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**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**STAFF SELECTION COMMISSION**

**(MADHYA PRADESH SUB REGION)**

**J-5, ANUPAM NAGAR, RAIPUR(CG)**  
**(website [www.sscmpr.org](http://www.sscmpr.org))**

**RECRUITMENT NOTICE**

**ADVERTISEMENT NO. 01/2016**

**File No. 4/5/2016-Exam (MPR)**

**Closing 06/10/2016**

**“GOVERNMENT STRIVES TO HAVE A WORK FORCE WHICH  
REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE  
ENCOURAGED TO APPLY”**

Applications are invited from eligible candidates with Nationality/Citizenship as indicated under Para-6 of this Notice, for the Selection Posts indicated in Para-4 of this Notice. Only those Applications successfully filled through the Website <http://ssconline.nic.in/sscselectionpost> and Print out of Online Application along with all the required documents received in the concerned SSC Regional Office within the specified time are accepted. Procedure for Online Submission of Application consists of two stages – (i) Registration Part & (ii) Application Part.

2. Candidates should go through the Recruitment Notice carefully before applying for the post and ensure that they fulfil all the eligibility conditions like Age-Limit/Essential Qualifications (EQs)/ Experience/ Caste/ Category etc. as indicated in this Notice. Candidature of candidates not meeting the eligibility conditions is liable to be cancelled at any stage of the recruitment process without any notice. Candidature of Applicants shall be purely **PROVISIONAL** at all stages of the recruitment process.

3. All information relating to this recruitment right from the status of application upto the nomination of the selected candidates to the User Department including call letters for OMR/Computer Based Examination to the provisionally eligible candidates will be available on the website of Staff Selection Commission, MPR Region i.e. [www.sscmpr.org](http://www.sscmpr.org) Candidates are advised to visit the said website frequently for the latest information regarding the recruitment process.

**NOTE: -CANDIDATES ARE ALSO ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES AND MOBILE NUMBER IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL/SMS ONLY.**

#### 4. DETAILS/DESCRIPTION OF POSTS:

##### 1.1 CATEGORY No. OF POST: MP10116

(A)Name of post	:	<b>ACCOUNTANT</b>
(B)Classification	:	General Central Service Group 'C' Non- Gazetted, Non-Ministerial, Non-Technical
(C)Vacancy	:	01 (UR)
(D)Department	:	National Centre of Organic Farming, Department of Agriculture and Farmers Welfare, M/o Agriculture & Farmers Welfare, Ghaziabad
(E)Age	:	Between 18-27 years. (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government)
(F)Pay Scale	:	Pay Band-1, Rs.5200-20200, Grade Pay:- 2800/-(Pre Revised)
(G)Essential Qualification	:	(i) Degree of a recognized University or Institute (ii) Two years Experience in Cash, Account and Budget work in a Govt office or Public Sector undertaking or Autonomous body or statutory body. <b>Note 1:</b> Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified. <b>Note 2:</b> Qualification regarding experience is relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Staff Selection Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the post reserved for them.
(H) DQ	:	NIL
(I)Initial Place of Posting	:	Jabalpur(MP)
(J) Job Requirement	:	To undertake all accounts related works and other administrative /establishment works.
(K)Instruction for PH(PWD) candidates whether post is indentified SUIABLE/NOT SUIABLE for PH (PWD) along with details of disability admissible	:	The Post is identified as suitable only for OA, OL & HH candidates.

**1.2 CATEGORY NO. OF POST: MP10216**

(A)Name of post	:	<b>Senior Research Assistant</b>
(B)Classification	:	General Central Service Group 'B' Non Gazetted, Non ministerial
(C)Vacancy	:	01 [OBC]
(D)Department	:	Narmada Basin Organization ,Central Water Commission, Bhopal.
(E)Age	:	Not exceeding 30 years (Age relaxation admissible as per Govt. Instructions)
(F)Pay Scale	:	Pay Band-2, Rs.9300-34800 with Grade Pay:- 4600/- (Pre Revised)
(G)Essential Qualification	:	Master Degree in Chemistry from a recognized University or Institution.
(H)DQ	:	NIL
(I)Initial Place of Posting	:	Bhopal
(J) Job Requirement	:	<p>The Senior Research Assistant will be the in charge of Water Quality Laboratory Level- II in the absence of Assistant Research Officer. He/She is responsible for the following activities:-</p> <p>(1) Analysis of water samples for determination of physic-chemical, biological &amp; micro-biological water quality parameters. (2) To assist the Assistant Research Officer in the analysis of trace &amp; toxic elements and organic compounds using highly sophisticated equipments viz. ICP, HPLC, AAS, TOC analyzer etc. in the laboratories. (3) Operation and maintenance of laboratory equipments. (4) To assist in compilation and publication of data in the form of water quality, sediment and bed material year books. (5) Special studies like longitudinal DO and BOD surveys. (6) To assist in the preparation of water quality status reports giving special emphasis on suitability of water for different uses and reports on specified tests at selected sites on users demand. (7) To assist in the preparation of Water Quality Bulletins and other reports. (8) To assist in preparation of SFC memos and working estimates for different schemes related to "water quality monitoring in rivers, lakes/ reservoirs" (9) To assist in preparation of technical specification for procurement of various equipments including advanced, sophisticated and imported equipments. (10) Entry of water quality and sediment data in SWDES form. (11) Participation in Inter Laboratory Assurance Programme (AQC) exercise. (12) To assist ARO/RO/Senior research Officers in various Scientific/Technical matters. (13) To conduct analysis of Bed Material Samples.</p>
(K)Instruction for PH(PWD candidates whether post is	:	The Post is identified as suitable only for OH,HH candidates.

identified SUITABLE/NOT SUITABLE for PH (PWD) along with details of disability admissible	
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### 1.3 CATEGORY NO. OF POST: MP10316

