Relevant information, including the Degree of Disability in order to authenticate their status as Visually Handicapped candidates, will have to be furnished in the prescribed requisition form as per Annexure-IX to the concerned Regional/Sub-Regional Offices by the Visually Handicapped (with visual disability of forty percent and above and opting for engaging SCRIBE) alongwith the Application Form for the **Junior Translators Exam-2009**, failing which the Commission will not entertain any subsequent request for providing Scribe to the candidate in the examination.

The Commission will not make available the Question Papers of the examination meant for visually handicapped candidates at Examination Centres other than the above nine Centres designated for such candidates and the facility of engaging SCRIBE will also not be available at other Examination Centres.

No question paper will be provided in BRAILLE AND THERE WILL BE NO OPTION FOR ANSWERING REPLIES IN BRAILLE.

Candidates will not be allowed to bring their own scribe in the **Junior Translators Exam-2009**. A Scribe will be provided by the Commission on receipt of prior request from the candidates.

No Attendant with VH candidates will be allowed inside the examination premises.

ALL THE VISUALLY HANDICAPPED CANDIDATES OPTING FOR SCRIBE WILL MOST LIKELY BE ACCOMMODATED AT ONE EXAMINATION VENUE OF THE DESIGNATED EXAMINATION CENTRE. VH CANDIDATES MUST CORRECTLY INDICATE THEIR OPTION FOR AVAILING ASSISTANCE OF SCRIBE IN APPLICATION FORM.

DUTIES OF SCRIBE

The Scribe will read out the questions to the candidates and on the instructions of the candidate who will clearly state what has to be written / indicated as answers against each question, the scribe will then write / indicate the answers on the OMR Answer Sheet accordingly as instructed in the Question Booklet / OMR Answer Sheet.

An **INVIGILATOR** shall exclusively be posted with every VH candidate who has opted for a Scribe to ensure that only the answers spelt out by the candidate are indicated by the Scribe on the answer book.

Provision of EXTRA TIME

The Visually Handicapped candidates will be allowed Extra Time in the examination, the details of which are given in Para 16 under the Heading 'Scheme of Examination'.

Provision for one eyed candidates and visually handicapped candidates using Magnifying Glass whose visual Degree of Disability is less than forty percent

One eyed candidates and visually handicapped candidates whose visual Degree of Disability is less than forty percent will not be considered as visually handicapped persons. Further, 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 provided with a Scribe.

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 including the nine Examination Centres designated for the Visually Handicapped candidates including blind and partially blind candidates whose visual Degree of Disability is more than forty percent. Further, such candidates will not be provided with the QUESTION PAPER SET MEANT FOR VISUALLY HANDICAPPED CANDIDATES WHO REQUIRE THE ASSISTANCE OF A SCRIBE.

5. **EDUCATIONAL QUALIFICATIONS:** (As on 20th March, 2009)

ESSENTIAL:

Masters Degree of a recognized University or equivalent **in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination** at degree level

OR

Masters Degree of a recognized University or equivalent **in any subject other than Hindi or English with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination** at degree level

OR

Masters Degree of a recognized University or equivalent **in any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of the two as medium of examination and the other as a compulsory or elective subject** at degree level;

AND

(II) Recognized Diploma or certificate Course in Translation from Hindi to English and vice-versa OR Two years experience of translation work from Hindi to English and vice-versa in Central or State Government Offices including Government of India Undertaking.

DESIRABLE:

- (i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.
- (ii) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.

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

NOTE-II: All candidates who are declared qualified by the Commission for taking the Interview will be required to produce the relevant Certificates in Original as proof of acquiring the minimum educational qualification 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.

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

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.

NOTE: In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilisation 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 Ex-Servicemen released from the Armed Forces and those who are granted remission of fee vide Commission's advertisement) **must pay the fee** as prescribed (Refer to provision under Para –13 of the Notice).
11. **Any attempt** on the part of a candidate to obtain support for or canvass his/her 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 any means, 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/her candidature for the examination, or**
- (vii) **Writing irrelevant matters including obscene languages or pornographic matter in the script, or**
- (viii) **Misbehaving in any other manner in the examination hall, or**
- (ix) **Using unfair means in the examination hall, or**
- (x) **Possessing Mobile Phones/Cellular Phones/Pagers/communication devices or any other unauthorized electronic gadget inside the Examination premises/venue, whether in use or not (Candidates by mere possession of any of these items) 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, or**
- (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) **Harassing or causing bodily harm to the staff employed by the Commission for the conduct of these examination, or**
- (xiii) **Violation of any of the instructions issued to candidates alongwith their Admission Certificates (AC) permitting them to take examination, or**
- (xiv) **Attempting 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 PAYABLE: Rs.100/- (Rupees One 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. Service clerks in the last year of their colour service are **not** exempted from payment of fee.

