

(TO BE ADVERTISED ON 25.09.2010)

CR-2/2010



**STAFF SELECTION COMMISSION
(GOVERNMENT OF INDIA)
CENTRAL REGIONAL OFFICE**

ADVERTISEMENT NO. CR-2/2010

FILE NO. 230/SSC-CR/2-2010-Rectt.(SP)

CLOSING DATE : 25.10.2010

(TO BE ADVERTISED ON 25.09.2010)

STAFF SELECTION COMMISSION
CENTRAL REGION

Applications are invited for following posts in various offices under Government of India falling within the jurisdiction of Staff Selection Commission (Central Region), Allahabad:

CAT-1: One post of Junior Hindi Translator in O/o CDA(Funds), Meerut Cantt.

Pay Scale: Rs. 9300-34800 with G.P. 4200/- (revised) (General Central Services, Group 'C' Non Gazetted, Non-Ministerial, Non-technical).

Vacancy: **01** (UR:-01) (Post is not identified suitable for PH candidates so they need not apply).

Age: Not exceeding 28 years (Relaxable for Central Govt. Civilian Employees by 12 years).

E.Q.: Masters Degree of a recognized University in English/Hindi with Hindi/English as compulsory and elective subject at degree level.

OR

Bachelors Degree of a recognized University with Hindi and English as main subjects (which includes the term compulsory and elective).

I.P.:- Meerut with All India Service Liability.

J.R.:- Translation work from Hindi to English and vice-versa and implementation of Official language

Cat. No. 2: ONE POST OF SENIOR SCIENTIFIC ASSISTANT-III IN THE DIRECTORATE OF PLANT PROTECTION, QURANTINE & STORAGE, NH-IV, FARIDABAD.

Pay Scale: PB-2 Rs. 9300-34800 with G.P. 4200/- (revised) (General Central Services, Group 'C' Non Gazetted, Non-Ministerial, Non-Technical).

Vacancy: 01 (OBC:-01) (Post is not identified suitable for PH candidates so they need not apply).

Age: Between 18-27 years {Relaxable by 3 years for OBC candidates. (Relaxation in age for OBC Central Govt. Civilian Employees will be till 43 years)}.

EQ: B Sc. in Agriculture from a recognized University.

DQ: - NIL

I.P.: **Jogbani (Bihar) with All India Service liability.**

- J.R:**
1. To conduct and assist in conducting the inspection of imported plants/plant materials to enforce the DIP Act 1914 and PFS Order 1989 issued there under, with a view to preclude the entry of exotic pests, diseases, nematodes, weeds, viruses, bacteria, mites, etc.
 2. To undertake and assist in undertaking the export certification of plants and plant materials for issuance of phytosanitary certificate in pursuance to International Plant Protection Convention 1951 of FAC.
 - 3 To identify/confirm and assist in identification/confirmation of pests, diseases, nematodes, weeds, viruses, bacteria in the laboratory.
 4. To assist in formulating the global technical information on pests, diseases, nematodes, treatment etc., also in developing Pest Risk Analysis based on available technical literature in India as well as abroad.
 5. To undertake and assist in undertaking the treatment of imported/exportable plants/plant materials pertaining to disinfection/ disinfestations.
 6. To handle and assist in operating high-tech laboratory equipments like ELISA, X-ray machine, ultracentrifuge etc.
 7. To undertake and assist in undertaking various laboratory investigations like BLOTTER TEST, Nematode Detection Test, Incubation Test and also Grow-out Test in the glass house/poly-house/ mesh-house.

Responsibilities likely to be assigned in the near future

1. To assist in the Laboratory investigations with electron microscope and other soft wares.
2. To assist in the development of international standard to comply with the provisions of World Trade Organization and Sanitary & Phytosanitary measures/ International Plants Protection Convention.

CAT-3: One post of Librarian in the National Seed Research & Training Centre, Varanasi

Pay Scale: Rs. 5200-20200 with G.P. 2400/- (revised) (General Central Services, Group 'C' Non Gazetted, Non-Ministerial).

Vacancy: **01** (UR-01). Post is identified suitable for PH (OA, OL, OAL, BL & HH) candidates but there is no reservation for them.

Age: Between 18 - 27 years (Relaxable for Central Govt. Civilian Employees by 13 years). Relaxation for PH candidates will be 10 years.

E.Q.:

- i. Degree from recognized University.
- ii. Certificate in Library Science from recognized Institute or equivalent.

I.P.:- NSRTC, Varanasi with All India Service Liability.

J.R.:- Incharge of Library and upkeep. To maintain the scientific literature, magazines and other books to facilitate scientific personnel engaged in research as well as training activities. Up-gradation and purchase of library books and journal as per the scientific advancement requirement and need of the hour. Facilitate for on-line subscription of books and journals at national and international organizations. Perform any other work as entrusted to him by the competent authority.

CAT-4: Four posts of Junior Hindi Translator in O/o Principal Controller of Defence Accounts(CC), Lucknow.

Pay Scale: Rs. 9300-34800 with G.P. 4200/- (revised) (General Central Services, Group 'C' Non Gazetted, Non-technical).

Vacancy: **04** (UR:-02, OBC-01 & ST-01) (Post is identified suitable for OH candidates having disabilities of more than 40%).

Age: Between 18 to 28 years. Relaxable by 3 years for OBC & 5 Years for ST candidates (Relaxation for Departmental candidates will be till 40 years and for Central Govt. Civilian Employees, till 40 years. In case of OBC & ST Central Govt. Civilian Employees, it will be till 43 & 45 years resp.). Relaxation for OBC-OH is 13 years and 15 years for ST-OH candidates.

E.Q.: Masters Degree of a recognized University in English/Hindi with Hindi/English as compulsory and elective subject at degree level.

OR

Bachelors Degree of a recognized University with Hindi and English as main subjects (which includes the term compulsory and elective).

I.P.:- UP with All India Service Liability.

J.R.:- Translation work from Hindi to English and vice-versa and implementation of Official language

CAT-5: Four posts of Scientific Assistant -I in Directorate of Plant Protection, Quarantine and Storage, Faridabad

Pay Scale: Rs. 5200-20200 with G.P. 2800/- (revised) (General Central Services, Group 'C' Non Gazetted, Non-Ministerial, Non-technical).