(A)Name of post	:	<b>Junior Chemist</b>
(B)Classification	:	General Central Service Group 'C', Non- Gazetted, Non-Ministerial.
(C)Vacancy	:	02[UR]; 01 [OBC]
(D)Department	:	Directorate of Marketing & Inspection, , Department of Agriculture & Co-operation, Ministry of Agriculture & Farmers Welfare, Nagpur
(E)Age	:	Not exceeding 30 years Relaxation in upper age limit available to: i) Departmental candidates- upto 40 years ii) Central Govt. Employee other than departmental candidates- upto 35 years. iii) Three years for OBC candidates in accordance with the instructions or orders issued by the Central Govt. from time to time.
(F)Pay Scale	:	Pay Band-1, Rs.5200-20200, Grade Pay:- 2800/-(Pre Revised)
(G)Essential Qualification	:	(i) Master's degree in Chemistry or Dairy Chemistry or Oil Technology or Food Technology from a recognised University. OR (ii) Bachelor of Science Degree with Chemistry as one of the subject or Bachelor of Science (Hons) in Chemistry from a recognized University or equivalent and with two years experience in analytical work.  <b>Note:-</b> The qualification regarding experience is relaxable at the discretion of the competent authority i.e. Joint Agricultural Marketing Adviser (Branch Head Office) in the Directorate of Marketing and Inspection, Ministry of Rural Development, Nagpur in the case of candidates belonging to Scheduled Castes/Scheduled Tribes, if at any stage of selection, the competent authority i.e. Joint Agricultural Marketing Adviser (Branch Head Office) in the Directorate of Marketing and Inspection, Ministry of Rural Development, Nagpur is of the opinion that sufficient number of candidates from the reserved community possessing the experience are not likely to be available to fill up the vacancies reserved for that post. The competent of authority, i.e. Jt. Agricultural Marketing Adviser (Branch Head Office) shall record the reasons for relaxing the qualification regarding experience in writing while doing so.

(H)DQ	:	NIL
(I)Initial Place of Posting	:	Bhopal (MP)
(J) Job Requirement	:	(i) Analysis of Agriculture commodities certified under AGMARK. (ii) Internal calibration of laboratory equipments and glass ware. (iii) Sampling of AGMARK graded commodities as well as collection of samples from the market for Research etc.
(K)Instruction for PH(PWD candidates whether post is indentified SUITABLE/NOT SUITABLE for PH (PWD) along with details of disability admissible	:	The post is not identified as suitable for PH Candidates.

#### 1.4 CATEGORY NO. OF POST: MP10416

(A)Name of post	:	<b>FOREMAN(HORTICULTURE)</b>
(B) Classification	:	General Central Services Group 'C' Non- Gazetted, Non-Ministerial & Non-Technical
(C)Vacancy	:	03 (UR)
(D) Department	:	Archaeological Survey of India, Horticulture Branch, Ministry of Culture, Agra.
(E) Age	:	Between 18 years to 25 years. (Relaxable for government servants upto 40 years in accordance with the orders or instructions issued by the Central Government).
(F)Pay Scale	:	Pay Band-1, Rs.5200-20200, Grade Pay:- 1900/-(Pre Revised)
(G)Essential Qualification	:	B.Sc. Agriculture or B.Sc. Horticulture.
(H)DQ	:	NIL
(I)Initial Place of Posting	:	Chhattisgarh & Madhya Pradesh & candidate will be liable to serve anywhere in India.
(J) Job Requirement	:	(1) Assisting to Dy. Superintending/ Suptdg. Horticulturist in all matters connected with garden works. (2) Preparation of estimates for development and maintenance of Archaeological Garden in respect of monuments. (3) Execution of garden works relating to development and annual maintenance to upkeep the gardens in presentable condition execution of special garden

		<p>work in the Archaeological Garden. (4) Inspection of gardens and garden sites under his charge and preparation of garden conservation and technical notes with drawings. (5) Supervision of garden work relating to safety of monuments and all staff placed under his control. (6) Preparation of Garden Conservation Programmes, preliminary/ revised or otherwise and compilation of all periodical statements. (7) Maintaining of stock account of tools and plants with all records, registers, etc. (8) Maintaining of attendance registers and muster rolls etc. and other records connected therewith the employment of labours for development and maintenance of garden. (9) Collection of archeological specimen and recording of data required for development and preservation of Archeological garden. (10) Carrying out analyses, texts and preparation of technical reports on the garden. (11) Participation in all other activities connected with State Govt. Authorities. (12) General supervision of labours in the field of garden. (13) Laying and maintenance of irrigation system and maintenance of the Log Book, Register of Pumping Sets in Archaeological gardens. (14) Attends the all repair works of pipe lines hydrants, electric and diesel pumping set of garden. (15) Rendered the imprest accounts time ton account of maintenance of garden and development of garden. (16) Attend the V.I.P. &amp; V.V.I.P. visit in monuments, participation in all other academic activities connected with Archaeological gardens &amp; contributory in flora of garden.</p> <p style="text-align: center;">Any other work relating to his office and job assigned by his superior officers.</p>
<p>(K) Instruction for PH(PWD candidates whether post is indentified SUITABLE/NOT SUITABLE for PH (PWD) along with details of disability admissible</p>	<p>:</p>	<p>This post is not identified suitable for PH candidates.</p>

**NOTE-I: THE VACANCIES HAVE BEEN ADVERTISED BY STAFF SELECTION COMMISSION AS PER THE INDENT SUBMITTED BY THE RESPECTIVE INDENTING OFFICES. THE STAFF SELECTION COMMISSION WILL NOT BE RESPONSIBLE FOR WITHDRAWAL/ALTERATION OF THE VACANCIES BY THE INDENTING OFFICES.**

**NOTE-II: CANDIDATES WHO WISH TO APPLY FOR MORE THAN ONE POST SHOULD APPLY SEPARATELY FOR EACH POST AND PAY THE EXAMINATION FEE FOR EACH POST.**

**5. ABBREVIATIONS USED:**

SSC: Staff Selection Commission; M/o: Ministry of, D/o: Department of, O/o:

Office of, Age: Age-limit, EQ: Essential Qualification, DQ: Desirable Qualification, IP: Initial Posting, AISL: All India Service Liability, JR: Job Requirements, UR: Unreserved, GEN: General, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, ExS: Ex-Serviceman, PH (PWD): Physically Handicapped (Persons with Disabilities), OH: Orthopedically Handicapped, HH: Hearing Handicapped, VH: Visually Handicapped, OA: One arm affected, OL: One leg affected, BL: Both legs affected, PD: Partially Deaf, LV: Low vision, CGCE: Central Government Civilian Employee; NA: Not Applicable; OEA: Other Employed Applicant.

