



STAFF SELECTION COMMISSION
NOTICE



**Combined Higher Secondary Level (10+2) Examination,
201 for recruitment of Data Entry Operator and Lower Division Clerks**

IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	Commission will hold a Combined All India Open Examination for recruitment to the posts of Data Entry Operator and Lower Division Clerk for which 12th Standard Pass or equivalent is the minimum qualification . The Examination will comprise of a Written Objective Type Examination followed by Skill Test / Typing Test .
2.	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, the candidature is accepted only provisionally . The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify for the skill test . When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final .
3.	CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE AND ALSO AVAILABLE ON THE WEBSITE OF THE COMMISSION: http://ssc.nic.in , CAREFULLY BEFORE APPLYING.
4.	Candidates seeking reservation benefits available for SC/ST/OBC/PH/EXS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice .They should also the certificates in the prescribed format in support of their claim
5.	Candidates with visual disability of 40% more would be as VISUALLY HANDICAPPED (VH) reservation for VH.
6.	Central Government civilian employees/servants claiming age relaxation should be in possession of a certificate in the prescribed format from their office in respect of the length of continuous service which should be for not less than three years in the immediate period preceding the closing date for receipt of application . They should continue to have the status of Central Government civilian servants/employees till the time of appointment, in the event of their selection.
7.	FEE: RUPEES ONE HUNDRED ONLY(s 100 Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped and Ex-Servicemen eligible for reservation.
8.	CLOSING DATE: . .2011 (upto 5 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 – .0 .201 . APPLICATIONS RECEIVED LATE WILL NOT BE ENTERTAINED.
9.	Only a single application will be entertained. Candidature in respect of multiple applications will be summarily rejected.
10.	MOBILES AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES.
11.	CANDIDATES MAY SEND/SUBMIT APPLICATION IN THE PRESCRIBED FORMAT TO THE CONCERNED REGIONAL OFFICE OF SSC AS MENTIONED IN PARA-7 OF THE NOTICE OR APPLY ON LINE. FACILITY OF ON-LINE APPLICATION WILL BE AVAILABLE FROM TO . CANDIDATES APPLYING ON-LINE SHOULD RETAIN THE REGISTRATION NUMBER ASSIGNED TO THEM ON LINE FOR FURTHER CORRESPONDENCE WITH THE COMMISSION. THEY ARE NOT REQUIRED TO SUBMIT PRINT

	OUTS OF THEIR APPLICATION TO THE COMMISSION.
12	The Commission may send emails to candidates regarding successful completion of Part-I & II registration of on-line application.
13	Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/submitting applications : (i) SSC(NR), New Delhi - 01164715222, 01165570666 (ii) SSC(CR), Allahabad - 08765214571, 08765214572 (iii) SSC(SR), Chennai - 09445195946, 04428251139 (iv) SSC(WR), Mumbai - 09869730700, 07738422705 (v) SSC(ER), Kolkata - 09477461228, 09477461229 (vi) SSC(MPR) Raipur - 09407921504, 09407921505 (vii) SSC(KKR), Bangalore - 09483862010, 09483862020 (viii) SSC(NWR), Chandigarh - 08699111498, 08699103985 (ix) SSC(NER), Guwahati, - 09864217001, 09435711335
14.	Discrepancies in Question Paper may be brought to the Notice of the Commission in writing within fifteen days of holding of the examination. Representation submitted thereafter will not be considered.

F.No.3/12/2011-P&P. Staff Selection Commission will hold on Sunday, the fourth December,2011 (04.12.2011), an All India Open Competitive Examination for recruitment to the Group-“C” posts of Data Entry Operator in Pay Band-1, Grade Pay Rs. 2400 & 1900 and Lower Division Clerk in various Central Government Ministries / Departments / Offices.

The Commission reserves the right to fill up analogous posts such as Store Clerks in other Ministries/Organizations under the Government through this examination.

The Commission also reserves the right to hold the examination in additional batches on 03.12.2011 and/or 11.12.2011, depending upon the number of candidates in each State/UT.

2. VACANCIES / RESERVATION :

Vacancies in the post of Data Entry Operator & Lower Division Clerk will be determined in due course.

Note-I :Reservation for SC/ST/OBC/ExS/PH etc. categories is available as per extant Govt. Orders.

NOTE-II :All the posts carry **All India Service Liability (AISL)** i.e. the candidate, on selection, may be asked to serve anywhere in the country.

