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STAFF SELECTION COMMISSION

Closing date: 18.08.2008

NOTICE

RECRUITMENT OF SECTION OFFICER(AUDIT) EXAMINATION, 2008

F.No.3/2/2008-P&P. Staff Selection Commission will hold on **30.11.2008**, a competitive examination for recruitment to the posts of Section Officer (Audit) (a Group 'B' Non-Gazetted post) in the Office of Comptroller and Auditor General in the pay-scale of Rs.6500-10,500 all over the country.

2. VACANCIES/RESERVATIONS:

The number of vacancies to be filled in is **250** (i.e. UR-125, SC-38, ST-19 and OBC-68). Out of these 250 vacancies, 04 vacancies each are reserved for OH & HH. These vacancies are provisional and may increase or decrease.

NOTE-I: The persons recruited will be posted in various offices of the department located in various States/Union Territories all over the country, inter alia, these posts carry all-India service liability(AISL).

NOTE-II: Reservations exist for SCs, STs, OBCs and Physically Handicapped (OH/HH) persons as per existing Government orders.

The post of Section Officer(Audit) in the O/O Comptroller and Auditor General of India has been identified suitable for the persons suffering from the disabilities, forty percent or above, of One Arm(OA)/One Leg affected (OL)/Partially Deaf(PD)/Deaf(D). **The said post has not been identified suitable for the Visually Handicapped candidates.**

NOTE-III: Post of Section Officer(Audit) being Group "B" Non-Gazetted, reservation for Ex-Servicemen in direct recruitment is **not** applicable as per existing Government instructions i.e. no reservations for Ex-Servicemen category 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 provisionally but the Offer of appointment will be given only after the necessary eligibility certificate has been issued to him by Government of India.

4(A) AGE LIMIT : Between **18 to 27 years** as on **18.08.2008** (normal closing date for receipt of applications) i.e. not born earlier than **19.08.1981** and not later than **18.08.1990**. For various relaxations in age limit, see paras 4(B) to 4(D) hereafter.

NOTE: CANDIDATES SHOULD NOTE THAT THE DATE OF BIRTH AS RECORDED IN THE MATRICULATION/SECONDARY EXAMINATION CERTIFICATE OR AN EQUIVALENT CERTIFICATE ONLY, ON THE DATE OF SUBMISSION OF APPLICATION WILL BE ACCEPTED BY THE COMMISSION AS PROOF OF AGE AND NO SUBSEQUENT REQUEST FOR ITS CHANGE WILL BE CONSIDERED OR GRANTED.

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

- (i) for maximum of **5 years** for candidates belonging to a Scheduled Caste or a Scheduled Tribe category;
- (ii) for maximum of **3 years** for candidates belonging to OBCs in accordance with DP&T OM NO. No.36012/22/93-SCT) dated 8.9.1993 and OM No.43013/2/95-Estt.(SCT) dated 25.10.95 with its subsequent amendments;

NOTE-I: The OBC candidates 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(18.08.2008) as stipulated in the Notice. OBC certificate in format other than the format prescribed meant for Central Government Jobs will not be considered for seeking relaxation.

- (iii) for maximum of **10 years** for candidates who are physically handicapped (orthopaedically handicapped and deaf only). For candidates belonging to SC/ST/OBC who are physically handicapped, the maximum relaxation of 10 years permissible for physically handicapped (orthopaedically handicapped and deaf only) 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 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.

4(C): The upper age limit as prescribed in Para 4(A) above will be relaxable upto a maximum of 5 years (8 years for OBC and 10 years for SC/ST) in case of Ex-Serviceman and Commissioned Officers including ECOs/SSCOs who have rendered at least 5 years military service as on **18.08.2008(Closing date for receipt of completed application form)** and have been released - (i) on completion of assignment (including those whose assignment is due to be 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.

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 released/retired at their own request but after having earned their pension;

(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;
- (c) Gallantry award winners.

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

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

NOTE-III : For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date (i.e. **18.08.2008**).

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.

NOTE-IV: The concession of applying one year before the completion of specified term of engagement is not available in respect of Educational Qualifications i.e. the candidate must have the required educational qualifications on the date of application and must be in a position to produce the necessary document in support thereof on or before the normal closing date i.e. **18.08.2008**

NOTE-V: The format of certificate/undertaking to be submitted by the candidates in this connection is given in **Annexure- IV & V**.