## **6. NATIONALITY/ CITIZENSHIP**

A candidate must either be:

- (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 1<sup>st</sup> 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.

6.1. 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.

6.2. 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 issued to him by the Government of India as produced by the candidate.

## **7. EXAMINATION FEE, EXEMPTION FROM PAYMENT OF FEE; AND MODE OF PAYMENT OF FEE:**

### **A. EXAMINATION FEE**

**Rs. 100/- (Rupees one Hundred only) through “SBI Net-Banking/Credit Cards/Debit Cards” or through SBI Challan.**

**Fee paid through any other mode will NOT be accepted. Fee once paid will not be refunded under any circumstances. Fee should be paid separately for each category of post applied.**

**B. EXEMPTION FROM PAYMENT OF FEE:**

All Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped and Ex-Servicemen, eligible for reservation, are exempted from paying application fee, as per extant government orders.

**8. HOW TO APPLY ONLINE AND MAKE PAYMENT:**

- (i) **CANDIDATES WILL HAVE TO APPLY FOR EACH CATEGORY OF POST SEPARATELY AND PAY FEE FOR EACH CATEGORY.**
- (ii) **CANDIDATE MAY NOTE THAT ONLY ONLINE APPLICATIONS WILL BE ACCEPTED AT <http://ssconline.nic.in/sscselectionpost> Applications received through any other mode would be summarily rejected.**
- (iii) **Candidates should apply only once for any post. IN CASE OF MULTIPLE APPLICATIONS FOR ANY ONE POST, THE LAST APPLICATION WILL ONLY BE CONSIDERED AND ALL EARLIER/PREVIOUS APPLICATIONS WILL BE REJECTED.**
- (iv) **Procedure for filing online Applications is given in Appendix – I (A).**
- (v) After filling up the Application Form Online and after making payment of Examination Fee, candidate should take a print out of the Application Form, sign the same, affix a copy of the same photograph used for filling up online application and attach self-attested copies of Certificates/documents in support of age, Essential Qualifications, Experience, where it is prescribed as Essential Qualification, proof of Caste/Category [SC/ST/OBC/PH(PWD)/EXS – in the format as given in the Notice] issued by the Competent Authority and send the same to the Regional Director at the address mentioned below so as to reach the Regional Office within ten days from the last date prescribed for payment of fee.

**THE DY. DIRECTOR**

**STAFF SELECTION COMMISSION (MPR),**

**J-5, ANUPAM NAGAR, RAIPUR (CG)-492007**

- (vi) The information furnished by the candidates in their applications will be verified by the Commission with reference to the original documents after the OMR/Computer Based Examination. During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/her candidature will be rejected forthwith. No appeal or representation against rejection of such candidature will be entertained. The candidates should ensure that they have furnished correct information in the application form.
- (vii) **IMPORTANT : CANDIDATES ARE ADVISED TO FILL THEIR**



CORRECT AND ACTIVE E-MAIL ADDRESSES AND MOBILE NUMBER IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL/SMS ONLY.

**9. CLOSING DATE FOR FILLING UP ONLINE APPLICATION PART IS 06.10.2016(05.00 P.M). CLOSING DATE FOR MAKING ONLINE PAYMENT IS 06.10.2016( 05.00 P.M.).**

**10. CRUCIAL DATE FOR ESSENTIAL QUALIFICATIONS (EQ) & AGE LIMIT:**

- i. Essential Qualifications (EQs) & Age Limit for each Post are mentioned in Para - 4 of this Notice.
- ii. The Crucial Date for determining the possession of '**AGE AND ESSENTIAL QUALIFICATION (EQs)/EXPERIENCE**' will be the closing date for filling up Registration Part/Application part of the application i.e **06.10.2016**.
- iii. Before applying for the post, the candidates must ensure that they possess the **ESSENTIAL QUALIFICATIONS including Experience wherever it is prescribed as Essential Qualification and also meet the Age Limit** as on the crucial date mentioned in Para 10(ii) above.
- iv. For posts where **EXPERIENCE** in a particular field/discipline for a specified period has been indicated as an **ESSENTIAL QUALIFICATION**, the applicants should submit self attested copy of **CERTIFICATE** in support of their claim of possession of Experience in that field/discipline from the **Competent Authority along with the print out of the application, failing which their application shall be rejected**.
- v. If candidates claim that their Educational Qualifications are **EQUIVALENT** to the prescribed Essential Qualifications, it is the responsibility of the candidates to submit the necessary Documents/Certificates (Order/Letter with Number & Date) in support of equivalence, issued by the Government of India or by the Competent Authority from which they obtained the Educational Qualification, failing which their application shall be rejected.
- vi. In respect of Post(s) requiring proficiency in the relevant language as an essential qualification the applicant must have studied that language up to Matriculation level and in case the relevant language is not taught as a subject in Matriculation, the said language must be the mother-tongue of the applicant.

**NOTE:** As per Ministry of Human Resources Development, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, GOI. Accordingly, unless such Degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.

## 11. AGE-LIMIT AND RELAXATION ON UPPER AGE-LIMIT:

AGE LIMIT IS MENTIONED IN PARA-4 AGAINST EACH CATEGORY OF POST.

### A. PROOF OF AGE

The Date of Birth as recorded in the Matriculation/Secondary Examination Certificate will be accepted by the Commission for determining the AGE and no subsequent request for change will be considered or granted.