Note-III :One Leg Affected (OL), Both Leg Affected (BL),Partially Deaf (PD) and Low Vision (LV) are eligible for the post of Data Entry Operator.

Note-IV: One Arm (OA), One Leg(OL), Both Legs(BL), Partially Deaf(PD), Deaf (D), Partially Blind (PB), Blind (B) are eligible for the post of Lower Division Clerk as per extant Government Policy in Force.

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: 18-27 years as on 01.08.2011, for Data Entry Operator and Lower Division Clerks (i.e. not born earlier than 02.08.1984 and not later than 01.08.1993).

NOTE-I: The above cut off date 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.

Note II : Candidate should note that the Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate only available 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) Permissible relaxation of Upper age limit prescribed under para 4(A) above :

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

Code No.	Category	Age-Relaxation permissible beyond the Upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PH	10 years
04	PH + OBC	13 years
05	PH + SC/ST	15 years
09	Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on the crucial date.
10	Ex-Servicemen (OBC)	06 years (3 years + 3 years) after deduction of the military service rendered from the actual age as on the completion of date of Skill Test.
11	Ex-Servicemen (SC/ST)	08 years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the Closing date.
15	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on Closing date.	Up to 40 years of age
17	Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years	Up to 43 years of age

	regular and continuous service as on Closing date.	
19	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on Closing date.	Up to 45 years of age
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(Unreserved/General)	5 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(OBC)	8 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(SC/ST)	10 years
24	Widows / Divorced Women / Women judicially separated and who are not remarried(Unreserved/General)	Up to 35 years of age
25	Widows / Divorced Women / Women judicially separated and who are not remarried(OBC)	Up to 38 years of age
26	Widows / Divorced Women / Women judicially separated and who are not remarried(SC/ST)	Up to 40 years of age
27	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (Unreserved/General)	3 years
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof(OBC)	6 (3+3) years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)	8 (3+5) years
33	Service Clerks in the last year of their colour service in the Armed Forces (Unreserved/General)	Up to 45 years of age
34	Service Clerks in the last year of their colour service in the Armed Forces (OBC)	Up to 48 years of age
35	Service Clerks in the last year of their colour service in the Armed Forces (SC/ST)	Up to 50 years of age
36	Retrenched census employees of Office of Registrar General of India (Unreserved/General)(They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment , and Weightage of past service.

37	Retrenched census employees of Office of Registrar General of India (OBC) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	Do + 3 years
38	Retrenched census employees of Office of Registrar General of India (SC/ST) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	Do + 5 years

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

NOTE-II : The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

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 .

EXPLANATION-I : 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.

EXPLANATION-II : 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 engagement 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: AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

NOTE-V: Service Clerks in the last year of their colour service in the Armed Forces, i.e. those who are due for release from the Army during the period **17.09.2011-16.09.2012** are only eligible for age-relaxation. Such candidates are not entitled to any concession in fee.

Such candidates will be eligible to compete only for vacancies in Armed Forces Headquarters and Inter-Service Organisation, which are not reserved for Ex-servicemen, in their order of merit and subject to availability of vacancies.

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

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

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

Candidates who wish to be considered against vacancies reserved or seek age-relaxation **must submit requisite certificate** from the competent authority, in the prescribed format at the time of Skill Test /Typing Test or whenever such certificates are sought by concerned Regional/Sub Regional Offices. Otherwise, their claim for SC/ST/OBC/PH/ExS status will not be accepted and their candidature will be considered under **General (UR)** category. The formats of the certificates are annexed. OBC Certificate with creamy layer status issued by the competent authority as prescribed by DOPT in the prescribed proforma up to the last tier of the Examination, i.e. Skill Test in case of Data Entry Operators/ Typing Test on Computer in case of Lower Division Clerk will be accepted by the Commission.

NOTE I : Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/ Ex-S/PH status.

4(D) Visually handicapped (VH) candidates with visual disabilities **of forty percent or above** can avail the assistance of a **SCRIBE** in the Written Examination subject to such requests being made in the application form. Question Papers and Answer Sheets will not be provided in **BRAILLE**.

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

NOTE: Persons with visual disability of **less than forty percent** will not be considered as visually handicapped persons. **One eyed candidates** and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and **will not be entitled to a Scribe**. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

5. EDUCATIONAL QUALIFICATIONS: (As on 01.08.2011)

Must have passed 12th Standard or equivalent or higher examination from a recognised Board or University.