Vacancy: **04** (UR:-02, OBC-02) (Post is identified not suitable for PH candidates).

Age: Between 18 to 27 years. Relaxable by 3 years for OBC candidates (Relaxation for Central Govt. Civilian Employees will be till 40 years. In case of OBC Central Govt. Civilian Employees it will be 43).

E.Q.: B. Sc. (Agriculture) from a recognized University.

I.P.:- Lucknow. Jogbani, Rupadia and Banbasa with All India Service Liability.

J.R.:- Duties at Central Integrated Pest Management Centre

Field Duties- (i) To assist in conducting surveys to monitor insect pests, diseases and weeds situation of various crops in the fields.

(ii) To assist in popularizing integrated pest management techniques at farmers field for the benefit of farmers

(iii) To assist in conserving and augmenting natural enemies for the biological control of crop pests, diseases and weeds.

(iv) To assist in training programmes in IPM including bio-control to state officers and farmers.

(v) To assist in collecting and maintaining information about insect pests, diseases and weeds situation including the methods of their control and plant protection equipments.

(vi) To assist in organization and development of all kinds of plant protection work and to perform other duties in accordance with the official orders of the superiors or controlling officers.

(vii) To assist installation and operation of light pheromone sticking traps etc. for monitoring of insect pests.

Laboratory Duties- (i) To assist in mass rearing of host insects, parasites, predators, insect pathogens, and phytophagous insects under laboratory conditions on natural and artificial diets.

(ii) To assist in collection, pinning, setting and labeling of insect and herbarium specimens.

Duties at Plant Quarantine Stations

1- To carry out and assist in the inspection of plants and plant materials meant for export as also the consignments of plant and plant materials received from abroad.

2- To fumigate, treat and assist in fumigation and treatment of plants and plant materials imported from abroad if such treatment becomes necessary on examination of the imported consignments.

3- To assist or carry-out the fumigation of plants and plant materials meant for export in cases where the importing country insists in fumigation prior to shipment of the consignment.

- 4- To handle the fumigations and arrange for their storage and upkeep as these are deadly poisonous gases.
- 5- To look after the proper upkeep and maintenance of fumigation equipment wiz., fumigation chamber, electric blowers, applications etc.

Duties at Locust Warning Offices

- 1- To conduct locust surveys in the scheduled desert areas.
- 2- To assist in undertaking control operations against locusts.
- 3- To associate/ render technical advise to farmers.
- 4- To assists higher officials in arranging international/ national meetings/ conference.
- 5- To assist in arranging the locust training for district level officials.
- 6- To assist higher officers in performing any other day to day activities assigned.

Duties at Field Station Investigation on Locusts

- 1- To assist in screening newer insecticides against locusts and Grasshoppers
- 2- To assist in collecting and identification of flora of locust habitats in the desert.
- 3- To assist in the study of biotic factors of locust and grasshoppers in the Laboratory.
- 4- To assist in handling of scientific instruments in the laboratories.

CAT-6: Two posts of Senior Scientific Assistant –II (Chemistry) in Directorate of Plant Protection, Quarantine and Storage, Faridabad

Pay Scale: Rs. 9300-34800 with G.P. 4200/- (revised) (General Central Services, Group 'B' Non Gazetted, Non-Ministerial, Non-technical).

Vacancy: **02** (UR:-01, ST-01) (Post is identified not suitable for PH candidates).

Age: Not exceeding 30 years. Relaxable by 5 years for ST candidates (Relaxable for Central Govt. Civilian Employees by 5 years. In case of ST Central Govt. Civilian Employees it will be by 10 years).

E.Q.: Masters degree in chemistry (Organic or Analytical or Agricultural Chemistry) from a recognized University or Equivalent.

D.Q.: Experience in handling and analysis of pesticides and insecticides and handling of modern analytical instruments.

I.P.:- Kanpur (U. P.), with All India Service Liability.

J.R.:-

- 1- To undertake the analysis of pesticides and their formulations including fumigants or the testing of physical and chemical attributes of pesticides packaging materials.
- 2- Handling and maintenance of analytical equipment in laboratory.
- 3- Any other relevant work assigned towards the cause of the laboratory.

CAT-7: One post of Senior Scientific Assistant –III (Chemistry) in Directorate of Plant Protection, Quarantine and Storage, Faridabad

Pay Scale: Rs. 9300-34800 with G.P. 4200/- (revised) (General Central Services, Group 'C' Non Gazetted, Non-Ministerial, Non-technical).

Vacancy: **01** (UR:-01) (Post is identified not suitable for PH candidates).

Age: 18 to 25 years. (Relaxation in age for Central Govt. Civilian Employees will be till 40 years of age).

E.Q.: B. Sc. degree with Chemistry as one of the subjects from a recognized University or Equivalent.

I.P.:- Kanpur (U. P.), with All India Service Liability.

J.R.:-

- 1- To assist in Laboratory work.
- 2- Maintenance of stores/ equipment in the lab.
- 3- To prepare the solutions and determination of normality of solution.

CAT-8: **One post of Technical Officer -I in Directorate of Plant Protection, Quarantine and Storage, Faridabad**

Pay Scale: Rs. 5200-20200 with G.P. 2000/- (revised) (General Central Services, Group 'C' Non Gazetted, Non-Ministerial, Non-technical).

Vacancy: **01** (OBC-01) (Post is identified not suitable for PH candidates).

Age: Between 18 to 27 years. Relaxable by 3 years for OBC candidates (Relaxable for OBC Central Govt. Civilian Employees till 43 years of age).

E.Q.: Intermediate with science in Zoology/ Botany/Agriculture or 10+2 class pass with science (Zoology/ Botany/Agriculture) from a recognized University/ Board or Equivalent.

I.P.:- Gorakhpur with All India Service Liability.