NOTE-VI: **AGE CONCESSION IS NOT ADMISSIBLE TO THE SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.**

4(D) : AGE RELEXATION FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES:

The upper age limit is relaxable upto the age of 32 years (37 years for SCs/STs candidates and 35 years for OBCs candidates) to the Central Government employees holding civil posts who have rendered not less than 3 years continuous service on regular basis (as on **18.08.2008**) and they should continue in their service till they get final selection.

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

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

The details of the categories of disabilities allowed/eligible for the posts in accordance with extant guidelines of Ministry of 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), Partially Deaf (PD) & Deaf (D).

Candidates who wish to be considered against vacancies reserved/ who seek age-relaxation, must submit requisite certificate from the competent authority alongwith their application for the examination, otherwise, their claim for reservation/age-relaxation status will not be entertained and their applications will be considered under UR(General) category. The nature & format of certificate is as under:

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

NOTE:I Candidates are warned that they may be permanently or for a specified period debarred for the examinations conducted by the Commission in case candidates fraudulently claim SC/ST/OBC/ExS/PH status.

NOTE:II IMPORTANT REQUIREMENT OF PH CERTIFICATE

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

NOTE:III **Central Government Civilian Employees** 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 respect as provided in rules.

5. EDUCATIONAL QUALIFICATION: As on 18.08.2008 (18th August,2008) Bachelor's Degree of a recognized University.

NOTE-I: Candidates who do not possess the proof of passing the required examination for obtaining the prescribed educational qualification as on the stipulated date are **NOT** eligible and need not apply for the post.

NOTE-II: Marks-sheet/Provisional Certificates/Certificates (Degree) of Graduation issued by the Competent Authorities (University) would be accepted as proof of possessing the minimum Educational Qualifications by the applicants.

NOTE-III: All candidates who are declared qualified by the Commission for appearing at the Personality Test/Interview will be required to produce proof of passing the requisite Examination is a result of which the candidate has claimed to be educationally qualified on the date mentioned above, at the time of such Personality Test/Interview, failing which the candidature of such candidates will be cancelled by the Commission without any further correspondence in this regard.

6. No person:

- (a) who has entered into or contracted a marriage with a person having 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 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 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 Service 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 Admission Certificate (AC) from the Commission.

10. All Candidates other than SC/ST/PH and Ex-servicemen (released from the Armed Forces who are granted remission of fee) must pay the fee prescribed therein.

11. Any attempt on the part of a candidate to obtain support for his candidature by any means may disqualify him/her 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 not should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding his 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 candidature for the examination/selection or
- (vii) Writing irrelevant matters including obscene languages or pornographic matter in the script, or
- (viii) Committing mischief or misbehaving in any other manner in the examination hall, or
- (ix) Using unfair means in the examination hall, or
- (x) Possession of Mobile Phones / Cellular Phones / Pagers and or any other unauthorized electronic gadget inside the Examination Hall whether in use or not, will be deemed to have been using unfair means and would accordingly be liable to disciplinary action as deemed fit, including ban from future examination conducted by S.S.C.

- (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 doing 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 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 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 upto 10 years:-
 - (i) by the Commission from all examinations or selections held by them,
 - (ii) by the Central Government from any employment under them; and
 - (c) to disciplinary action under appropriate rules if he is already in service under Government.
 - (d) or to take any other appropriate legal action.

13. FEE PAYABLE:- Rs. 80/-(Rupees Eighty only). No fee for Scheduled Castes/Scheduled Tribe, Physically handicapped and Ex-Servicemen. Fee concession is not admissible to sons and daughters of Ex-S or to persons belonging to backward classes. **Service clerks in the last year of their colour service are not exempted from payment of fee.**

NOTE: Ex-Servicemen who have already taken up a Government job shall not be considered against Ex-S 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**". These stamps are available at the counter of all departmental post offices of the country. These Recruitment Fee Stamps may be pasted on the top left hand corner of the application form in the space earmarked for the purpose.

These Recruitment Stamps must be got cancelled from the Counter Clerks of Post Office of issue with the date stamp of Issuing Office in such a manner that the impression on the cancelled 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 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 specified above will be forfeited and the applications of such candidates summarily rejected.

NoteIII: Candidates may please note that non cancellation of Stamps 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 CRF Stamps cancelled from the concerned Post Office also.