### B. RELAXATION IN UPPER AGE-LIMIT

Relaxation in upper Age-limit admissible to eligible categories of applicants is given below:

The Relaxation in upper Age-limit is admissible only when the applicants claim the same online Application Form and also properly fill the CATEGORY CODE. The 'Category CODES', 'CATEGORY' and '**Permissible Age Relaxation beyond the Upper age limit as mentioned at Para-4 of this Notice are given below:-**

Category-Codes for claiming Age Relaxation as on the date of reckoning: Code No.	CATEGORY	Permissible Age Relaxation beyond the Upper age limit
<b>For Group-'B' &amp; Group-'C' Posts</b>		
01	SC	5 years
02	ST	5 years
03	OBC	3 years
04	PWD	10 years
05	PWD (OBC)	13 years
06	PWD(SC)	15 years
07	PWD(ST)	15 years
08	Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of
09	Ex-Servicemen (OBC)	06 years (3 years+3 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application.
10	Ex-Servicemen (SC)	08 years (3 years+5 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application.
11	Ex-Servicemen (ST)	08 years (3 years+5 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application.

<b>For Group 'B' Posts</b>		
12	Central Government Civilian Employees (Unreserved / General) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	05 years
13	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	08 (5+3) years
14.	Central Government Civilian Employees (SC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	10 (5+5) years
15	Central Government Civilian Employees (ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	10 (5+5) years
<b>For Group 'C' Posts</b>		
16.	Central Government Civilian Employees (Unreserved / General) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 40 years of age
17	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 43 years of age
18	Central Government Civilian Employees (SC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
19	Central Government Civilian Employees (ST) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
<b>For Group 'B' &amp; Group 'C' Posts.</b>		
20	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)	5 years
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (OBC)	8 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (SC)	10 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (ST)	10 years
<b>For Group 'B' &amp; Group 'C' Posts.</b>		
24	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)	Upto 40 years of age
27	Widows/Divorced Women/Women judicially separated and who are not remarried (ST)	Upto 40 years of age
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (General/ Unreserved)	5 years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC)	8 (5+3) years
30	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and	10 (5+5) years
31	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and	10 (5+5) years
32	Others	As per Government of India's Orders issued from time to time.

**NOTE:** The age relaxation for reserved category applicants is admissible only in the case of vacancies reserved for such categories. The reserved category applicants, who apply against posts meant for UR category, are not entitled to get age relaxation.

## 12. CONDITIONS ON SEEKING FEE CONCESSION, AGE-RELAXATION, RESERVATION ETC.

### A. FOR SCHEDULED CASTES/SCHEDULED TRIBES (SC/ST) APPLICANTS

- i. SC/ST applicants seeking **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc. shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT (**Appendix-II** of this Notice) from COMPETENT AUTHORITY (APPENDIX-I of this Notice) and their Sub-Castes/Communities are approved by the Government of India on or before the closing date of receipt of applications otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.

### B. FOR OTHER BACKWARD CLASSES (OBC) APPLICANTS

- i. OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time, seeking AGE-RELAXATION, RESERVATION etc. **shall invariably submit, along with the print out of their Application Forms,** the requisite Certificate as per FORMAT (**Appendix-III** of this Notice) issued by the COMPETENT AUTHORITY (APPENDIX-I of this Notice) and also submit a Declaration as per FORMAT [**Appendix-III (A)** of this Notice]. **They shall ensure that their Community falls under the Central List of OBCs as approved by the Government of India for different States.**

- ii. **The closing date for receipt of application as mentioned at Para-9 of the Notice will be treated as the date of reckoning for Non-Creamy Layer status of applicants under the OBC category. However, for the benefit of the candidates, the Commission will also accept OBC Certificates issued on or before the date of Examination. The candidates shall ensure that their OBC Certificates are issued not earlier than three years from the date of Examination.**

**OTHERWISE, THEIR CLAIM FOR OBC STATUS ALONG WITH CLAIM FOR AGE RELAXATION AND RESERVATION WILL NOT BE ENTERTAINED AND THEIR CANDIDATURES/APPLICATIONS WILL BE CONSIDERED UNDER GENERAL CATEGORY (UR) IF ELIGIBLE.**

**C. FOR PHYSICALLY HANDICAPED (PH) (PERSONS WITH DISABILITIES) [OH/HH/VH] APPLICANTS:**

**Whether the post is identified suitable for Physically Handicapped persons or not and the nature of disability admissible is indicated against each category of post. Physically Handicapped Candidates should apply only for posts for which they are eligible.**

- i. Only the PH (PWD) persons having 40% or above disability are eligible for **FEE CONCESSION, AGE-RELAXATION, RESERVATION etc.**
- ii. They shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT [Appendix-VI(Form-II)/(Form-III)/(Form-IV)] of the Notice, otherwise, their claim for PH (PWD) status will not be entertained.

**D. SPECIAL INSTRUCTION FOR THE PH CANDIDATES:**

- a. Persons with visual disability of less than forty percent will not be treated as Visually Handicapped candidates. 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. Visually Handicapped (VH) candidates with visual disabilities of **forty percent** and above and candidates suffering from Cerebral Palsy can avail the assistance of a SCRIBE to be provided by the Commission in the OMR/Computer Based Examination subject to such requests being made to the Commission while filling up the application form. Candidates suffering from Cerebral Palsy will also be provided with the facility of Scribe and compensatory time at par with VH candidates. Question Papers and Answer Sheets will not be provided in BRAILLE. Visually Handicapped (VH), including blind and partially blind, candidates with visual disability of **forty percent** and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VH/Cerebral Palsy candidates will be

allowed inside the examination premises.

- b. **Provision of Compensatory Time:** The Visually Handicapped candidates and candidates suffering from Cerebral Palsy will be allowed compensatory Time in the examination, as per the decision of the Commission.