J.R.:-

- 1- To assist Technical Officers in all kinds of work relating to plant protection whether in the field or indoor.
- 2- To assist in the collection and maintenance of insect and plant diseases specimen, information about pests, plant disease and weeds and in the maintenance of pesticides, plant protection equipments and various types of display materials and of the records connected therewith.
- 3- To perform all duties connected with plant protection and the station or the office to which they may be attached in accordance with the orders of the controlling or senior officers of the Directorate.

CAT-9: Two posts of Professional Assistant(Hydromet) now redesignated as Scientific Assistant in the Central Water Commission, O/o Chief Engineer, Upper Ganga Basin Organization, Lucknow.

Pay Scale: Rs. 9300-34800 with G.P. 4200/- (revised) (General Central Services, Group 'C' Non Gazetted, Non-Ministerial).

Vacancy: 02 (OBC-01, SC-01) (Post is identified suitable for PH candidates but there is no reservation for them).

Age: 18 to 27 years. Relaxable by 3 years for OBC & 5 Years for SC candidates (Relaxable for OBC & SC Central Govt. Civilian Employees till the age of 43 years and 45 years respectively).

E.Q.: Bachelors' degree in Physics or Geo-physics or Geology or Meteorology or Hydro-meteorology from a recognized University or Equivalent.

I.P.:- U. P. with All India Service Liability.

J.R.:-

- 1- Checking of rainfall data copied by the computer.
- 2- Checking of all other computations and work done by the computers.
- 3- Drawing of the isohyets polygon net work required for weighted rainfall calculation.
- 4- Selection of heavy rainfall spells for design storm studies.
- 5- Analysis of self-recording rainfall data and preparation of frequency tables.
- 6- Preliminary drawing of isohyets.
- 7- Maintenance of files and rainfall records.

ABBREVIATIONS USED:

UR: Unreserved, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, Ex-S.: Ex-Serviceman, PH : Physically Handicapped, OH: Orthopedically Handicapped, HH:Hearing Handicapped, OL: One Leg, BL: Both Legs, OA: One Arm, OAL: One Arm and One Leg, VH: Visually handicapped, IPO: Indian Postal Order, CRFS: Central Recruitment Fee Stamps, Deg. : Degree, Dip.: Diploma, Equiv.: Equivalent, Profi-test: Proficiency Test, Recog.: Recognized, AISL: All India Service Liability, Univ.: University, Instt.: Institute, Insttn.: Institution, M/o: Ministry of, D/o: Department of, O/o: Office of, PC: Post Code, PS: Pay Scale, IP: Initial Posting, EQ: Essential Qualification, DQ: Desirable Qualification, JR: Job Requirement, CGCE :Central Government Civilian Employee.

2. FEE PAYABLE: Rs. 50/- (Rupees fifty only). No fee for SCs, STs, Female candidates, Physically Handicapped and Ex-Servicemen. However, such EXS candidates who have already secured employment under the Central Govt. in Civil side after availing the benefit given to them as EXS for their re-employment are eligible for age-relaxation only prescribed for EXS for securing another employment in a higher grade but will not be eligible for the benefit for reservation for EXS & would have to pay the requisite fee of Rs. 50/- for this recruitment.. Fee concession is not admissible to sons & daughters or dependents of EXS. Service Clerks in the last year of their colour service are also not exempted from payment of fee.

NOTE: - Mode of payment of Examination fee has been indicated in para-7 of these Instructions.

3. PRELIMINARY SELECTION: Mere fulfilling of minimum prescribed qualification, etc. will not entitle candidates to be called for the Interview. Commission may make a preliminary shortlisting of candidates on the basis of their educational qualifications, academic record, percentage of marks etc, and the candidates thus shortlisted will be required to undergo an Interview (along with proficiency test, wherever required).

The Commission may, at its discretion, decide to hold a proficiency-test in appropriate subject for any of the categories of posts where it is felt necessary, before the candidates are called for Interview. The proficiency-test would be in the relevant subject which will be intimated to the candidates in due course of time.

The Commission may, at its discretion, waive holding of Proficiency test in those categories of posts where a Proficiency-test has been prescribed.

SCREENING TEST: The Commission may, at its discretion, decide to hold a screening test for any of the categories where it is felt necessary, before Interview/Proficiency test, keeping in view specific requirements for the post as per the provisions of RRs.

Only such of the candidates who qualify in the screening test at the standard fixed by the Commission, at its discretion, would be eligible for being called for Interview/Proficiency test.

4. HOW TO APPLY:- Applications separately for different categories of posts must be submitted in the form published along with the advertisement in the Employment News/Rozgar Samachar of **25th September, 2010**. The applications may be typed out in double space or Computer printed or written in hand neatly, but format should be the same as published. Candidates may use a photocopy of the form published in the Employment News but should not use Employment News /Rozgar Samachar cuttings as Application forms.

Note: - Applications submitted on a format which is not exactly the same, as published in this Advertisement, are liable to be rejected summarily.

The applications should be addressed to the Regional Director (CR), Staff Selection Commission, 8, A-B, Beli Road, Allahabad-211002. Fees should be paid only by way of CRFS.

5. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:

- I. Central Recruitment fee stamps affixed and clearly cancelled by the issuing post office on the application form, so that the date of cancellation by the Post Office is clearly visible.
- II. One recent passport size photograph should be pasted (NOT STAPLED) on the space provided in application form. Another copy of the same photo should be retained by the candidate for use at the subsequent stage of recruitment. **Candidates must sign in the box below the photograph (column 21 of the application form). They should invariably sign at the end of application form below the declaration part (column 22). The signature should be in running script (Not in Capital Letters) and in the same style/language as in the space below the declaration.**
- III. One self-addressed postcard duly affixed with an additional Rs. 6/- postage stamp. The candidate must indicate the name of the post, category number, and Advt. No. on the postcard.
- IV. Two self-addressed envelopes of 10 cms X 22 cms size and one of these should be affixed with postage stamps worth Rs. 8/-.
- V. Two slips indicating name and postal address of the candidate.
- VI. Attested/self-attested copies of certificates in the format as prescribed in this advertisement, in favour of claim of belonging to SC/ST/OBC/OH/HH/VH/EXS community/ category. Candidate claiming OBC category must have obtained the certificate as prescribed in the notice, certifying their non-creamy layer status within 3 years of closing date, i.e. **25.10.2010**.
- VII. Attested/self-attested copies of certificates showing age and educational qualifications.
- VIII. Documents in support of claim of age-relaxation (for categories not covered in item VI above).
- IX. Attested copies of experience certificates.
- X. Candidates in Govt. service are to attach an undertaking that they have informed in writing to their Head of Office/Deptt. that they have applied for this selection process. Departmental/Central Govt. Civilian Employee claiming age relaxation, wherever applicable, must submit requisite certificate in the format given at Appendix-V. They are eligible for age relaxation if they have rendered 3 years regular and continuous service as on the closing date of receipt of application.