15. Centre of Examination and address to which 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 change in Centre shall be allowed under any circumstances. A candidate must submit his/her application only to the address mentioned in Column 3 against the Centre selected by him/her.

Hence, the candidates should select the centre for examination carefully and indicate the same correctly in their applications.

NOTE:I: 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 should be addressed to the Regional Offices of the Commission as indicated in the table below:-

Sl. No.	Centre of Examination	Address to which Applications should be sent by the candidates.
01	Delhi, Jaipur, Jodhpur, Kota, Udaipur, Bikaner, Dehradun.	Regional Director (NR), Staff Selection Commission, 5 th Floor, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110504.
02.	Hyderabad, Vishakhapatnam, Tirupathy, Guntur, Rajamundhry, Chennai, Madurai, Coimbatore, Tirunelveli, Puduchery, .	Regional Director (SR), Staff Selection Commission, E.V.K. Sampath Building, 2 nd Floor, College Road, Chennai-600006.
03.	Kolkata, Port Blair, Gangtok. Jalpaiguri, Midnapore, Bhubaneswar, Cuttack, Koraput, Sambalpur, Ranchi.	Regional Director (ER), Staff Selection Commission, 5, Esplanade Row West, Old Assembly Building, Ground Floor, Kolkata-700001.
04.	Mumbai, Nagpur, Panaji, Ahmedabad, Pune, Rajkot, Vadodara.	Regional Director (WR), Staff Selection Commission, Ist Floor, South Wing, Pratishtha Bhavan, Old CGO Complex, 101, M K Road, Mumbai-400 020.
05.	Allahabad, Patna, Bhagalpur, Varanasi Agra, Lucknow, Meerut, Gorakhpur, Darbhanga.	Regional Director (CR), Staff Selection Commission, 8-AB, Beli Road, Allahabad-211002.
06.	Guwahati (Dispur), Itanagar, Jorhat, Dibrugarh, Silchar, Imphal, Shillong, Aizwal, Kohima, Agartala	Regional Director (NER), Staff Selection Commission, Rukmani Nagar, PO Assam Sachivalaya, Guwahati-781006.
07.	Bangalore, Thiruvananthapuram, Cochin, Dharwad, Calicut, Mangalore, Gulbarga, Thrishur	Regional Director (KKR), Staff Selection Commission, 1 st Floor, 2 nd Block, "E" Wing, Koramangala, Bangalore-560034.
08	Raipur, Bhopal, Ambikapur, Gwalior, Indore, Jabalpur, Jagdalpur, Guna, Mandsaur, Khandwa, Chhindwara, Chhattarpur, Jhabua, Bilaspur, Rewa.	Deputy Director (MPR), Staff Selection Commission, "Nishant Villa", F, Jalvihar Colony, Raipur-492001.

09.	Chandigarh, Jammu, Hamirpur, Srinagar, Shimla, Jalandhar, Bathinda, Ambala.	Deputy Director (NWR), Staff Selection Commission, Block No.3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160017.
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16. SCHEME OF EXAMINATION:

A. PART-I

WRITTEN EXAMINATION: The written examination will be conducted on **30.11.2008**. The test will consist of two papers as under:

Paper-I	Subject	Max. Marks	Time Allowed
Objective Type	Part A English Language	100	2 hours (10.00A.M. to 12.00 Noon)
	Part B General Awareness	100	
	Total Marks	200	
Paper-II (Conventional Type)	Arithmetic	100	2 hours (2.00 P.M. to 4.00 P.M.)

B. PART-II

INTERVIEW

100 Marks

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 Offices or other Centres as may be decided by the Commission.

SC/ST candidates called for Interview will be paid TA as per Govt. Order. However, no TA is payable to any candidate for appearing in the written examination.

NOTE-I: Paper-I will consist of objective type questions only. The question papers (Test Booklets) for Part B of Paper I (General Awareness) and Paper II (Arithmetic) will be set both in English & Hindi and candidate will have the option to write their answers for Paper-II either in English or Hindi.

NOTE-II: Candidates must write the papers in their own hand. In no circumstances will they be allowed the help of a scribe to write the answers for them.

NOTE-III: Answer Sheets of Paper-II, i.e., Arithmetic, will be evaluated of only those candidates who secure the minimum qualifying standards in Paper-I.

NOTE-IV: In the question papers, wherever necessary, in question involving numerals, the Metric system of weight and measures only be set.