NOTE-I: As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree

obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

Note – II : Candidates who have not acquired/will not acquire the educational qualification as on **01.08.2011** will not be eligible and need not apply.

Note- III : All candidates who are called for appearing at the **Skill Test/Typing Test** will be required to produce the relevant Certificate in Original such as Mark sheets, Provisional Certificate, as proof of having acquired the minimum educational qualification on or before **01.08.2011**, Community Status certificate etc. failing which the candidature of such candidate will be cancelled by the Commission.

6. MODE OF PAYMENT: FEE PAYABLE R 100/-(Rupees One Hundred only)

(i) For the candidates submitting the Paper Application:

The candidates submitting Paper application should pay the fee by means of "**Central Recruitment Fee Stamps(CRFS)**" only . CRFS are available at the counter of all Departmental Post Offices of the country. Recruitment Fee Stamps should be pasted on the application form in the space earmarked for the purpose and **got cancelled** from the Counter of Post Office of issue **with the date stamp** of the Issuing Post Office in such a manner that the impression or the cancellation stamp partially overflows on the Application Form itself, taking care at the same time that the impression is clear and distinct to facilitate the **identification of date and Post Office of issue at any subsequent stage**. After getting the Recruitment Fee Stamps cancelled from the Post Office, the candidate must submit their application to the concerned Regional Office/Sub Regional Offices of the Commission in the usual manner after completing other formalities.

(ii) For the candidates submitting their applications On-line:

The candidates submitting their **applications on-line** should pay the requisite fee only through State Bank of India challan or using on-line payment facility of State Bank of India.

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

NOTE II: Fee paid by modes other than CRFS for off-line applications and through SBI as indicated above in case of online application will **not** be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited. **Candidates submitting their application online shall make their payment through the State Bank of India as per instructions (Annexure-II B).**

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

7. CENTRE OF EXAMINATION

Candidates submitting paper application **must indicate the centre of examination**

opted by him, in the Application Form in respect of the Examination. A candidate must submit his/her application only to the concerned Regional/Sub Regional Office of the Commission under whose jurisdiction the Centre selected by him / her falls. **Application received in any other Regional/Sub Regional Office of the Commission will be rejected summarily.**

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

Sl.No.	Examination Centres & Centre Code	Address to which the applications should be sent
1	2	3
1.	Bhagalpur(3201), Darbhanga(3202), Muzaffarpur(3205), Agra(3001), Bareilly(3005), Gorakhpur(3007), Kanpur(3009), Meerut(3011), Varanasi(3013), Allahabad(3003), Patna(3206), Lucknow(3010)	Regional Director(CR), Staff Selection Commission, 8-AB, Beli Road, Allahabad, Uttar Pradesh-211002
2.	Kolkata(4410), Midnapur(4413), Port Blair(4802), Sambalpur(4609), Gangtok(4001), Jalpaiguri(4408), Bhubaneshwar(4604), Cuttack(4605), Ranchi(4205),	Regional Director (ER), Staff Selection Commission, 1 st MSO Building, (8 th Floor), 234/4 . Acharya Jagadish Chandra Bose Road), Kolkata, West Bengal-700020
3.	Bangalore(9001), Thiruvananthapuram(9211), Kochi(9204), Thrissur(9212), Gulbarga(9005), Mangalore(9008), Dharwar(9004), Kozhikode (Calicut) (9206)	Regional Director(KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
4.	Delhi(2201), Jaipur(2405), Jodhpur(2406), Kota(2407), Bikaner(2404), Udaipur(2409), Ajmer(2401), Alwar(2402), Sriganganagar(2408), Dehradun(2002), Haldwani(2003), Almora(2001), Srinagar(Uttarakhand) (2004)	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
5.	Guwahati (Dispur)(5105), Itanagar(5001), Dibrugarh(5102), Jorhat(5107), Silchar(5111), Imphal(5501), Shillong(5401), Aizwal(5701), Kohima(5302), Agartala(5601) Tura (5402), Goalpara (5104), Tezpur (5112), Lakhimpur (5109)	Regional Director(NER), Staff Selection Commission, Rukmini Nagar, PO: Assam Sachivalaya, Guwahati, Assam-781006
6.	Hyderabad(8002), Guntur(8001), Kurnool(8003), Rajahmundry(8004), Tirupati(8006), Coimbatore(8202), Chennai(8201), Madurai(8204), Puducherry(8401), Tirunelveli(8207), Tiruchirapalli(8206), Vishakhapatnam (8007)	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 nd Floor, College Road, Chennai, Tamil Nadu-600006
7.	Aurangabad(7202), Mumbai(7204), Kolhapur(7203), Nagpur(7205), Panaji(7801), Pune(7208), Ahmedabad(7001), Vadodara(7002), Rajkot(7006), Nashik (7207), Amravati (7201), Surat(7007)	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishta Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
8.	Ambikapur(6201), Indore(6006),	Dy. Director (MPR),