NOTE:

- (i) Candidates should note that the date of birth as recorded in the Matriculation or an equivalent certificate will be accepted by the Commission and no subsequent request for its change will be considered.
- (ii) If the above documents are not submitted along with the application, the application will be rejected summarily at any stage of the recruitment process and no request for revival will be considered.
- (iii) Incomplete or unsigned applications or signed in capital letters in English, or applications without photograph, will be rejected summarily.
- (iv) A candidate should submit only one application against a particular category of the Advt. However, separate applications have to be submitted against different categories of the Advt.

- (v) Copies of all attested certificates should be clear and legible. Applications without legible copies of certificates will be rejected summarily.
- (vi) The details in the application form should be hand-written by the candidate himself.
- (vii) All signatures done on the Application Form and also on other documents must be in running script(not in Block letters), in the same language and in same manner otherwise application will be rejected.

6. IMPORTANT INSTRUCTIONS:

- i. Certificates in support of educational qualifications must have been obtained from a recognized University/Institute/Board. Candidates whose marks in Essential Qualification are indicated by Grades etc. should enclose a certificate from the concerned Board/University indicating the equivalent marks/percentage.
- ii. Closing date for the receipt of application is **25.10.2010**.
- iii. Age limits, Essential qualifications and Category status are to be reckoned as on 25.10.2010. SC/ST candidates must submit prescribed certificate in the proforma given at Appendix III. Like-wise OBC candidates must submit prescribed certificate in the proforma given at Appendix-IV., issued within 3 years of closing date, i.e. **25.10.2010**. PH candidates must submit prescribed certificate in the proforma given at Appendix-VI of advertisement. No age relaxation is admissible to sons and daughters (of an EXS) by virtue of their father being an EXS.
- iv. Upper age-limit is relaxable for retrenched employees of Chukha Hydel project authority in Bhutan who were directly recruited, to the extent of regular service rendered by them with the authority (period of service rendered by the retrenched employees will be decided on the basis of certificate issued by the Chukha Hydel Project authority).
- v. All persons who had ordinarily been domiciled in the state of Jammu& Kashmir during the period 01.01.1980 to 31.12.1989 shall be eligible for relaxation in the upper age-limit by five years in support of which the proof of residence must be submitted along with the application form duly signed by:-
 - a) The District Magistrate within whose jurisdiction he had ordinarily resided; or
 - b) Any other authority designated in this behalf by the Govt. of J&K to the effect that he had ordinarily been domiciled in the State of Jammu & Kashmir during the period 1.1.80 to 31.12.1989.
- vi. Central Govt. Civilian Employees/Departmental candidates claiming age relaxation must have rendered not less than three years continuous service (on regular basis & not on ad-hoc basis) and must submit prescribed certificate in the proforma given at Appendix-V.
- vii. For Group 'C' posts, EXS fulfilling the conditions laid down by the Govt. from time to time shall be allowed to deduct military service from their actual age and such resultant age should not exceed the prescribed age-limit by more than three years(6 years in case of OBC and 8 years in case of SC/ST).. For Group 'B' posts, ExS fulfilling the conditions laid by the Govt. from time to time shall be allowed age relaxation beyond the upper age limit by 5 years for General, 7 years for OBC and 10 years for SC/ST ExS candidates.
- viii. As per D/o Personnel & Training's O.M. No. 36034/6/90-Estt-SCT dated 24/04/92, such EXS candidates who have already secured employment under the Central Govt. in Civil side after availing the benefit given to them as EXS for their re-employment are eligible for age-relaxation prescribed for EXS for securing another employment in a higher grade but will not be eligible for the benefit for reservation for EXS & would have to pay the requisite fee of Rs. 50/- for this recruitment.

- ix. The period of 'Call up Service' of an EXS in the Armed forces shall also be treated as service rendered in the Armed forces. For any serviceman (of the three Armed Forces of the Union) to be treated as EXS for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for post/service, the status of EXS and/or should be in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would be released/discharged from the Armed Forces within the stipulated period of one year from the closing date (i.e. **25.10.2010**) on completion of his assignment. Necessary certificate/undertaking should be submitted by the Ex-Serviceman candidate in the form prescribed in D/o Personnel & Training's O.M. No. 36034/2/91-Estt(SCT) dated 03/04/91. (Appendix I and II).
- x. Upper age is relaxable only for posts/vacancies reserved for categories like SC/ST/OBC/EXS/PH. No such relaxation would be available to SC/ST/OBC candidates applying for UR posts/vacancies.
- xi. For Group 'C' posts, Widows/Divorced Women/Women Judicially separated and who are not remarried belonging to Unreserved/General category are entitled to age relaxation upto 35 years as on the closing date of receipt of application. Similar women belonging to OBC and SC/ST category are entitled to further relaxation of 3 and 5 years, respectively.
7. Candidates are advised to pay the Examination fee in the form of CRFS for which they are not to pay any commission to the post office. These stamps are available at all departmental Post Offices of the country. These Recruitment Stamps may be pasted at the top left hand corner of the application form in the space earmarked for the purpose. Recruitment Fee Stamps must be got cancelled from the counter clerk of any post office (including the post office of issue) with the date stamp of post office in such a manner that the impression is clear and distinct to facilitate the identification of the date and the post office of issue, at any subsequent stage. After getting the Recruitment Fee Stamps cancelled from the post office, the candidate may submit the application to the Central 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.
 - ii) Fee paid by IPO, cash, Bank Draft or pay order, will NOT be taken into consideration.
8. **More vacancies in equivalent/comparable Posts pertaining to same or other Departments may also be filled through this advertisement. Further, vacancies mentioned above are subject to change without notice.**
9. SC/ST candidates called for interview will be paid T.A. as per Govt. orders. No. T.A. will be paid for proficiency-test/screening test if it is held on a day other than that of Interview.
10. Canvassing in any form will disqualify the candidate.
11. The job requirements of the posts are indicated below each category to facilitate the candidates to understand the main functions to be performed after appointment to the post.
12. Candidates must submit separate applications and pay the fee separately for each category of post in case they wish to apply for more than one category. Candidates should also note that one envelope should contain application(s) of one candidate only.