**E. SPECIAL INSTRUCTIONS FOR THE EX-SERVICEMEN APPLICANTS:**

- (i) EXS applicants seeking for **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc. shall invariably submit along with the printout of their Application Forms, the requisite Certificate as per **FORMAT (Appendix-V)** of this Notice) from **COMPETENT AUTHORITY (APPENDIX-I)** of this Notice) and also submit a Declaration as per **FORMAT [Appendix-V(A)]** of this Notice] otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.
- (ii) 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 etc.; he/she must have already acquired, at the relevant time of submitting his/her application for Post/Service, the status of EXS and/or is in a position to establish his/her acquired entitlement by documentary evidence from the **COMPETENT AUTHORITY** that he/she would complete specified term of engagement with the Armed Forces within the stipulated period of **ONE YEAR** from the closing date of receipt of applications as stipulated at Para-9 of this Notice, or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

**F. EX-SERVICEMAN:** An Ex-Serviceman means a person

- i. 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
- a. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his/her pension; or
- b. who has been relieved from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- c. who has been released from such service as a result of reduction in Establishment;
- OR
- ii. who has been released from such service after completing the specific period of engagement, 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, namely pension holders for continuous embodied service or broken spells of qualifying service;
- OR
- iii. Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or

circumstances beyond their control and awarded medical or other disability pension;

OR

- iv. Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14<sup>th</sup> April, 1987;

OR

- v. Gallantry award winners of the Armed Forces including personnel of Territorial Army;

OR

- vi. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

- G.** 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 purpose of age relaxation, as per rules.

- i) A Matriculate Ex-Serviceman (includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service on the closing date of receipt of applications as stipulated at Para-9 of this Notice with Armed Forces of the Union shall be considered eligible for appointment to the Group 'C' Posts. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on the closing date of receipt of applications as stipulated at Para-8 of this Notice are not to be treated as a deemed graduate applicant.

- ii) As per Department of Personnel & Training's O.M. No. 36034/6/90-Estt-SCT Dated 24.4.92, such EXS applicants who have already secured employment under the Central Govt. in civil side after availing of 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 the EXS for securing another employment in a higher grade. They will also not be eligible for fee concession admissible to EXS. Such EXS would have to pay the requisite fee for this recruitment.

However, as per the Department of Personnel & Training's O.M. No. 36034/1/2014-Estt- (Res.) dated 14.08.2014, the Govt. of India has now decided that if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-servicemen for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex- servicemen.

- iii) Service Clerks in the last year of their COLOUR SERVICE are not

exempted from payment of fee.

#### **H. INSTRUCTIONS FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEE (CGCE) APPLICANTS**

- i. Central Govt. Civilian Employees should have rendered not less than 3 years continuous service on a regular basis (and not on ad hoc basis) as on the closing date of receipt of applications as mentioned at Para-9 of the Notice and should remain in Central Government Service holding civil post in any Department/Offices of Government of India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.
- ii. For claiming the benefit of age relaxation they shall invariably submit along with the printout of their Application Forms, the requisite Certificate as per FORMAT (**Appendix-IV** of this Notice) from the COMPETENT AUTHORITY (**APPENDIX-I** of this Notice) and also submit a Declaration [**Appendix-IV(A)** of this Notice] otherwise their claims for age-relaxation shall not be considered.
- iii. Central Government Civilian Employees applying for any post shall invariably submit along with the print out of their Application Forms, a Declaration [Appendix-IV(A) of this Notice] that they have intimated their Office and also they would be in a position to furnish NO OBJECTION CERTIFICATE from their EMPLOYER at the time of **VERIFICATION OF DOCUMENTS**, failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process.

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

#### **13. DOCUMENTS VERIFICATION:**

- (a) Applicants must submit **Self Attested legible Copies** of all their Certificates/Documents, along with the print out of their Applications, in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH (PWD)/ESX – in the format as given in the Notice] from the Competent Authorities, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.
- (b) They shall be in a position to produce all the ORIGINAL CERTIFICATES/DOCUMENTS in support of the information given in their Application Forms at the time of **VERIFICATION OF DOCUMENTS after the OMR/Computer Based Examination**, failing which their candidature is liable to be cancelled at that very stage or at any subsequent stage.



- (c) **Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/PH(PWD)/ExS/C.G.C.E. Status or submit false Certificates/Documents/Mark Sheets claiming reservation / age relaxation admissible to these categories or in support of Essential Qualification/Experience/Age-proof.**

**14. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:**

**APPLICATIONS / CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/REJECTED SUMMARILY OR AT ANY STAGE OF THE RECRUITMENT PROCESS IN THE EVENT OF ALL OR ANY OF THE FOLLOWING:**

- i. Applications being incomplete.
- ii. Any variation in the Signatures.  
[All the **SIGNATURES** (in **FULL NOT IN SHORT**) done on the Print out of the Application Form and also on other Documents must be **THE** same.]
- iii. Application without **CLEAR** and **LEGIBLE PHOTOGRAPH**.
- iv. Non-payment of Examination Fees, if not otherwise exempted.
- v. Fee not paid as per instructions.
- vi. Under aged/over aged candidates.
- vii. Non forwarding of **Self Attested legible Copies** of all the relevant Certificates/Documents issued by the competent authority, along with the print out of Application Forms, in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH(PWD)/ESX].
- viii. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
- ix. Incorrect information or misrepresentation or suppression of material facts.
- x. Non-receipt / Late receipt of the printout of the Application Form along with self-attested copies of the relevant documents.
- xi. For carrying mobile phones / accessories in the Examination premises/Hall.
- xii. Any other irregularity.
- xiii. Non-production of Original Certificates at the time of Verification of Documents

**Note: I. CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ANY OTHER COMMUNICATION DEVICES/ INSIDE THE EXAMINATION PREMISES/HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DEBARMENT FROM SSC'S FUTURE EXAMINATIONS WITHOUT**

PREJUDICE TO INITIATION OF CRIMINAL PROCEEDINGS AGAINST THE CANDIDATES.

**Note II.** THE CANDIDATES SHOULD BRING HIS/HER OWN PEN/HB PENCIL, ERASER. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THOSE SPECIFIED ABOVE, SUCH AS BOOKS, NOTES AND LOOSE SHEETS, MOBILES AND ANY OTHER ELECTRONIC GADGETS ETC. INTO THE EXAMINATION HALL.