	Jabalpur(6007), Jagdalpur(6203), Chindwara(6003), Chattarpur(6002), Guna(6004), Mandsaur(6010), Jhabua(6008), Khandwa(6009), Rewa(6012), Raipur(6204), Bhopal(6001), Gwalior(6005), Bilaspur(6202)	Staff Selection Commission, "Nishant Villa", F. Jalvihar Colony, Raipur, Chhatisgarh-492001
9.	Ambala(1801), Jalandhar(1402), Leh(1005) Chandigarh(1601), Jammu(1004), Srinagar(1007), Shimla(1203),Bhathinda (1401) Hamirpur (1202)	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-160017

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

NOTE II: The Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

8. SCHEME OF EXAMINATION: The examination will consist of a written examination and skill test for the post of Data Entry Operator and Typing Test for the post of Lower Division Clerk on Computer.

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of one objective type paper as shown below :

Date of Exam	Part	Subject	Maximum Marks	Total Duration / Timing for General candidates	Total Duration/ Timing for Visually Handicapped candidates
04.12.2011 (Sunday)	I	General Intelligence (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon	2 Hours 20 mins 10.00 A.M. to 12.20 PM
	II	English Language (Basic Knowledge) (50 questions)	50		
	III	Numerical Aptitude (Basic Arithmetic Skill) (50 questions)	50		
	IV	General Awareness (50 questions)	50		

NOTE-I : The Paper will consist of Objective Type- Multiple choice questions only. The questions will be set both in English & Hindi for Part-I, III & IV.

NOTE-II: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

SYLLABUS

General Intelligence:

1.	Semantic Analogy	18.	Venn Diagrams
2.	Symbolic/Number Analogy	19.	Drawing inferences
3.	Figural Analogy	20.	Punched hole/pattern-folding & unfolding
4.	Semantic Classification	21.	Figural Pattern – folding and completion
5.	Symbolic/Number Classification	22.	Indexing

6.	Figural Classification	23.	Address matching
7.	Semantic Series	24.	Data and City matching
8.	Number Series	25.	Classification of centre codes/roll numbers
9.	Figural Series	26.	Small & Capital Letters/number-coding, decoding and classification
10.	Problem Solving*	27.	Embedded figures
11.	Word Building	28.	Critical Thinking
12.	Coding and de-coding	29.	Emotional Intelligence
13.	Numerical operations	30.	Social Intelligence
14.	Symbolic operations	31.	Other sub-topics, if any
15.	Trends		
16.	Space Orientation		

English Language :

1.	Spot the Error
2.	Fill in the Blanks
3.	Synonyms
4.	Antonyms
5.	Spellings/Detecting Mis-spelt words
6.	Idioms & Phrases
7.	One word substitution
8.	Improvement of Sentences
9.	Active/Passive Voice of Verbs
10.	Conversion into Direct/Indirect narration
11.	Shuffling of Sentence parts
12.	Shuffling of Sentences in a passage
13.	Cloze Passage
14.	Comprehension Passage

(* To be commensurate with the minimum prescribed educational qualifications (10th, 12th Graduate, Post-Graduate) for the post)

Numerical Aptitude:

C.1 ARITHMATIC

C.1.1 Number Systems:

Computation of Whole Number
 Decimal and Fractions
 Relationship between numbers

C.1.2 Fundamental arithmetical operations:

Percentages
 Ratio and Proportion
 Square roots
 Averages
 Interest (Simple and Compound)
 Profit and Loss
 Discount
 Partnership Business
 Mixture and Alligation
 Time and distance
 Time and work

C.2 ALGEBRA:

C.2.1 Basic algebraic identities of School Algebra (and their simple applications) e.g. Formulas for

$(a+b)^2, (a-b)^2, (a+b)^3, (a-b)^3, a^3-b^3, a^3+b^3, a^2-b^2$; if $a+b+c=0$, then $a^3+b^3+c^3=3abc$ etc. and Elementary surds (simple problems)

C.2.2 Graphs of Linear Equations.