NOTE-V: Candidates are not permitted to use calculators for answering objective type papers . They should not, therefore, bring the same inside the Examination Hall.

Syllabus for the S.O.(Audit) Examination, 2008

Paper I (Objective Type)

Part A: English Language: Questions will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, etc. There will be a question on passages and comprehension also. The standard of the questions will be only of 10+2 level.

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

Paper-II (Conventional) :

Arithmetic will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Table and Graph, Mensuration, Time and Distance, Ratio and Time, etc.

17(a). MODE OF SELECTION: Candidates fulfilling the minimum prescribed qualifications will be required to undergo a Written Examination. The Commission holds full discretion to fix minimum qualifying standards for the Examination. 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.

The Commission shall have the discretion to fix different minimum qualifying marks component-wise in Paper-I and II for different categories. 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.

If there are candidates having the same aggregate marks (in the written examination plus interview) then the tie is resolved by the Commission by referring to the total marks in the written examination, i.e., a candidate having more marks in the written examination gets preference over the candidates having the same aggregate marks. If the tie still persists then the marks in the paper where the first cut-off is given is referred to, i.e., a candidate having more marks in this paper is given preference. This procedure is 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.

Candidates finally selected will be required to undergo prescribed training and will have to pass relevant examination (Audit) conducted by the Office of the C & A.G. within the probation period

Commission will nominate selected candidates in due course to the Office of the C. & A.G. and their posting will be done by that Office.

Subsequent to their appointment, a Section Officer (Audit) is liable for transfer to any office within the Region or on administrative exigencies even outside the Region. They will also be liable for transfer to the office of the Comptroller and Auditor General of India or any other office within IA&AD and on such terms and conditions as may be decided by the CAG of India.

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.

The candidate may be debarred permanently or for specified period from the examinations conducted by the Commission in case a candidate fraudulently claims SC/ST/OBC/PH/ExS status.

17(b). JOB REQUIREMENTS OF S.O.(AUDIT): First level supervisory charge of a section or heading a local Inspection Audit Party.

18. HOW TO APPLY: Applications may be submitted at the address shown in column 3 against the centre selected by the candidates as given in the Table under para 15. The application must be submitted in the Application Form given in Annexure- I in A-4 size paper. The candidates may utilize in original the Form published in the 'Employment News' for filling up the columns with ball-point pen. They may also use the Application Form neatly typed on white paper in double space and typed on only one side of the paper. There is no objection to candidates using printed Application Form, if available from private agencies, as long as the format and size of Application Form is exactly the same as published in Annexure- I of this advertisement. The application must be filled up by the candidate in his or her 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: 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-II: The envelope containing the application must be superscribed in bold letters as “**APPLICATION FOR THE POST OF SECTION OFFICER (AUDIT) EXAMINATION, 2008**” and the name of the Centre from where the candidate intends to appear should be written in capital letters at left side corner.

The paper of the application form must be good quality so that the same could be scanned easily.

19. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:

- (i) Central Recruitment Fee Stamps of Rs.80/- affixed and clearly cancelled 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 “**SECTION OFFICER (AUDIT) EXAMINATION 2008**” on the postcard.
- (iv) One self-addressed envelope of 12 cms x 25 cms size, must be affixed with postage stamps worth Rs.5/-.
- (v) Documents in support of claim of SC/ST/OBC/OH/HH/ExS persons.
- (vi) Attested copies of Matriculation Certificate showing age, copies of Year wise mark sheets towards proof of educational qualification.
- (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) 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, and no subsequent request for its change will be considered or granted.
- (ii) 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.
- (iii) Incomplete or unsigned applications or applications without photographs/fee or late applications will be rejected summarily.

20. CLOSING DATE: Completed application forms must reach to the concerned Regional Offices of the Commission latest by **18.08.2008 and 25.08.2008** 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. **APPLICATIONS RECEIVED AFTER THE SPECIFIED CLOSING DATE WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES.** The Commission will not be responsible for postal delays.