**5. SELECTION PROCEDURES:**

- (a) The Government has dispensed with Interviews for Junior Level Posts. Accordingly, recruitment to Selection Posts will be through OMR/Computerised Based Objective Type Multiple Choice Examination.
- (b) Candidates will be shortlisted for OMR/Computer Based Examination based on the percentage of marks in Essential Qualifications as indicated by them in their application. Candidates will be shortlisted in the ratio of 1:25, i.e. 25 candidates for every vacancy, subject to availability of sufficient number of eligible candidates. Candidates will be shortlisted by applying suitable cut off in the percentage of marks, in multiples of five. The number of candidates shortlisted may be slightly more or less due to the criteria of applying cut off in multiples of five.
- (c) For the purpose of shortlisting of candidates for OMR/Computer Based Examination, the Commission will follow the yardstick adopted by the University/Institution and take into account the percentage of marks as indicated in the Final Year Marks Statement. The Commission will not take the responsibility of working out the percentage of marks by adding up the marks secured by the candidates in different subjects/each year of Graduation and instead take into account the percentage of marks / CGPA as indicated in the Final year mark statement.
- (d) Where the Merit of the candidate is indicated in the Final Year Mark Statement in CGPA without indicating the corresponding percentage of marks, the Commission will follow the criteria indicated by the University/Institution in the Certificate, if any for arriving at the corresponding percentage. In all other cases, the Commission will apply the conversion formula of CGPA (as indicated in the Final Year Mark Statement) multiplied by (x) 9.5.
- (e) The criteria followed by the Commission in shortlisting candidates will be final. No appeal or representation will be entertained against such Shortlisting criteria.
- f) The information furnished by the candidates in their applications will be verified by the Commission with reference to the original documents after the OMR/Computer Based Examination. During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/her candidature will be rejected forthwith. No appeal or representation against such rejection of candidature will be entertained. The candidates should

ensure that they have furnished correct information in the application form.

**16. SCHEME OF EXAMINATION :-**

- (a) For posts with **Matriculation as EQ**, the examination will have **150 Question carrying** one mark each, on the four components given below:-

General Intelligence & Reasoning	:	25 Questions
Numerical Aptitude	:	25 Questions
General English	:	50 Questions
General Awareness	:	50 Questions

- (b) For posts with **Higher Secondary as the EQ**, Examination will have 200 Questions carrying one mark each as indicated below:-

General Intelligence	:	50 Questions
Quantitative Aptitude	:	50 Questions
English Language	:	50 Questions
General Awareness	:	50 Questions

- (c) For posts with **Graduation in any subject & Graduate/Post Graduate Degree (with specialization in any subject) as the EQ**, the Examination will have 200 questions, each carrying one mark, on the following subjects:

General Intelligence & Reasoning	:	50 Questions
General Awareness	:	50 Questions
Quantitative Aptitude	:	50 Questions
English Comprehension	:	50 Questions

**There will be Negative Marking of 0.25 for each wrong answer.**

- (d) Skill Tests like Typing/Data Entry/Computer Proficiency Test, etc., where prescribed in the Essential Qualification, will be conducted, which will be of a qualifying nature.
- (e) **Final Merit List will be drawn on the basis of performance in OMR/Computer Based Examination.**
- (f) **Resolution of TIE CASES.**

In case two or more candidates secure same marks in the OMR/Computer Based Examination, the tie will be resolved by the following procedure:

- i. On the basis of date of birth with the older candidate being placed higher in merit.
- ii. Alphabetical Order of first names of the candidates.

**IMPORTANT NOTE:** OMR/Computer Based Examination for Selection Posts will be held only in selected cities/Centres and the Commission reserves the right to call candidates to any of the identified centres for the examination. The Commission's decision regarding allotment of Examination Centre shall be final and no request/appeal will be entertained for change of centre.

#### **RECOMMENDATION FOR APPOINTMENT**

- i. The Commission will have the full discretion to fix separate minimum qualifying marks in Computer based/ OMR Based Multiple Choice OMR/Computer Based Examination/Skill Test, wherever applicable, for each category of candidates [viz. SC/ST/OBC/PH(PWD)/ExS/General (UR)].
- ii. After the Examination and Skill Test, wherever applicable, the Commission will draw up the Merit List, on the basis of the marks obtained by the candidates in the OMR/Computer Based Examination. The Commission has prescribed minimum qualifying cut-off marks in the OMR/Computer Based Examination for different categories of candidates. Based on the position in the Merit List, candidates equal to the number of vacancies advertised will be recommended for appointment, subject to their obtaining the minimum qualifying cut-off marks prescribed by the Commission for different categories of candidates.
- iii. SC, ST and OBC candidates, who are selected on their own merit without relaxed standards (i.e. relaxation in age limit and short listing criteria), will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be adjusted against the general/unreserved vacancies as per their position in the overall Merit List. The reserved

vacancies, if any advertised, will be filled up separately from amongst the eligible SC, ST and OBC candidates who are lower in merit.

- iv. A PH (PWD) candidate who meets the standards fixed for candidates of his/her respective category without availing relaxation in selection and in short listing criteria fixed for such categories, can be recommended against an unreserved vacancy, provided the post is identified suitable for persons with that particular category of disability.
- v. An Ex-Serviceman or PH (PWD) category candidate who qualifies on the basis of relaxed standards will be considered against vacancies reserved for them only.
- vi. Insofar as cases of Ex- Serviceman/PH candidates are concerned, age relaxation is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.
- vii. Success in the examination confers no right of appointment unless the Government is satisfied, after such enquiry/verification of documents, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/post.

**17. In pursuance of the Government's initiative of increasing access of the unemployed to job opportunities, the Regional Offices of the Commission will upload on their websites, the details of the non-selected candidates applied for different posts, who meet the minimum qualifying cut off marks prescribed for different categories of candidates, along with the marks secured by them in the qualifying Examination. The objective is that other private/public agencies, if they so desire, can use the data for making recruitment to posts in their organisations. For this purpose, the candidates will have to exercise their option in the online application form. Data of candidates who opt out of the disclosure scheme would not be placed on the website.**

**18. NO PERSON**

- a. who has entered into or contracted a marriage with a person having a spouse living; or
- b. who, having a spouse living, has entered into or contracted a marriage with any

person, shall be eligible for appointment to the service, Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

## **19. GOOD MENTAL AND BODILY HEALTH OF CANDIDATE**

A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/her duties as an Officer of the service. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

**Note :** In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilisation Medical Board of the Defence Services will be considered adequate for the purpose of appointment.