C.3 GEOMETRY:

Familiarity with elementary geometric figures and facts:

C.3.1 Triangle and its various kinds of centres viz. Centroid, In-centre, Orthocentre, Circumcentre

C.3.2 Congruence and similarity of triangles

C.3.3 Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

C.4 MENSURATION:

C.4.1 Triangle, Quadrilaterals

C.4.2 Regular Polygons (sum of the internal angles of a polygon)

C.4.3 Circle

C.4.4 Right Prism

C.4.5 Right Circular Cone

C.4.6 Right Circular Cylinder

C.4.7 Sphere, Hemispheres

C.4.8 Rectangular Parallelepiped

C.4.9 Regular Right Pyramid with triangular or square Base

C.5: TRIGONOMETRY:

C.5.1 Trigonometry (for acute angles θ with $0 \leq \theta \leq 90$)

Trigonometric ratios

Degree and Radian Measures

Standard Identities like $\sin^2\theta + \cos^2\theta = 1$ etc.

C.5.2 Complementary Angles, Heights and Distances (simple problems only)

C.6 : STATISTICAL CHARTS :

Use of Tables and Graphs:

C.6.1 Histogram

C.6.2 Frequency polygon

C.6.3 Bar-diagram

C.6.4 Pic-chart

General Awareness: Questions are designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions are also 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 relating to India and its neighbouring countries especially pertaining to History, Culture Geography, Economic Scene, General policy and scientific research.

NOTE-1: For VH candidates of 40% and above visual disability and opting for **SCRIBES** there will be no component of **Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.**

NOTE-2: The questions will be of the level to commensurate with Educational Qualification prescribed for the posts.

(B) SKILL TEST for DATA ENTRY OPERATOR:

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

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

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

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

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

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

NOTE-I: Only those candidates who secure at least the minimum qualifying marks in the written examination, as may be fixed by the Commission at their discretion, will be called for skill test.

Provided that candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, ExS and PH may be called for the Skill Test by the Commission by applying relaxed standards if the Commission is of the opinion that sufficient number of candidates of these categories are not likely to be called for the skill test on the basis of general standard in order to fill up the vacancies reserved for these categories (i.e. SC, ST, PH, ExS and OBC).

NOTE-II: Central Government civilian employees availing age relaxation must furnish "No Objection Certificate" from their Employer/Office **at the time of the skill test**, failing which the benefit of age relaxation will not be allowed to such candidates and they will not be allowed to appear in the Skill Test.

The skill test will be held at the Commission's Regional Offices or other centers as may be decided by the Commission.

(C) Typing Test for LDCs:

Typing Test will be conducted for those candidates who qualify in the Written Examination. **Such Typing Test will be conducted only in English or Hindi** and candidates while applying for the Examination, will have to indicate his/her choice/option for Skill Test Medium in the Application Form.

Typing Test to be administered on the Computer, to be provided by the Commission or any agency authorized by the Commission will be of qualifying in nature.

Candidates opting for English medium should have typing speed of 35 words per minute and those opting for Hindi medium should have typing speed of 30 words per minute.

The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes. Visually Handicapped candidates (with 40% disability and above) will be allowed 30 minutes.

Passage Dictators will be provided to each of VH candidates by the Commission for the Typewriting test. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.

NOTE-I : 35 w.p.m. and 30 w.p.m. corresponds to 10500 key depressions per hour/9000 key depressions per hour respectively.

NOTE-II: A candidate who claims to be permanently unfit to take the typewriting test because of a physical disability may, with the prior approval of the Commission, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format to the Commission from the competent Medical Authority, i.e., the Civil Surgeon declaring him/her to be permanently unfit for the Typewriting Test because of a physical disability.

NOTE-III: If a candidate who submits a Medical Certificate from the Medical Board attached to VRC for PH persons or from the Medical Board attached to Special Employment Exchange for PH persons, his/her claim for exemption from Typewriting Test would be accepted. However, if, she/he submits Medical Certificate from Civil/Orthopaedic Surgeon, his/her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/Special Employment Exchange for PH persons for clearance.