21. All candidates in Government Service 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.

22. ADMISSION TO THE EXAMINATION: Before submitting his application a candidate must carefully read the eligibility conditions for the examinations and satisfy himself/herself that he/she fulfils all the eligibility conditions. The Commission does 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 for the Examination indicating timetable and also venues of examination for each candidate will be issued to all applicants 2 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 OFFICE OF THE COMMISSION WITH PROOF OF HAVING SUBMITTED HIS/HER APPLICATION. (IN CASE OF APPLICATIONS SUBMITTED UNDER POSTAL CERTIFICATE, THE DATE STAMP OF THE POST OFFICE SHOULD BE CLEARLY LEGIBLE). FAILURE TO DO SO WILL DEPRIVE HIM/HER OF ANY CLAIM OF CONSIDERATION.**

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.

NOTE-II: Candidates should note that OMR answer sheets (for Paper I) not bearing Candidate's Roll Number, Signature and Test Form Number will not be evaluated and such candidates would be awarded "ZERO" mark.

NOTE-III: While filling in his application form, a candidate should carefully decide about his choice for the centre. More than one application form from a candidate giving different centres will not be accepted in any case. 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.

If any candidate appears at a centre other than the one indicated by the Commission in his admission certificate, the papers of such candidate will not be evaluated and his candidature will be liable to cancellation.

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

23. 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 Personality Test / 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: NO ORIGINAL CERTIFICATE BE SENT ALONGWITH THE APPLICATION.

24. INVALID APPLICATIONS:

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

- 1) Applications not submitted in prescribed format as give in this employment notice.
- 2) Incomplete or illegible applications.
- 3) Unsigned /undated applications.
- 4) Without standard passport size photograph.
- 5) Affixing/attaching Xerox copy of Photograph.
- 6) Without specified signatures in box below the Photo and on Application form and on various Declarations.
- 7) Signatures done in Block/Capital letters in English.
- 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/PH candidates and Ex-servicemen/relaxation sought in age. 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-I 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) Application received after normal working hours on closing date **18.08.2008**.
- 16) Photocopies of the relevant certificates not attested.
- 17) More than one application for the same post/group of posts by the same candidates (only one application will be accepted).
- 18) Any other irregularity.

25. COMMISSION'S DECISION FINAL:

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

26. COURTS JURISDICTION:

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

Note: This Notice is also available on SSC's Website <http://www.ssc.nic.in>. Application format available on this website is downloadable and can be used by the Candidates for making an Application for this Examination.

STAFF SELECTION COMMISSION

RECRUITMENT OF SECTION OFFICER (AUDIT) EXAMINATION, 2008.

Closing Date: 18.08.2008 and 25.08.2008 for candidates from remote areas.

Date of Exam: 30.11.2008.

INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION.

(i) In the Columns below, write the required information in English (CAPITAL LETTERS) or in Hindi. Those candidates, who fill up the Application Form in Hindi, should write their name in column 3 and address in Column 4 in English CAPITAL LETTERS also.

(ii) One envelope should contain application of one candidate only. Infringement of this instruction would invite penal action by the Commission.

(iii) The envelope containing the application must be superscribed in bold letters as "APPLICATION FOR RECRUITMENT OF SECTION OFFICER (AUDIT), 2008 and name of CENTRE opted should be written in capital letters on left side corner.

(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/OH/HH/OBC) 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 bottom of Application Form as well as the space provided for below the photograph (preferably in black ink/Black Ball pen), the Attendance Sheet, etc. in the same manner and in the same language as they sign in the Application Form 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 or directed by the Commission 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 EXAM 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.

(xi) WHILE FILLING UP THE APPLICATION FORM PUT TICK (✓) MARK WHEREVER APPLICABLE.

(xii) CANDIDATES ARE ALSO REQUESTED TO GO THROUGH CAREFULLY THE “GENERAL INSTRUCTIONS TO THE CANDIDATES” (ANNEXURE-II) FOR ANSWERING OBJECTIVE TYPE QUESTIONS.

(xiii) DOCUMENTS TO BE ATTACHED WITH THE APPLICATION :

(a) Central Recruitment Fee Stamps of Rs.80/- affixed and clearly cancelled on the Application Form.

(b) One recent good quality passport size photograph to be pasted on the Application Form in the space provided for the purpose.

(c) One self-addressed post card worth postage stamp of Rs.6/-. The candidate must indicate "**SECTION OFFICER (AUDIT) EXAMINATION, 2008**" on the postcard.

(d) One self-addressed envelope of 12 cms x 25 cms size must be affixed with postage stamps worth Rs.5/-.

(e) Documents in support of claim of **SC/ST/OBC/OH/HH/ExS**.