13. Submission of certificate(s) in support of Essential Qualifications:

- i) Post(s) requiring proficiency in the relevant language as an essential qualification means that the candidate must have studied in that language/dialect upto matric level and in case the relevant language/dialect is not taught as a subject in Matric, the said language/dialect must be the mother-tongue of the candidate or he/she should have the 'working knowledge' which shall be determined by the Staff Selection Commission.
- ii) For posts where an experience in a particular field/discipline for a specified period has been indicated as an essential qualification, in such cases the candidates should submit a certificate in support of their claim of experience in that field/discipline.

NOTE:

- (i) If the above documents/certificates are not furnished by the candidates along-with their applications, their candidature is liable to be rejected summarily at any stage of the recruitment process.
- (ii) Only attested/self-attested copies of certificates & mark-sheets are required to be sent. ORIGINAL CERTIFICATES/MARKSHEETS must not be sent with the application. All copies should be legible.

14. All candidates in Govt. Service whether in a permanent or in temporary capacity or as work-charged employees other than casual or daily rated employees, 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 post. These candidates may send their applications directly to the Commission after intimating their Head of Office/Department and need not send another copy through proper channel. They must ensure that the application complete in all respects reaches Staff Selection Commission by the closing date. Applications shall be rejected if received late and/or are not complete in all respects as provided in the rules.

Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidate to appear at the examination, their applications shall be rejected/candidature shall be cancelled.

15. Any dispute in regard to this recruitment will be subject to Allahabad courts/Tribunals' jurisdiction.

16. No persons

- (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.

17. A candidate must be in good mental and physical 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 satisfying these requirements, will not be appointed.

18. Candidates should satisfy themselves that they are eligible for the post(s) they are applying as per the requirement mentioned in the advertisement. If at any stage it is detected that they are not eligible, their candidature will be rejected. Commission does not undertake scrutiny of applications at the initial stages and mere fact that they

have been called for interview/screening test does not preclude the Commission from canceling their candidature if they are found not eligible for the post.

19. The application, complete in all respects, should reach the Regional Director, Staff Selection Commission (CR), 8 A-B, Beli Road, Allahabad by **25.10.2010**. In the case of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Tripura, Nagaland, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad, their closing date for receipt of application would be **01.11.2010**. Application shall be rejected if received late and/or not complete in all respects as provided in the rules.

**STAFF SELECTION COMMISSION
APPLICATION FORM**

Date of Advt : 25th September, 2010

Closing Date : 25th October, 2010

INSTRUCTIONS FOR FILLING APPLICATION FORM

1. It may be noted that the Commission uses Common Application Form for its recruitment. Please go through the notice for the Recruitment and also these instructions carefully, before applying for any of the post mentioned in the Notice. You must satisfy yourself that you are eligible for the post for which you are applying.
2. Use only blue/black pen for filling up the Application Form.
3. Instruction 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 or require further clarification, further instruction given below may be gone through carefully.
4. Column 10 may be filled up carefully. Ex-Servicemen candidates are also required to fill up columns 10 and 10.1
5. PH candidates are required to fill up Columns 10, 11, 11.1, 16 & 16.1 as may be applicable. The Commission may decide to hold screening/skill test for certain posts and therefore, VH candidates should fill in columns 16 and 16.1.
6. Column No. 12.1 – The category code for filling up this column is available at Appendix-VIII.
7. For all categories, age as on normal closing date for receipt of applications, should be indicated.
8. Column 17 Educational Qualification: The list of Educational Qualification and subjects mentioned in Appendix VII is not exhaustive. Candidates who possess any educational qualification or studied any subject other than those mentioned in the list at Appendix VII may use Others for qualifications and/or subject code.
9. Candidates should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfill the same. Documents in support of Essential Qualifications should invariably be furnished along with the application failing which the applications will be summarily rejected.
10. Column No. 19: 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.
11. Column No. 20: 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.
12. Column No. 21 and 22: Please do sign in running hand. Unsigned applications will be rejected. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Variations in the signature will render the application liable to be rejected.

कर्मचारी चयन आयोग Staff Selection Commission

Application Form/ आवेदन प्रपत्र

कृपया नोटिस में उम्मीदवारों के लिए दिए गए अनुदेश को सावधानी पूर्वक पढ़ लें। बॉक्सों () में लिखने के लिए नीले या काले बॉल पेन का प्रयोग करें।

Please read instruction to candidates in the notice carefully. Use Blue or Black ball pen to write in the boxes ()

1. विज्ञापन सं./ Advertisement No. 2. श्रेणी सं./ CAT No.

3. उम्मीदवार का पूरा नाम (अंग्रेजी में) मैट्रिकुलेशन प्रमाण पत्र में दिए गए नाम के अनुसार बड़े अक्षरों में लिखें। नाम के किसी दो भागों के बीच एक बक्स को खाली छोड़ दें।
Candidate's Full Name (in English). Write in Capital Letter exactly in Matriculation Certificate. Leave a box blank between any two parts of the name

4. पिता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें)/ Father's Name (Write in Capital Letters in English)

5. माता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें)/ Mother's Name (Write in Capital Letters in English)

6. जन्म की तारीख / Date of Birth 7. लिंग/Gender 8. राष्ट्रियता/Nationality 9. शुल्क /Fees

10. श्रेणी / Category 10. 1 क्या आप भूतपूर्व सैनिक हैं / Whether Ex-Serviceman 11. क्या आप शारीरिक विकलांग हैं? / Whether PH?