## **20. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

- (i) Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.
- (ii) Without prejudice to criminal action/debarment upto 3 years from Commission's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:-
  - i. In possession of mobile phone and/or accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode and on person or otherwise.
  - ii. Involved in malpractices.
  - iii. Using unfair means in the examination hall.
  - iv. Obtaining support for his / her candidature by any means.
  - v. Impersonate/ Procuring impersonation by any person.
  - vi. Submitting fabricated documents or documents which have been tampered with.
  - vii. Making statements which are incorrect or false or suppressing material Information.
  - viii. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
  - ix. Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.
  - x. Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the

Examination.

- xi. Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.

## **21. CANVASSING**

Canvassing in any form will disqualify the applicant.

## **22. 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), allotment of examination centres and selection will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

## **23. JURISDICTION OF COURTS/TRIBUNALS**

ANY DISPUTE IN REGARD TO THIS RECRUITMENT WILL BE SUBJECT TO COURTS/TRIBUNALS HAVING JURISDICTION OVER THE PLACE OF THE SUB-REGIONAL OFFICE OF THE STAFF SELECTION COMMISSION (MPR) AT RAIPUR(CG) i.e. THE COURTS / TRIBUNALS AT BILASPUR(CG) AND JABALPUR(MP).

**APPENDIX-I**

Sl No.	Appendix No.	Caste/Community/Category/	Competent Authority	
1.	APPENDIX-I(A)	<b>Instruction for Filling up online Application Form / Instructions For Filling up the Application</b>		
2.	APPENDIX-II	SC/ST	i. District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commission/ Dy. Collector/1 <sup>st</sup> 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 applicant and or his family normally resides.	
		Note:	ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.	
3.	APPENDIX-III	OBC	i. District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).	
			ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.	
			iii. Revenue Officer not below the rank of Tehsildar.	
			iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.	
			Note:	The closing date for receipt of application will be treated as the date of reckoning for OBC status of the applicant and also, for assuming that the applicant does not fall in the creamy layer.
4.	APPENDIX-III (A)		Applicants themselves	
5.	APPENDIX-IV	CGCE	Head of Office or Head of Department	
6.	APPENDIX-IV(A)	EA/ CGCE	Applicants themselves	
7.	APPENDIX-V	EXS	Commanding Officer	
8.	APPENDIX-V(A)		Applicants themselves	
9.	APPENDIX-VI	FORM-II	PWD	Members/Chairperson of Medical Board & Counter signed by the Medical Superintendent/CMO/Head of Hospital
		FORM-III		
		FORM-IV		



**Procedure/Instructions for Registration/ Online Submission of Application**

1. To apply for Selection Posts, candidates are required to Register themselves on <http://ssconline.nic.in/sscselectionpost>. Candidates may register once and can apply for any **Selection Posts** advertised by SSC.
2. The Registration facility is available to the candidates throughout the year on website <http://ssconline.nic.in/sscselectionpost>
3. Candidates should read the instructions given in the Registration/Online Application Portal <http://ssconline.nic.in/sscselectionpost> carefully before filling up the Online Registration Form/ Application Form.
4. After reading the instructions candidates should move to the Registration Part and fill up the online Registration Form.
5. In the Registration Part, candidates will have to fill in basic information relating to them. On submission of details, candidates shall be prompted to check the details and make, corrections, if any, before submitting the Form.
6. Candidate should provide all the required details while filling up the Online Registration/Application Forms. Mandatory fields are marked with \* (asterisk) sign.
7. On submission of the Registration Form, a page with Registration ID and password will appear. Note down the Registration ID and password and keep them safely.
8. This would be your permanent Registration ID & Password which would be required to apply for Selection Posts.
9. After submission of the Registration Form, candidate should upload his/her latest colour photograph of the stipulated size and signature.
10. The digital size of the file of the photographs must be more than 4 kb and less than 20 kb with resolution of 100 pixel width and 120 pixel height.
11. The signature must be uploaded in jpg format. The digital size of the signature file must be more than 1 kb and less than 12 kb with resolution of 40 pixel with by 60 pixel height.
12. The Registration becomes complete only after the photograph and signature are uploaded by the candidate.
13. After completion of the Registration Part the candidates should proceed to fill up the Online Application Form.
14. Candidates already registered earlier can log into the system and proceed to fill up the Application Form.
15. Candidates should read the instructions in the Notice carefully before filling up the Online Application Form.
16. The facility of on-line application (including payment of fees through debit/credit card) will be available from **06.09.2016 to 06.10.2016(5.00 PM)**. Candidates who wish to make the payment through challan of SBI, may make the payment to designated branches of SBI within the working hours of bank upto **06.10.2016** provided the challan has been generated by them before 5.00 PM of **06.10.2016**. The challan generation facility will be available upto **06.10.2016(05:00 PM)** only.
17. Application part also requires filling of payment details,
18. To pay fee through SBI Challan, candidates should take print-out of challan generated online after completion of Application Part and deposit the requisite fee in pay branch of State Bank of India. Thereafter, log into the system with your Registration ID and Password and submit the details within the stipulated date and time.
19. Request for change/correction in the Application Form shall not be entertained under any circumstances.
20. **The application form without photograph/signature or with Blurred photograph/signature or incomplete in any manner will summarily be rejected.**

**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 Self 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 Self Attested photocopies of such certificates and not any other Self 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/Sharimati/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  
 The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002  
 The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002  
 The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

**%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\* \_\_\_\_\_ who  
of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of  
the State/Union Territory\* \_\_\_\_\_  
belongs 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 \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

\*\* Designation.....

(with Seal of Office)

\* 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 Certificate Certificates:**

- i. District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1<sup>st</sup> 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 applicant and or his family normally resides.

**Note:- ST applicants 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 Shri/Smt./Kumari \_\_\_\_\_ son/ daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the \_\_\_\_\_ State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment’s Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*.  
 Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. 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\*\*.

Date \_\_\_\_\_

District Magistrate/  
Deputy Commissioner etc.

Seal of Office

\*- The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.

\*\*- As amended from time to time.

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

- b. i. District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st 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.