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 [Note-I of Para 4(C)]

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 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 in the usual manner after completing other formalities.

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

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, 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.

No request for any change in centre shall be entertained or accepted by the Commission.

A candidate must 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 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 concerned 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
1	2	3
1.	Delhi-121 , Jaipur-170 Dehradun-148	Regional Director(NR), Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi- 110504.
2.	Hyderabad-603, Vishakhapatnam-608, Chennai-671, Madurai-685	Regional Director(SR), Staff Selection Commission, EVK Sampath Building, 2nd Floor, College Road, Chennai-600006
3.	Kolkata-301, Port Blair-341, Gangtok-381, Bhubaneswar-360 , Ranchi-370	Regional Director (ER), Staff Selection Commission, 1 st MSO Building,8 th Floor, Nizam Palace, 234/4,A.J.C. Bose Road, Kolkata-700020
4.	Mumbai-501, Nagpur-515, Panaji-531, Ahmedabad-551	Regional Director(WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishta Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
5.	Allahabad-241, Patna-201, Lucknow-264	Regional Director(CR), Staff Selection Commission, 8-AB, Beli Road, Allahabad-211002.
6.	Guwahati(Dispur)-421, Itanagar-401, Imphal-441, Shillong-451, Aizwal-461, Kohima-475, Agartala-481	Regional Director(NER), Staff Selection Commission, Rukmini Nagar, P.O.Assam Sachivalaya, Guwahati-781006.
7.	Bangalore-621, Thiruvananthapuram-645, Kochi-656	Regional Director(KKR), Staff Selection Commission, Ist Floor,"E"Wing, Kendriya sadan Koramangala, Bangalore-560034.

8.	Raipur-229, Bhopal-221,	Dy. Director(MPR), Staff Selection Commission, "Nishant Villa", F. Jalvihar Colony, Raipur-492001. (Chhattisgarh)
9.	Chandigarh-151, Jammu-113, Srinagar-116, Shimla-101	Dy. Director(NWR), Staff Selection Commission, Block No-3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160017.

16 : SCHEME OF EXAMINATION:

The examination will consist of **two parts**, viz.

- PART-I** - **Written Examination, carrying 400 marks;** and
PART-II - **Personality Test (Interview), carrying 100 Marks.**

DETAILS ARE GIVEN BELOW:

PART-I:

Written Examination: The Written Examination will be held on 24.05.2009 and will consist of **two papers**. The maximum marks allotted to each paper and the duration of each paper will be as under:-

Paper No.	Subject/Questions	Maximum marks	Duration & Timings	Duration & Timings for VH candidates
I	<u>Objective Type</u> (Multiple Choice)	200 marks	2 Hours 10.00 A.M. to 12.00 Noon	2 Hours & 20 min. 10.00 A.M. to 12.20 P.M.
	i) General Hindi	100 marks		
	ii) General English	100 marks		
II	<u>Conventional Type</u> (Descriptive)	200 marks	2Hours 2.00 P.M. to 4.00 P.M.	2 Hours & 20 min. 2.00. P.M. to 04.20 PM
	Translation-2 passages - 1 each from Hindi to English and vice versa and an essay each in Hindi & English.			

Note-1: All candidates have to appear in both the papers mentioned above.

Note-2: Paper I will consist of objective type questions only.

Note-3: **Paper II** shall be evaluated in respect of only those candidates, who attain a minimum qualifying standard in Paper I as may be fixed at the discretion of the Commission.

Note-4: Candidates must write the papers **in their own hand**. In no case and circumstances will they be allowed or provided the help of a scribe to write the answers for them.

PART-II:

PERSONALITY TEST/INTERVIEW: 100 Marks

NOTE-I: Only those candidates who secure in the written examination the minimum qualifying marks as may be fixed by the Commission at their discretion, will be eligible to appear at the Interview. **The interview will be held at the Commission's Regional /Sub-Regional Offices 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.

17: SYLLABUS OF THE EXAMINATION

Paper-I:

- a) General Hindi : 100 marks (Objective type)
b) General English : 100 marks (Objective type)

The questions will be designed to test the candidates' understanding of the language and correct use of words, phrases and idioms, ability to write language correctly, precisely and effectively.