11. 1. यदि हाँ, को अंकित करें If Yes, indicate Code 12. क्या आप आयु सीमा में छूट चाहते हैं? Whether seeking Age relaxation 12. 1 यदि हाँ, कोड अंकित करें If Yes, indicate Code 12. 2 आवेदन प्राप्त की सामान्य अंतिम तिथि को आयु Age as on normal closing date

13. पदों की प्राथम्यता/Preference for Posts 14. भूतपूर्व सैनिक के लिए / Fcr Ex-Servicemen सेवा समाप्ति तिथि / Date of Discharge

15. क्या आप अल्पसंख्यक हैं Whether belong to Minority Communities as per Govt. Orders (Write 1 Yes, 2- No.) 16. यदि दृष्टि बाधित विकलांग है तो क्या आपको प्रतिलिपि की आवश्यकता है? If VH, whether scribe is required? (write 1-Yes, 2-No)

16.1 यदि हाँ तो माध्यम अंकित करें, अंग्रेजी के लिए 1 हिन्दी के 2 If yes, indicate medium. Write 1 for English, 2 for Hindi

.....यहाँ से मोड़ें.....FOLD HERE.....यहाँ से मोड़ें.....FOLD HERE.....

17. शैक्षिक कोड Educational Qualification Code विषय कोड Subject Code अंक का प्रतिशत Percentane of Marks माध्यम Medium

अंग्रेजी के लिए 1 लिखें, हिन्दी के लिए 2 लिखें व अन्य के लिए 3 लिखें
Write for English, for Hindi & for Others

18. कार्य अनुभव का विवरण/ Details of work Experience		कार्य की अवधि /Period of Service	
संस्था का नाम Name of the organisations (s)	पद का नाम Designation	से/From	तक/To

19. पता : अपने नाम सहित पत्र व्यवहार का पूरा पता अंग्रेजी में बड़े अक्षरों में या हिन्दी में नीले या काले बॉल पेन से लिखें।
Address : Write your complete Communication Address including Name in English Capital Letters or Hindi with Blue Ball Pen.

नाम Name :

पता Address :

पिन PIN :

20. फोटोग्राफ
4 से.मी. 5 से.मी. आकार का हाल ही में खींचा गया फोटोग्राफ यहाँ ठीक ढंग से चिपकायें। (स्टेपल न करें। फोटो को संस्थापित न करवाएं)
Photograph Paste here firmly your recent photograph (4c.m.x5c.m.) (Do not stapler Do not get the Photograph attested)

अनुक्रमांक (केवल कार्यालय प्रयोग हेतु)
Roll Number (for office use only)

19.1 मोबाइल / Mobile No.:

ई.मेल/E-mail ID :

21. Signature of Candidate (Only in running hand)
अहस्ताक्षरित आवेदन पत्र को रद्द कर दिया जायेगा
Unsigned application will be rejected

22. घोषणा/Declaration

Space for
cancellation stamp by post
office after affixing CRF stamp
के. व. मुद्रक टिकट चिपकाने के बाद
आवेदन द्वारा पद विज्ञापन जाने वाले
टिकट सेट खोलना

22. के. व. मुद्रक टिकट के लिए स्थान
Space for CRF Stamp

अपेक्षित मुद्रक का के. व.
मुद्रक टिकट पत्रों की कटिंग
से चिपकाया गया आवेदन पर
पद का पत्र जहाँ से यह
खरीदा गया है।
(संलग्न न करें)

Paste here firmly CRF Stamp
of requisite denomination
and get it cancelled from the
post office from where purchased.
(Do not Staple)

- (1) मैंने इस पत्रों के लिए कोई और आवेदन पत्र नहीं भेजा है मुझे यह मालूम है कि यदि मैं इस नियम का उल्लंघन करता/करती हूँ तो आवेदन द्वारा मेरा आवेदन खारिजी कर दिया जायेगा।
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) मैंने विज्ञापन में दी गई शर्तों को ध्यानपूर्वक पढ़ लिया है और मैं उस/उनके अनुसार पालन करने का बंधन देख चुकी हूँ।
I have read the provisions in the Notice of the examination carefully and I have undertaken to abide by them.
- (3) मैं यह भी घोषणा करता/करती हूँ कि मैं इस परीक्षा में भाग लेने के लिए निर्धारित आयु सीमा, शैक्षणिक योग्यता आदि संबंधित शर्तों का पालन कर रही हूँ।
I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.
- (4) मैं यह भी घोषणा करता/करती हूँ कि मुझे आजाद कर्मी/कर्मिका का पालन आयोग/संघ/संघ के अधीन द्वारा किसी भी परीक्षा में भाग लेने से नार्-रिजिस्टर करार है तथा मुझे किसी भी विधि न्यायालय द्वारा कभी भी कोई भी न्याय नहीं मिला है।
I also declare that I do not stand debarred by SSC/UPSC/CPWD/MES/Dopt. of posts as on date and have never been convicted by any court of law.
- (5) आयु सीमा में छूट पाने वाले केन्द्र सरकार के अतिरिक्त कर्मियों के लिए मैं यह घोषणा करता हूँ कि मैं केंद्र सरकार का एक अतिरिक्त कर्मिक हूँ जो नियमित आकार पर 3 वर्ष की सेवा या सेवाकाव्य अवधि सेवा की शर्तों के अधीन है/निर्धारित है, जोकेन वह सेवा करने की अवधि विधि का उल्लंघन नहीं करता/करती है।
For Central Govt. Civilian Employees seeking age relaxation
I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length of service stipulated in the Notice of the examination on or before date of closing of submitting application form given in the Notice.
- (6) अन्य विज्ञापन में दी गई शर्तों के अधीन मैं यह घोषणा करता/करती हूँ कि मैं इस समुदाय से संबंधित हूँ जिसे कर्मिक एवं अधिकांश विभाग के दिनांक 8-9-1993 के आ. आ. सं. 36012/22/93 एच. (एन.ए.टी.) में विहित शर्तों के अनुसार माता सरकार द्वारा सेक्टरों में आरक्षण के उद्देश्य हेतु विज्ञापन का पत्र भेजा है। यह भी घोषणा की जाती है कि मैं माता सरकार, कर्मिक एवं अधिकांश विभाग के विभिन्न संशोधनों और संशोधन में अतिरिक्त हेतु उल्लेखित शर्तों का पालन करता हूँ। कॉलम 3 में उल्लिखित शर्तों / कर्ष (अर्जीकेशन) से संबंधित नहीं हूँ मैं यह भी घोषणा करता/करती हूँ कि मेरा पत्र परीक्षा-वेदिका में प्रेषित आवेदन में अन्य विज्ञापन में का अनुरोध है।
For Candidates belonging to OBC
I declare that 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- Essst. (SCT) dated 8-9-1993. I also declare that I do not belong to the person/section (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India D.OPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate in the prescribed format given in the Notice of the examination.
- (7) पूर्वसैनिकों के लिए
मैं घोषणा करता/करती हूँ कि मैं पूर्वसैनिकों के अनुसार आयु, शैक्षणिक योग्यता शर्तों का पालन कर रही हूँ।
For Candidates belonging Ex-Serviceman
I declare that fulfill all the eligibility condition relating to Ex-Serviceman as per notice of exam.
- (8) मैं यह, द्वारा घोषणा करता/करती हूँ कि इस आवेदन पत्र में दिए गए सभी विवरण सही और सत्य हैं और विज्ञापन के अनुसार संपूर्ण हैं। मैं सत्य/सत्य हूँ कि परीक्षा से पहले या बाद में कोई भी त्रुटि/त्रुटि/त्रुटि या अज्ञान का पत्र भेजा जाने पर आवेदन का पत्र खोलने पर मेरी अस्वीकार्य/निरस्त की जा सकती है।
I hereby 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.