(f) Attested photocopies of certificates showing age and educational qualifications.

(g) Documents in support of claim of age relaxation (for categories not covered in item (e) above).

(h) 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.

(i) Duly filled in Application Form itself.

NOTE:

ADMISSION AT ALL THE STAGES OF EXAMINATION FOR WHICH THEY ARE ADMITTED BY THE COMMISSION (WRITTEN EXAMINATION AND INTERVIEW TEST) 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 TEST, IT IS FOUND THAT THEY DO NOT FULFILL ANY OF THE ELIGIBILITY CONDITIONS, THEIR CANDIDATURE FOR THE EXAMINATION WILL BE CANCELLED BY THE COMMISSION.

THE CANDIDATE MAY BE PERMANENTLY DEBARRED FOR THE EXAMINATIONS CONDUCTED BY THIS COMMISSION IN CASE CANDIDATE FRAUDULENTLY CLAIMS SC/ST/OBC/PH/EXS STATUS.

xiv) 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.

CHECK LIST

VERIFY THE FOLLOWING BEFORE MAILING THE APPLICATION

Before submission of application, a candidate must ensure that a good quality recent passport size **PHOTOGRAPH(5cmX7cm)** has been firmly pasted(not pinned or stapled) in the prescribed place in the application form

1. he/she has paid FEE of Rs.80/- by affixing Central Recruitment Fee Stamp on the application form .
2. his/her **ELIGIBILITY** has been checked carefully.
3. all the columns of the application form have been filled correctly and no column has been left blank.
4. **COMMUNITY/CATEGORY STATUS** has been indicated correctly in column-13.

Abbreviations used denote as under:

ABBREVIATIONS

COMMUNITY/CATEGORY

UR	:	Unreserved
SC	:	Scheduled Caste
ST	:	Scheduled Tribe
OBC	:	Other Backward Classes
EX-S	:	Ex-Serviceman
OH/HH	:	Orthopaedically Handicapped/ Hearing Handicapped
PH	:	Physically Handicapped.

ANNEXURE-I

Affix here CRFS
To be cancelled with Post Office stamp half On CRFS half on Application.

STAFF SELECTION COMMISSION

APPLICATION FORM

SECTION OFFICER (AUDIT)

EXAMINATION, 2008

Closing Date: 18.08.2008

Date of Exam: 30.11.2008

Paste your recent good quality Passport Size Photograph. Keep 1 identical copy for use in further stages of Recruitment.

Signature of candidate in
box above
preferably in black ink /
Black Ball pen.

1. Centre opted :
(Please see para 15 of the Notice)

--

2. Mode of Payment
Write '1' for CRFS
2' for Fee Exemption

--

3. Name (As recorded in Matriculation Certificate)
(a) In Hindi

3.(b) In English(in Block letters)

4. (a) Address for correspondence:

P I N

9. (a) Are you seeking relaxation (other than Central Govt. civilian employees)?
Write 1 for 'YES', Write 2 for 'No'

(b) If answer to item No.9(a) is "Yes"

(c) Indicate the Para/Sub-Para of the Notice

Para	Sub-Para

10. a) Are you seeking reservation as SC/ST/OBC Candidate?
(Write 1 for "Yes", Write 2 for "No")

b) If answer to item No.10(a) is "Yes" indicate
(1 for SC, 2 for ST, 6 for OBC)

11. a) Are you seeking reservation as EX-S/OH/HH Candidate?
(Write 1 for "Yes", Write 2 for "No")

b) If answer to item No.11(a) is "Yes" indicate
(3 for EX-S, 4 for OH, 5 for HH)

12. Do you possess the minimum educational qualification as on the Closing date i.e. **18.08.2008**
Write 1 for YES
Write 2 for NO

13. Academic Qualifications:
(Beginning with Matriculation level)

Sl. Nos.	Name of Exam.	Year	University/Board	Div/Class

14. Gender Write '1' for Female
Write '2' for Male

15. (i) Are you Central Govt. Civilian employee holding civil posts seeking age relaxation?
If Yes, Write-1
If No, Write-2

(ii) In case you are a Central Government civilian employee, State full particulars viz. Ministry/Deptt./Office with address where working:-

(iii) Date from which working?

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

N.B. Central Govt. Employees are required to attach prescribed Certificate (Annexure-III) from their offices.