Candidates seeking exemption from Typing test on medical ground must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed Format as published in this Notice (Annexure-IX) at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Commission.

NOTE-IV : If any candidate does not opt for any medium for typing, his option will be deemed to be for English medium.

9. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN EXAMINATION

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

10. MODE OF SELECTION :

Candidates will be shortlisted for the skill test on the basis of their performance in the Written Examination. Candidates who qualify in the skill test will be recommended for appointment by the Commission on the basis of their performance in the Written Examination. Nomination of candidates will be made to User Departments depending upon their merit position and option for Group 'X' and Group 'Y' posts, irrespective of whether they took the typing test in English / Hindi unless the User Department specifically seeks candidates with typing skill in either of these languages.

Provided that SC, ST, OBC and PH candidates, who are selected on their own merit without relaxed standards, alongwith candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. **Such SC, ST, OBC and PH candidates will be**

accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, and PH candidates which will, thus, comprise of SC, ST, OBC and PH candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

An Ex-Serviceman or Physically Handicapped category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered 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 of appointment to the service/post.

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

- (i) Total marks in the written examination.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the first names of the candidates appear.

12. HOW TO APPLY : Applications must be submitted only in the prescribed format (Annexure-I) or On-line. For detailed instructions relating to the application form and how the application is to be submitted, Annexure - II A or Annexure - II B, for paper applications and on-line applications respectively, may be referred to.

For filling up Paper Application please see the respective paras at Annexure-II-A. Para numbers of Annexure-II-A refer to column numbers of Application form.

13. Preference

Candidates will be required to indicate in the application form for the Examination, the order of preference for the posts of Data Entry Operator and Lower Division Clerk and preference of Group-X & Y service.

Preferences of Departments/Offices for allocation(subject to availability of confirmed number of vacancies for the concerned Offices/Ministries)

Group X:

The posts of LDC, are expected to be located in the following offices/Services:

- A. ARMED FORCES HEADQUARTERS'CLERICAL SERVICE LOWER DIVISION GRADE
- B. ELECTION COMMISSION OF INDIA
- C. INTELLIGENCE BUREAU
- E. COAST GUARD, NEW DELHI
- G. INDIAN FOREIGN SERVICE(B) GRADE IV

- H. CENTRAL BUREAU OF INVESTIGATION
- I. O/o CONTROLLER GENERAL OF ACCOUNTS
- J. MINISTRY OF PARLIAMENTARY AFFAIRS
- K. PRESIDENT'S SECRETARIAT
- L. CENTRAL VIGILANCE COMMISSION
- O. ANY OTHER DEPARTMENT/OFFICE NOT MENTIONED ABOVE.

A candidate opting for 'X' Group as the 1st choice would first be considered for the posts in 'X' Group as per the preference given and in case he/she does not get any 'X' Group post, he/she would be considered for the 2nd choice namely Group-'Y', subject to availability of posts and option for Group-'Y'. A candidate opting for 'Y' Group as the 1st choice would first be considered for 'Y' Group posts in all the states/UTs and in case as per his/her merit, he/she does not get 'Y' Group post, then only he/she would be considered for his 2nd choice ('X' Group), subject to availability of posts and option for Group-'X'.

GROUP 'Y'

Equivalent/Comparable posts in Subordinate Offices of Govt. of India located all over India, Offices of the Controller and Auditor General of India, Accountant General (Audit), Accountant General (Accounts & Estt.), Controller General of Defence Accounts & Any other Office/Organisation not mentioned above.

Codes for States/UTs for exercising Option for posts in Group-"Y" are :

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

The post of Data Entry Operator is expected in the following offices/Services:

- A. Comptroller & Auditor General of India
- B. Ministry of Agriculture
- C. Central Vigilance Commission
- D. Central Bureau of Investigation
- E. Any other Department/Office not mentioned above.

14. ADMISSION TO THE EXAMINATION:

All candidates who apply in response to this advertisement by the CLOSING DATE will be assigned **Roll numbers**. These will be communicated to them or placed on the website of the

concerned Regional Office at least **two weeks** before the date of the examination. A candidate must write his/her Roll number along with his/her name, date of birth and name of the examination while addressing any communication to the Commission. Communication from 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 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 OF THE COMMISSION WITH PROOF OF HAVING SUBMITTED HIS/HER APPLICATION. (In case of Applications submitted under Certificate of Posting, the Date-Stamp of the Post-Office concerned should be clearly legible). FAILURE TO DO SO WILL DEPRIVE HIM/HER OF ANY CLAIM FOR CONSIDERATION. CANDIDATES ALSO HAVE THE OPTION TO DOWNLOAD THE ADMISSION CERTIFICATES FROM THE CONCERNED REGIONAL/SUB REGIONAL OFFICES WEBSITE. SUCH FACILITY WILL BE AVAILABLE ABOUT TWO WEEKS BEFORE THE EXAMINATION.