स्थान / Place
 उम्मीदवार के हस्ताक्षर (केवल पसंदीदा हस्तलिपि में)
 Signature of Candidate (only in running hand)

तारीख / Date :

*यदि लागू न हो तो यह खाली छोड़ दें।
 *Strike off this sentence if not applicable

असहस्रित आवेदन पत्र को खारिजी किया जायेगा
 Unsigned application will be rejected

Important Instructions

- (i) One envelope should contain application of one candidate only, else the application will be summarily rejected.
- (ii) The envelope containing the application must be superscribed in bold letters as APPLICATION FOR THE POST OF _____, ADVERTISED VIDE CATEGORY _____ OF ADVT. NO. CR-2/2010.
- (iii) An application will be summarily rejected at any stage of the recruitment process for having incomplete information/wrong information/misrepresentation of facts/left unsigned (or signed in Capital letters in English)/submitted without fee where due/without a photograph pasted at the appropriate place/not accompanied by attested copies of certificates in support of claim for educational qualifications, age and category (SC/ST/EXS/OH/HH/OBC) or for submitting more than one application for any post.
- (iv) If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Hr.Sec he/she is required to submit an attested copy of Gazette Notification to the effect that he/she changed his/her name after matriculation etc. The changed name should also have been indicated in the Gazette Notification.
- (v) The Commission will not be responsible for postal delays.
- (vi) Candidates should sign in the box below the photograph (**column 21**) and at specified place at the bottom of Application Form(**column 22**). If any variation is found in the signatures appended by him at different places or fails to sign at specified places, his/her candidature will be liable to be cancelled by the Commission.
- (vii) One self addressed post card (affixed with an additional Rs.6/- postage stamp), two self addressed envelopes of 12 X 25 cms size indicating name and address of the candidates (one of this should be affixed with postage stamp worth Rs.8/-) and two self addressed slips should also be attached with the application form.
- (viii) **CANDIDATE SHOULD MINUTELY GO THROUGH ALL THE PROVISIONS IN THE NOTICE TO ENSURE THAT HE/SHE IS ELIGIBLE FOR THE POSTS FOR WHICH HE/SHE IS APPLYING IN TERMS OF REQUIREMENTS OF AGE, EDUCATIONAL QUALIFICATIONS ETC AS ON CRUCIAL DATE.**
- (ix) Candidates must satisfy themselves that they fulfill the eligibility conditions specified for the post applied for and that they have enclosed necessary documents (in prescribed format wherever applicable). If it is detected at any stage that the candidate does not fulfill eligibility conditions or he has not submitted along-with the application the required documents, his candidature will be rejected.

APPENDIX-I

Form of certificate for serving Defence Personnel (Please see Para 6(x) 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:

APPENDIX-II

Undertaking to be given by the Ex. Serviceman candidates covered under Para 6(ix) 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 EXS 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, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to EXS.

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(with full address & telephone No.):
- e). If re-employed, name & address of employer with Ph. No.:

Place:

Signature of Candidate

Date:

APPENDIX-III

Format for SC/ST Certificate

A candidate who claims to belong to one of the Scheduled Castes 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 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/Smt./Kumari* _____ Son/daughter* of _____
_____ of village/Town* _____ in District/ Division* _____ of
the State/Union Territory* _____ belongs to the _____ Caste/Tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* 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 (Scheduled Castes) orders (Amendment) Act, 1990@

The Constitution (Scheduled Tribes) orders (Amendment) Act 1991@

The Constitution (Scheduled Tribes) orders (Second Amendment) Act, 1991@

The Constitution (Scheduled Tribes) 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* as 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.

APPENDIX - IV

**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./Kumari* _____ 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.12011/88/99-BCC dated 6th December, 1999, published in the Gazette of India, Extraordinary 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, Extraordinary 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, Extraordinary Part-I, Section-I, No.210 dated 21.9.2000.
- xii) Resolution No.12011/59/2000-BCC dated 6th September, 2001, published in the Gazette of India, Extraordinary Part-I, Section-I, No.246 dated 06.09.2001.
- xiii) Resolution No.12011/1/2001-BCC dated 19th June, 2003, published in the Gazette of India, Extraordinary Part-I, Section-I, No.151 dated 20.06.2003.
- xiv) Resolution No.12011/4/2002-BCC dated 13th January, 2004, published in the Gazette of India, Extraordinary Part-I, Section-I, No.9 dated 13.01.2004.