16. Whether the candidate comes from Rural or Urban area.
Write 1 for Rural area and 2 for Urban area in the box.

17. **Citizenship**

Write

1 If a Citizen of India

2 If a Subject of Nepal,

3 If a Subject of Bhutan

4 If a Tibetan Refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India

5 If 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, Vietnam, Kuwait & Iraq.

(Please see Para 4 of the Notice)

18. (i) Whether debarred in any earlier examination by SSC/UPSC?

Write 1 for YES

Write 2 for NO

(ii) If yes, give

(A) Name of Exam.....

(C) Date of Debarment.....

(B) Roll Number.....

(D) Period upto which debarred.....

DECLARATION

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, physical standards 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/PH/OBC) and age relaxation/physical standards relaxation.

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

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

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

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

**Signature of the candidate

Place :

Date :

**Application not signed by Candidate will be rejected.

*Strike out whichever is not applicable.

***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 Govt. of India Deptt. of Personnel and Training OM No.
36033/3/2004-Estt(Res) dated 09.03.2004.

(Signature of applicant)

Place:

Date:

NOTE: The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs (as per Annexure-VII) issued by the competent authority on or before the Closing Date (18.08.2008) as stipulated in the Notice.

*** FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES/ CANDIDATES**

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 :

(Repeat certification statement written below in your own handwriting and put your signature)

Note: Please ensure that you have signed in the space below the photograph.

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT
EMPLOYEES HOLDING CIVIL POSTS SEEKING AGE RELAXATION**

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

It is certified that Shri/Smt./Km. _____ is a Central government employee holding a civil post in the pay scale of Rs. _____ with 3 years continuous and regular service in the grade as on **18.08.2008**.

In case of his/her selection for the post of Section Officer (Audit), his/she will be relieved of his/her duties in this office to join the new assignment.

Signature _____

Name _____

Office seal _____

Place:

Date :

ANNEXURE IV

Form of Certificate for serving Defence Personnel (Please see Note IV 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:

ANNEXURE-V

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN 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 form 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 _____ of _____ 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.

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

This is to certify that Shri/Smt./Km* _____ 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 /Smt./Km.* _____ 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 G.O.I. Deptt. of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide the GOI, DOPT's O.M. No.36033/3/2004-Estt.(Res.) dated 9.3.2004.

Dated: _____ District Magistrate or
Seal: _____ Deputy Commissioner etc.

* Strike out whichever is not applicable.

Note: (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-I : The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs (as per Annexure-VII) issued by the competent authority on or before the Closing Date(18.08.2008) as stipulated in the Notice.

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months.
3. Percentage of disability in his/her case is _____ percent.
4. Sh./Smt./Kum* _____ meets the following physical requirements for discharge of his/her duties:-
 - (i) F-can perform work by manipulating with fingers. Yes/No
 - (ii) PP-can perform work by pulling and pushing. Yes/No
 - (iii) L-can perform work by lifting. Yes/No
 - (iv) KC-can perform work by kneeling and crouching. Yes/No
 - (v) B-can perform work by bending. Yes/No
 - (vi) S-can perform work by sitting. Yes/No
 - (vii) ST-can perform work by standing. Yes/No
 - (viii) W-can perform work by walking. Yes/No
 - (ix) SE-can perform work by seeing. Yes/No
 - (x) H-can perform work by hearing/speaking. Yes/No
 - (xi) RW-can perform work by reading and writing. Yes/No