Candidates who applied on-line but are unable to download their Admission Certificates or do not receive their Admission Certificates at least one week before the date of the examination should contact the concerned Regional Office with details such as Registration ID, Transaction ID of SBI, copy of challan, etc. for obtaining the Admission Certificates. Details of deficiency in application, if any, may also be placed on the Commission's website (<http://ssc.nic.in>) about two weeks before the examination.

15. 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.

16. 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.

17. For detailed instructions relating to Application form, instructions for filling up the application form and for on-line payment/submission of application , candidates are advised to refer Annexures-I, II A and II B.

APPLICATION FORM ATTACHED
SEPARATELY

APPLICATION FORM ATTACHED
SEPARATELY

BROCHURE**INSTRUCTIONS FOR FILLING UP THE APPLICATION**

I. The Commission uses standard application form for all its examinations. Therefore, please read the instructions given in the Notice of Examination and also given below carefully before filling up the application form, in your own interest.

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

III. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available, further instructions given below may be gone through carefully.

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

1. **Name of the Examination Centre** and 2. **Centre Codes**

Refer to para-7 of the Notice of the Examination.

12.1. **Code for seeking age relaxation.**

Refer to para 4 B of the Notice of the Examination.

13. **Preference for Posts**

Use 'L' for Lower Division Clerk and

'D' for Data Entry Operator (in Grade Pay 2400)

'E' for Data Entry Operator (in Grade Pay 1900)

You are advised to be careful in exercising your preference as in the event of your selection for both the posts, you will be considered for the posts in the order of your merit for each post.

13.1, 13.2 & 13.3 : Preference may be indicated carefully, referring the para-13 of the Notice, as no change in option will be entertained later.

15.1 VH candidates should specify the medium in which they desire to take the Written Examination. Scribe will be arranged by the Commission accordingly.

16. Candidates should indicate whether they belong to one of the minority communities notified by Govt. namely Muslims, Christians, Sikhs, Buddhists, or Zoroastrians (Parsis).

17. Preference for Y group, please see para-13 of the Notice.

18. **Educational Qualification and Subject Code:** See Annexure – X

Use 'Others' if any particular Educational Qualification or Subject is not assigned a code.

20. **Address for communication**

Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black ball pen. Do not forget to write 6 digit PIN in the boxes.

21. **Photograph**

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

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

Signature of Candidate (Wherever required)

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

Procedure for Online Submission of Application

Note: On-line application will be available from 20.08.2011 to 14.09.2011

The online submission of the application may be made at website www.ssconline.nic.in or <http://sscregistration.sifytest.com>. Instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should supply all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign. The filling of online application contains two parts :

Part I Registration

Part II Registration

1. In Part I registration, candidate will have to fill basic information. On submission of details, candidate shall be prompted to check the details and make any correction in the application.
2. Candidate may press "I agree" button after declaration once he/she finds that information supplied by him/her is in order and no correction is required. Thereafter no correction/modification etc. shall be allowed.
3. Then a page with Registration No. shall be generated. Note down registration number or take out the print out of the page. The application procedure is incomplete without part II registration. Part II registration requires filling of payment details, uploading of photograph and scanned signature. Candidates may note that the Registration number given by the Commission and Transaction ID of the Bank should be properly entered in the relevant space, failing which it will not be possible to link the payment with Part I registration. On-line application will be complete only if scanned signature and photo are uploaded as per instructions.
4. Candidates who have to pay application fee can pay fee online through net banking, debit card, credit card, or cash through SBI bank challan at www.ssconline.nic.in. Facility of online payment is not available for registration through <http://sscregistration.sifytest.com> for this examination.
5. To pay fee in cash, candidate can take printout of challan generated online after completion of part I registration. Deposit the requisite fee in any branch of State Bank of India and then continue with the Part II registration.
6. Those who want to pay online through net banking, can go directly to part II registration after completion of part I. Candidate will have to supply registration number and date of birth to continue to Part II registration. Online payment is available only for registration through www.ssconline.nic.in.
7. As approval of the Controller General of Accounts, Ministry of Finance has not been received for use of credit cards / debit cards, payment through these modes will not be available.
8. Those who are exempted from payment of fee can skip steps 4 to 7.
9. Then upload a recently taken scanned photograph in 8 – bit JPG format. The digital size of the file must be of resolution 100 pixel widths by 120 pixels height.
10. Then upload your scanned signature in 8 – bit JPG format. The digital size of the file must be of resolution 140 pixel width by 60 pixels height.
11. **Candidates are advised to go through the instructions carefully before filling up the application form.**
12. Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances. **The Staff Selection Commission will not be responsible for any consequences arising out of non acceptance of any correction/addition/deletion in any particular filled in application form whatever the reasons may be.**