Paper-II:

Translation and Essay: 200 Marks (Conventional Type)

The paper will contain **two passages** for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and **an Essay** each in Hindi & English separately which will test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively

18. **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 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 interview. 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 Interview) 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 interview, then the tie cases are resolved by the Commission by referring to the marks in the written examination i.e. a candidate having more marks in the written examination gets preference over the candidate having the same aggregate marks.. If the tie still persists then the tie cases are resolved by referring to marks in 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, alongwith 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.**

A person with disability can be appointed against an unreserved vacancy provided the post is identified suitable for persons with disability of relevant category.

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.**

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 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.**

19. 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 Application 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. **The application must be filled up by the candidate in their own handwriting.** They must put their signature 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 Applicants in their own interest are advised to go through the Commission's Notice, as published in the Employment News for all relevant details.

NOTE-II : Candidates are warned that Application submitted on format and size which is not exactly the same as published in this advertisement, are liable to be rejected summarily.

NOTE-III: The envelope containing the application must be superscribed in bold **"APPLICATION FOR JUNIOR TRANSLATORS (CSOLS) EXAM. 2009"** and the **name of the Centre** from where the candidate intends to appear should be written in capital letters at left side corner.

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

NOTE-V: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 Interview 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.VI: 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-VII: 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 VIII: 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.(FORMAT OF OFFICE CERTIFICATE IN RESPECT OF CENTRAL GOVT CIVILIAN EMPLOYEES AS IN ANNEXURE-III)

20. 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 "**JUNIOR TRANSLATORS(CSOLS) EXAMINATION, 2009**" 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 Year wise Marksheets towards proof of Educational Qualifications.
- (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: Documents in original must not be furnished with the Application Form. If the above documents are not submitted alongwith the application, application 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 Interview will have to bring with them at the time of Interview all ORIGINAL CERTIFICATES alongwith 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.

NOTE-III: 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.

21. CLOSING DATE: 20.03.2009 (upto 5.00 P.M)

Completed application forms must reach to the concerned Regional/Sub-Regional Offices of the Commission latest by **20.03.2009** (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 **30.03.2009** (5.00 PM). APPLICATIONS RECEIVED AFTER THE SPECIFIED TIME OF CLOSING DATE WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES. The Commission will not be responsible for postal delays.

NOTE: CANDIDATES ARE ADVISED TO POST THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES THE CONCERNED REGIONAL/SUB REGIONAL OFFICES OF SSC BY THE CLOSING DATE AND TIME . APPLICATION RECEIVED AFTER CLOSING DATE AND TIME WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES .

22. THE CANDIDATES SHOULD CAREFULLY NOTE THAT :

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.

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**.

23. 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. The candidate must further ensure that they have correctly written and coded their particulars in the Answer Sheets both OMR and Conventional Type. If the answers are written partly in one language and partly in another language then the answer sheets will not be evaluated and such candidates would be awarded 'Zero ' marks. They should carefully go through the instructions printed on the cover pages of the Question Paper before writing answers.

NOTE-III: Candidates are informed that while processing the result, the particulars i.e. Name, Roll No., Ticket No., category, Date of birth etc. are filled in/indicated by the candidate in the OMR ANSWER SHEET is scanned. Thus, the result processing is done with respect to the DATA blackened by the candidates in the OMR Answer Sheets. Hence, any

mistake/error in the particulars indicated by the candidate in the OMR Answer Sheet will lead to cancellation of the candidature of such candidates. The following steps may be taken by the candidate while filling up the OMR Answer Sheet in blank ink/ball point pen :-

“First write in black ink the required information in the boxes(whenever provided). Then darken the appropriate bubble corresponding to the alphabet/numeral underneath each box with HB Pencil. What you write in these boxes is only for your guidance and verification that you are darkening the bubble corresponding to the correct alphabet/numeral.

A machine will process the application form. The machine picks up only the dark pencil marks. Therefore, darken the alphabet/numeral uniformly using HB Pencil only.

NOTE-IV: If any candidate **appears at a centre other than the one indicated by the Commission in his/her Admission Certificate** and take the examination therefrom, 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-V: **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.

NOTE-VI NO ORIGINAL CERTIFICATE BE SENT ALONGWITH THE APPLICATION.

- 24.** (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.**

25. 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 21.02.2009
2. Signature: Four Signatures in running script on application(not in block letters):-

- in the space below photograph;
 - 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, are enclosed with the application.
 5. a good quality recent passport size photograph(5 cm x 7 cm) has been firmly pasted(not pinned or stapled) in the prescribed place in the application form.
 6. The requisite fee has been paid (Please refer para 13 and 14 of the Notice).
 7. Candidate fulfills eligibility for Exam(Refer paras 3,4,5,6,7).
 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. There should be no signature on photograph.