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

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

Dated:

Seal:

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 Stipendiary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of Ist 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.

District Magistrate or
Deputy Commissioner etc.

APPENDIX-V

Form of certificate to be submitted by departmental candidates seeking age-relaxation.
(To be filled by the Head of the Office of Department in which the candidate is serving)

It is certified that Shri/Smt./Km.* _____ is a Central Govt. employee holding the Group _____ non-technical post of _____ in the pay scale of Rs. _____ with 3 years regular service in this post as on ----- . The nature of duties performed by him/her* during the last three years, duly certified is detailed in the attached sheet.

* Please delete the words which are not applicable.

Signature _____

Name _____

Office Seal _____

Place: _____

Date: _____

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

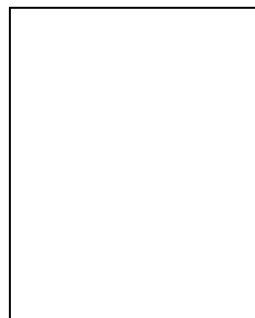
Certificate No. _____ Date _____

This is certified that Shri/Smt./Kum* _____

Son/Wife/Daughter of Shri _____ age _____

Sex _____ identification mark(s) _____ is suffering from permanent disability of following category:-

- | | | |
|-------|--|--|
| A. | Locomotor or cerebral palsy: | |
| (i) | BL-Both legs affected but not arms | |
| (ii) | BA-Both arms affected | (a) Impaired reach
(b) Weakness of grip |
| (iii) | BLA-Both legs and both arms affected | (a) Impaired reach |
| (iv) | OL-One leg affected (right or left) | (b) Weakness of grip
(c) Ataxic |
| (v) | OA-One arm affected | (a) Impaired reach
(b) Weakness of grip
(c) Ataxic |
| (vi) | BH-Stiff back and hips(cannot sit or stoop) | |
| (vii) | MW-Mascular weakness and limited physical endurance. | |
| B. | Blindness or Low Vision: | (i) B-Blind
(ii) PB-Partially Blind. |
| C. | Hearing Impairment | (i) D-Deaf
(ii) PD-Partially Deaf |



(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

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

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

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

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

(Dr. _____)
Member, Medical Board.

(Dr. _____)
Member, Medical Board

(Dr. _____)
Chairperson, Medical Board

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

* Strike out which is not applicable.

Note: IMPORTANT REQUIREMENT OF PH CERTIFICATE

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

(ii) The Certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as 'permanent'.

(iii) According to the Persons with Disabilities (Equal Opportunities, Protection of Right 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) section 73 of the Persons with Disabilities (Equal Opportunities , Protection of Right and full Participation) Act, 1995(1of 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/visual including low vision/hearing and speech disability, Mental retardation and leprosy cured , as the case may be.

Essential Educational Qualification Code
Educational Qualification Code

Matriculation	01
Intermediate	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.Pharma	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
Malayalam	40
Telugu	41
Kannada	42
Tamil	43
Marathi	44
Gujarati	45
Urdu	46
Sanskrit	47
OTHERS	48
Aeronautical Engineering	49
Chemical Engineering	50
Microbiology	51
Forensic Science	52
Space Engineering	53
Rocketry	54
Telecommunication Engineering	55
Social Work	56
Sociology	57

Criminology	58
Bio-Physics	59
Bio-Chemistry	60
Bio-Technology	61
Communication	62
Electronics	63
Radio Engineering	64
Radio Communication	65
Metallurgy	66
Textile Technology	67
Rubber Technology	68
Plastic Engineering	69
Polymer & Rubber Technology	70
Physical Education	71
Agronomy	72
Plant Breeding	73
Genetics	74
Automobile Engineering	75
Marine Engineering	76
Naval Architecture	77
Operations Research	78
Instrumentation Engineering	79

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

Code No.	Category	Age Relaxation Permissible Beyond the upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PH	10 years
04	PH+OBC	13 years
05	PH+SC/ST	15 years
06	For Group 'B' Posts- Ex-S (Unreserved/General)	5 years
07	Ex-S (OBC)	8 years
08	Ex-S (SC/ST)	10 years
09	For Group 'C' Posts- Ex-S (Unreserved/General)	03 years after deduction of the military service rendered from the actual age as on the closing date.
10	Ex-S (OBC)	06 years (3 years + 3 years) after deduction of the military service rendered from the actual age as on the closing date.
11	Ex-S (SC/ST)	08 years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the closing date
12	For Group 'B' Posts- Central Govt. Civilian Employees (General/ Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date.	Upto 35 years of age.
13	Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date.	Upto 38 years of age.
14	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date.	Upto 40 years of age.
15	For Group 'C' Posts- Central Govt. Civilian Employees (General/ Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date.	Upto 40 years of age.
17	Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date.	Upto 43 years of age.
19	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date.	Upto 45 years of age.
21	Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir (Unreserved/ General)	5 years
22	Candidates who had ordinarily been domiciled in the state of Jammu & Kashmir (OBC)	8 years
23	Candidates who had ordinarily been domiciled in the	10 years

	state of Jammu & Kashmir (SC/ST)	
--	----------------------------------	--

24	For Group 'C' Posts Only- Widows/ Divorced women/ Women judicially separated and who are not remarried (Unreserved/ General)	Upto 35 years of age.
25	Widows/ Divorced women/ Women judicially separated and who are not remarried (OBC)	Upto 38 years of age.
26	Widows/ Divorced women/ Women judicially separated and who are not remarried (SC/ST)	Upto 40 years of age.
27	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as 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 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 consequence thereof (SC/ST)	8 (3+5) years
33	Service Clerks in the last years of their colour service in the Armed Forces (Unreserved/ General)	Upto 45 years of age.
34	Service Clerks in the last years of their colour service in the Armed Forces (OBC)	Upto 48 years of age.
35	Service Clerks in the last years of their colour service in the Armed Forces (SC/ST)	Upto 50 years of age.