**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(B) of the Notice)

It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of ----- in the pay scale of Rs. _____ with 3 years regular service in the grade as on **closing date.**

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 (B) of Notice for the Examination*)

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____ (Name)
_____ is due to complete the specified term of his engagement with
the Armed Forces on the (Date) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER NOTE III PARA 4(B) OF NOTICE.

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit / Corps _____

(Signature of the Candidate)

Place:

Date:

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____
 The Constitution (Scheduled Tribes) order, 1950 _____
 The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
 The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
 The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
 The Constitution (Pondicherry) Scheduled Castes Order 1964@
 The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
 The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
 The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
 The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
 The Constitution (Sikkim) Scheduled Castes Order 1978@
 The Constitution (Sikkim) Scheduled Tribes Order 1978@
 The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
 The Constitution (SC) orders (Amendment) Act, 1990@
 The Constitution (ST) orders (Amendment) Ordinance 1991@
 The Constitution (ST) orders (Second Amendment) Act, 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)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy.Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

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

(iii) Revenue Officers not below the rank of Tehsildar.

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

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

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

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

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

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

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008

Dated: _____ District Magistrate or Deputy Commissioner etc.

Seal:

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.

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 at the time of the Skill Test. The certificate must be dated on or before the date of the Skill Test.

.

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
 - (iii) BLA-Both legs and both arms affected
 - (iv) OL-One leg affected (right or left)
 - (v) OA-One arm affected
 - (vi) BH-Stiff back and hips (Cannot sit or stoop)
 - (vii) MW-Muscular weakness and limited physical endurance.
- B. Blindness or Low Vision :
 - (i) B-Blind
 - (ii) PB-Partially Blind
- C. Hearing Impairment :
 - (i) D-Deaf
 - (ii) PD-Partially Deaf

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

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

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

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

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

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

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

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

*Strike out which is not applicable.

GOVERNMENT OF INDIA

FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY THE PHYSICALLY HANDICAPPED CANDIDATES WHO SEEK EXEMPTION FROM APPEARING IN THE TYPEWRITING TEST FOR LOWER DIVISION CLERK.

This is to certify that Sh/Smt/Kum _____ son/daughter/wife of Shri _____ is suffering from _____.

Clinical diagnosis as a result of which he/she has the following disabilities.
(Brief description of his/her disabilities)

Photograph of candidate clearly showing Face with affected portion of the body

This is a permanent disability and the extent of his/her disability works to ____ % of disability.

This disability is likely to interfere with the Typewriting (specify)

Signature of candidate

Signature of Civil Surgeon

Name:

Place:

Official Stamp:

Essential Educational Qualification Code

Educational Qualification	Code
Matriculation	01
Intermediate/Higher Secondary	02
Certificate	03
Diploma	04
BA	05
BA (Hons.)	06
B. Com.	07
B.Com. (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B. Ed.	11
LLB	12
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
BBA	18
Graduation issued by Defence (Indian Army, Air Force, Navy)	19
B. Lib.	20
B. Pharm.	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com.	26
M. Sc.	27
M.Ed.	28
LLM	29
ME	30
M. Tech.	31
M. Sc. (Engg.)	32
MCA	33
MBA	34
Others	35

Subject Code for Educational Qualification

Subject of Educational Qualification	Code
History	01
Political Science	02
Economics	03
English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12
Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17

Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics & Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29
Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malyalam	40
Telgu	41
Kannada	42
Tamil	43
Marathi	44
Gujrati	45
Urdu	46
Sanskrit	47
Others	48

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