26. **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 (5 cm x 7 cm) 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) Without proper certificates, in respect of SC/ST/OBC/ ExS/PH. Certificate should be 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.

27. 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.

28. 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.

Note: This Notice with Application Format may be downloaded from SSC's Website <http://www.ssc.nic.in> and can be used by the candidates for making an Application for this Examination.

STAFF SELECTION COMMISSION

JUNIOR TRANSLATORS (CSOLS) EXAM., 2009

Closing Date: 20-03-2009(5.00 PM) / 30-03-2009 (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: **24.05.2009**

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 JUNIOR TRANSLATORS (CSOLS) EXAM, 2009" and name of CENTRE opted should be written in capital letters on left side corner.

"APPLICATION FOR JUNIOR TRANSLATORS (CSOLS) EXAM, 2009"	
Centre _____	Centre Code _____
Category _____	
From:	To The Regional Director(), Staff Selection Commission, (Address of the concerned Regional Office)
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.

(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) **The Commission will not be responsible for postal delays.**

(vii) 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.

(viii) 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.

(ix) 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.

(x) 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 FOR WHICH HE/SHE IS APPLYING IN TERMS OF REQUIREMENTS OF AGE, EDUCATIONAL QUALIFICATION AS ON CRUCIAL DATE, ETC. THEIR ADMISSION AT ALL STAGES OF EXAMINATION (WRITTEN EXAMINATION, INTERVIEW. 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.

(xi) Candidates are also requested to go through carefully the “General instructions to the candidates” (ANNEXURE-II) for answering objective type questions.

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

(xiii) If candidates do not put their signatures at the relevant columns / places in the application forms, such incomplete forms are liable to be summarily rejected without any further correspondence in the matter. 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.

(xiv) CANDIDATES ARE ADVISED TO GO THROUGH “THE INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM” GIVEN IN THE NOTICE ALONGWITH THE APPLICATION FORM PROPERLY FOR FILLING UP THE APPLICATION FORM CORRECTLY.

(xv) 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 Interview 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.

(xvii) CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ANY OTHER COMMUNICATION DEVICES INSIDE THE EXAMINATION PREMISES/HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DISCIPLINARY ACTION INCLUDING BAN FROM SSC’S FUTURE EXAMINATIONS AGAINST THE CANDIDATES.

15(a) Details/particulars of the essential Educational Qualification:

Name of University/ Institution for Graduation and Graduation	Educational Post	Year of acquiring the Graduation and Post Graduation Degree

15(b) Details of Subjects

In Graduation:	In Post Graduation:

15(c) Medium of Examination at :

(i) Degree/Graduation Level	(ii) Masters'/Post Graduation

15(d) Write '1' if you have done Diploma in Translation ,write '2' if you have done Certificate Course in Translation and "3" if you have 2 years experience in translation work and "4" if you have both i e Diploma/Certificate in Translation and 2 years experience. (Refer Para-5)

15(e) Write 1 if you possess Desirable educational qualification as mentioned in Para 5 of the Notice and 2 if do not possess Desirable educational qualification

16(i) For PH (OH/HH/VH) candidates only (Refer para 2 and 4(E) of the Notice)

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

(b) Nature of Disability
(OL/OA/BL/PD/D/B/LV)

(c) Degree of Disability(%)

16(ii) In case of VH candidates with forty percent and above visual disability.

(a) Write 1 for SCRIBE needed and 2 for SCRIBE not needed

(b) Medium of language in which SCRIBE will write/indicate the answers.
Write 1 for English and 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**

21. Box for affixing CRFS of requisite denomination(See instructions)

Please paste here Central Recruitment Fee Stamp(CRFS) for Rs100/- 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 and 14.10.2008.**

***(strike out if not applicable)**

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 : (Right Hand Thumb Impression of the candidate) (Signature of the candidate)

NOTE-I: Unsigned Application Form will be summarily rejected

NOTE-II: Signatures to be in running script and not in CAPITAL letters.

***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 and 14.10.2008.

Place:

Date

(Signature of candidate)

NOTE: 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.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-VIII issued by the competent authority on or before the Closing Date as stipulated in the Notice.

- **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 category to claim exemption from payment of fee. In such case please attach copies of the necessary certificate(s).
- 4.Gender:** Write 1 for MALE and 2 for FEMALE
- 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 20.03.2009.** 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
Visuallly 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 Qualification: Please write '1' if you posses essential educational qualification and '2' for No.