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

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

***Strike out which is not applicable.**

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

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

- | | |
|---|---|
| <p>1. VRC For handicapped,
ITI Campus
Kuber Nagar
Ahmedabad-382 340</p> | <p>10. VRC for Handicapped
S.T.I.C.D. Campus
Unit VIII,
Bhubaneswar – 751 012.</p> |
| <p>2. VRC For Handicapped,
No. 22/1, Hosur Road
Bangalore-560 029.</p> | <p>11. VRC For Handicapped,
38, Badan Roa Lane,
Baliaghata,
Kolkata-700 010</p> |
| <p>3. VRC For Handicapped,
CTI Campus
Sion Trombay Road,
Mumbai-400 022.</p> | <p>12. VRC For Handicapped,
Napier Town
Jabalpur-482 001.</p> |
| <p>4. VRC For Handicapped,
C.T.I. Campus,
Vidya Nagar
Hyderabad-500 768.</p> | <p>13. VRC For Handicapped,
4-5A-28 Jawahar Nagar
Jaipur-302 004.</p> |
| <p>5. VRC For Handicapped,
C.T.I. Campus, Guindy
Chennai-600 032.</p> | <p>14. VRC For Handicapped,
CTI Campus, Udyognagar,
Kanpur-208 022.</p> |
| <p>6. VRC For Handicapped,
Nalanchira,
Trivandrum-695 015.</p> | <p>15. VRC For Handicapped,
CTI Campus, Gill Road,
Ludhiana-141 003.</p> |
| <p>7. VRC For Handicapped,
Abhoynagar,
Agartala-799 005
West Tripur</p> | <p>16. VRC For Handicapped,
Plot No.9,10 & 11, Karkardooma,
Vikas Marg, Delhi-110 092.</p> |
| <p>8. VRC For Handicapped,
Rehabri Guwahati,
Assam-781 008.</p> | <p>17. VRC For Handicapped,
A/84, Gandhi Vihar,
Police Colony,
Anisabad, Patna-800 002.</p> |
| <p>9. VRC For handicapped Women,
Mahavir Industrial Estate,
Karelibaug, Vadodara-390 018.</p> | |

**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 Curron Road,
New Delhi-110 001.**
- 4. The Special Employment Officer,
Special employment Exchange for
Physically Handicapped, No. 5,
Crescent Road, High Ground West,
Bangalore-560 020.**
- 5. The Special employment Officer,
Special employment Exchange for
Physically Handicapped, Merc antile
Chambers, 3rd Floor, Graham Road,
Ballard Estate, Mumbai- 400 001**
- 6. The Special employment Officer,
Special employment Exchange for
Physically Handicapped, 1282 Sector 18-C,
Chandigarh (Govt. of Punjab)-160 015.**
- 7. The Assistant Director,
Special Employment Exchange for
Physically Handicapped, 33 Mount road,
Nandaran, Chennai-600 035.**
- 8. The Special Employment Officer,
Special Employment Exchange for
Physically Handicapped, 5 Council
House Street (Ground Floor),
Kolkata-700 001.**

9. **The Employment Officer,
Special Employment Exchange for
Physically Handicapped, G.T. Road,
Kanpur-208 002.**
10. **The Employment Officer,
Special Employment Exchange for
Physically Handicapped, 985, Wright Town,
Jabalpur (MP) 482 001.**
11. **The Employment Officer,
Special Employment Exchange for
Physically Handicapped, Nandavanam
Road, Palayam, Trivandrum,
Kerala – 695 001.**
12. **The Employment Officer,
Special Employment Exchange for
Physically Handicapped, Patna (Bihar),
Combined Labour Building, Bailey Road,
Patna 800 001.**
13. **The Employment Officer,
Government of Haryana,
Special Employment Exchange for
Physically Handicapped,
1282, Sector-18 C, Chandigarh-160 018.**
14. **The Employment Officer,
Special Employment Exchange for
Physically Handicapped,
Jaipur, Rajasthan-302 001.**
15. **The Employment Officer,
Special Employment Exchange for
Physically Handicapped,
Guwahati (Assam).**
16. **The Employment Officer,
Special Employment Exchange for
Physically Handicapped, Agartala,
Tripura.**

- 17. The Employment Officer,
Special Employment Exchange for
Physically Handicapped,
Directorate of Employment Training,
Himachal Pradesh Stock Palace,
Simla-171 002.**
- 18. The Employment Officer,
Special Employment Exchange
for Physically Handicapped,
Dte of Employment, Flat No-367
Sahid Nagar, Bhubaneshwar.**
- 19. The Sub-Regional Employment Officer
for Physically Handicapped, Multistorey
Building, Nanpura, Surat, Gujarat.**
- 20. The Sub-Regional Employment Officer
for Physically Handicapped, Bldg,
Vadodara, Gujarat.**
- 21. The Sub-Regional Employment Officer
for Physically Handicapped,
Koessiwala Bunglow, Junction Plot,
Rajkot, Gujarat.**
- 22. The Director of Employment,
Special Employment Exchange
For Physically Handicapped,
Vishakhapatnam, Andhra Pradesh.**
- 23. The Director of Employment,
Special Employment Exchange
For Physically Handicapped for
Physically Handicapped, Imphal
Manipur.**