12(b) Whether Graduation/Masters' Degree done through Distance Education Mode

from Universities/Institutes recognized by Distance Education Council(DEC),IGNOU

Write 1 for Yes and 2 for No.

12(c) If yes, attach CERTIFICATE FROM YOUR RESPECTIVE UNIVERSITY/INSTITUTE CERTIFYING THE CONCERNED PROGRAMME/COURSE STAND RECOGNIZED BY DISTANCE EDUCATION COUNCIL (DEC) FOR THE RELEVANT/CORRESPONDING YEAR

13(a) . Are you a Central Govt. Civilian Employee?: Write '1' for Yes, '2' for No

If Yes, please attach necessary certificate(s).

13(b).Central Government Civilian Employees/ExServiceman candidates to furnish Service Details

14.Indicate the Code No. for Age Relaxation (Please refer to **PART-II** for Age Relaxation and write the Code correctly(Also refer to Para-4 of the Notice) Also attach necessary certificate(s).

15(a)-15(c) Details/particulars of the essential educational qualification: Particulars may be furnished as asked .

15(d) : Write ‘ 1’ if you have done Diploma in Translation ,write ‘2’ if you have done Certificate Course in Translation, “3” if you have 2 years experience in translation work and “4” if you have both i e Diploma/Certificate in Translation and 2 years experience. (Refer Para-5)

15(e) Write 1 if you possess Desirable educational qualification as mentioned in Para 5 of the Notice and 2 if do not possess Desirable educational qualification

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

16(i)(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 OA/OL/BL/PD/D/B/LV

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

16(ii) In case of VH candidates with forty percent and above visual disability,(a) Write 1 for SCRIBE needed and 2 for SCRIBE not needed

16(ii)(b) Medium of language in which SCRIBE will write/indicate the answers.: 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/-(Rs One Hundred Only) in 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 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(General)	5 years
07	- Do- + OBC	8 years(5 years + 3 years)
08	-Do - + SC/ST	10 years(5 years + 5 years)
09	Central Govt. Civilian Employees who have rendered not less than 3 years continuous and regular service as on 20.03.2009	Upto 35 years ie 5 years beyond the maximum age limit stipulated in the Notice
10	-Do- + OBC	Upto 38 years
11	-Do- + SC/ST	Upto 40 years
12	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir	5 years
13	-Do- + OBC	8 years
14	-Do - + SC/ST	10 years
15	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	3 years
16	-Do- + OBC	6 years
17	-Do- + SC/ST	8 years

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

Annexure-II

See Hard Copy

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 **20 .03.2009**.

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 CANDIDATE COVERED UNDER NOTE III 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, 991@
 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: 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.

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 No. 36033/3/2004-Estt(Res) dated 09.03.2004 and 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: 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.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-VII issued by the competent authority on or before the Closing Date as stipulated in the Notice.

ANNEXURE-VIII**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.

B. Blindness or Low Vision : (i)B-Blind

(ii)PB-Partially Blind(LV)

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

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

- | | |
|--|--------|
| (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. _____)
Member, Medical Board

(Dr. _____)
Member, Medical Board

(Dr. _____)
Chairperson, Medical Board

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

*Strike out which is not applicable.

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,
4-5A-28 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,
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,
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.

(TO BE FURNISHED BY ALL THE VISUALLY HANDICAPPED CANDIDATES WITH VISUAL DISABILITY OF FORTY PERCENT & ABOVE TO THE CONCERNED REGIONAL/SUB-REGIONAL OFFICE ALONGWITH THE FILLED UP APPLICATION FORM FOR THE " JUNIOR TRANSLATORS (CSOLS) EXAM, 2009" FOR ENGAGING SCRIBE)

" JUNIOR TRANSLATORS (CSOLS) EXAM, 2009"

REQUISITION FOR ENGAGING **SCRIBE** BY VISUALLY HANDICAPPED(VH) CANDIDATES INCLUDING BLIND AND PARTIALLY BLIND CANDIDATES WITH VISUAL DISABILITY OF FORTY PERCENT AND ABOVE

1. Name in full of the VH candidate _____
2. Degree of visual Disability _____ percent.
3. Whether the assistance of SCRIBE is required for writing the answers in the above examination.

Write 1 for "Yes" and 2 for "No" in the box

3. Indicate the **medium of language** for indicating/writing the answers by the **Scribe**

Medium of Language (Write English or Hindi)

Language Code (Write 1 for English and 2 for Hindi)

4. Centre of Examination _____

Signature/Right Hand Thumb Impression (RTI)
of the VH candidate