\*\*\*\*\*

**APPENDIX –III(A)**

**DECLARATION TO BE SUBMITTED BY OBC APPLICANTS FOR SEEKING AGE RELEXATION, RESERVATION ETC.**

[Please see Para-9(B) of the Notice]

I ..... son/daughter of Shri ..... resident of village/town/city ..... district .....State ..... hereby declare that I belong to the .....Community which is recognized as a backward class by the Government of India, for purpose of reservation in services, as per Ministry of Social Justice and Empowerment’s Resolution No.....dated.....

It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 8.9.1993.

Place & Date:

*\*Full Signature of the applicant*

**APPENDIX – IV**

**FORMAT OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) SEEKING AGE-RELAXATION (Letter Head of the Organisation)**

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

[Please see Para-9(E) 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 ` \_\_\_\_\_ with 3 years regular service in the grade as on \_\_\_\_\_.

Signature \_\_\_\_\_  
Name & Designation \_\_\_\_\_

Office seal

Place:

Date :

(\*Please delete the words, which are not applicable.)

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**APPENDIX-IV(A)**

**DECLARATION TO BE SUBMITTED BY ALL THE EMPLOYED APPLICANTS INCLUDING CGCE DECLARATION**

[Please see Para-9(F) of the Notice]

I declare that I have already informed my Head of Office/Department in writing that I have applied for this examination and no vigilance is either pending or contemplated against me as on the date of submission of application.

I further submit the following information:

Date of Appointment : .....  
Holding present Post & Pay Scale : .....  
Name & Address of Employer with : .....  
Tel. No./FAX/E-mail

Place & Date:

*\*Full Signature of the applicant*

**FORMAT OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL**

**(Letter Head of the Organisation)**  
[Please see Para-9(D) of the Notice]

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).....

Signature of Commanding Officer  
Office Seal:

Place:  
Date:

**DECLARATION TO BE GIVEN BY THE EXS APPLICANT**

[Please see Para-9(D) of the 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 :
- e. **Details of Re-employment, if any.** :

Place & Date:

*\*Full Signature of the applicant*

**DISABILITY CERTIFICATE  
(IN CASE OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS  
OF LIMBS AND IN CASES OF BLINDNESS)  
(See Rule 4)**

<p><b>(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)</b></p>	<p>Recent Pass Port size Attested Photograph (Showing face only) of the person with disability</p>						
<p>Certificate No.----- Date:-----</p>							
<p>This is to certify that I have carefully examined Shri/Smt./ Kum. _____                  Son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YY)                  Age _____ years, Male/Female _____ Registration No. _____ permanent resident                  of Home No. _____ Ward/Village/Street _____ Post                  Office _____ District _____ State _____, whose photograph is affixed                  above, and am satisfied that (A) he/she is a case of:</p> <ul style="list-style-type: none"> <li>• locomotor disability</li> <li>• blindness</li> </ul> <p>(Please tick as applicable)</p> <p>(B) the diagnosis in his/her case is _____</p> <p>(A) He/She has _____ % (in figure) _____ percent (in words)                  permanent physical impairment/blindness in relation to his/her _____ (part of body) as per                  guidelines (to be specified).</p> <p>2. The applicant has submitted the following document as proof of residence:-</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Nature of Document</th> <th style="width:30%;">Date of Issue</th> <th style="width:40%;">Details of Authority issuing Certificate</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Nature of Document	Date of Issue	Details of Authority issuing Certificate			
Nature of Document	Date of Issue	Details of Authority issuing Certificate					
<p>Signature/Thumb impression of the person in whose favour disability certificate is issued.</p>	<p>(Signature and Seal of Authorised Signatory of notified Medical Authority)</p>						

**DISABILITY CERTIFICATE  
(IN CASE OF MULTIPLE DISABILITIES)  
(See Rule 4)**

<b>(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)</b>	Recent Pass Port size Attested Photograph (Showing face only) of the person with disability			
Certificate No.-----	Date:-----			
<p>This is to certify that I have carefully examined Shri/Smt./ Kum. _____          Son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YY)          Age _____ years, Male/Female _____ Registration No. _____ permanent resident of Home No. _____ Ward/Village/Street _____ Post Office _____          District _____ State _____, whose photograph is affixed above, and am satisfied that :</p>				
<p>(A). He/She is a Case of <b>Multiple Disability</b>. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:</p>				
S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental-illness	X		
<p>(Please strike out the disabilities which are not applicable)          (@ e.g. Left/Right/both arms/Legs ) (# e.g. Single eye/both eyes) (£ e.g. Left/Right/both ears.)</p>				
<p>(B). In the light of the above, his/her over all permanent physical impairment as per guidelines ( to be specified) is as follows:-          In figures: _____ percent          In words:- _____ percent.</p>				
<p>2. This condition is progressive/non progressive/likely to improve/not likely to improve.</p>				
<p>3. Reassessment of disability is:</p>				
<p>(i). not necessary          Or</p>				
<p>(ii). is recommended/after _____ years _____ months, and therefore this certificate shall be valid till ____/____/____ (DD/MM/YY)</p>				
4. The applicant has submitted the following document as proof of residence:-				
Nature of Document	Date of Issue	Details of Authority issuing Certificate		
5. Signature and Seal of Medical Authority				
<b>Name and Seal of Member</b>	<b>Name and Seal of Member</b>	<b>Name and Seal of Chairman</b>		
Signature/Thumb impression of the person in whose favour disability certificate is issued.				



**DISABILITY CERTIFICATE**  
**(IN CASES OTHER THAN THOSE MENTIONED IN FORM-II AND FORM-III)**  
**(See Rule 4)**

<b>(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)</b>	Recent Pass Port size Attested Photograph (Showing face only) of the person with disability
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Certificate No.-----

Date:-----

This is to certify that I have carefully examined Shri/Smt./ Kum. \_\_\_\_\_ Son/wife/daughter of Shri \_\_\_\_\_ Date of Birth \_\_\_\_\_ (DD/MM/YY) Age \_\_\_\_\_ years, Male/Female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of Home No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that he/She is a Case of \_\_\_\_\_ **disability**. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities (to be specified) and is shown against the relevant disability in the table below:-

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

(@ e.g. Left/Right/both arms/Legs )(# e.g. Single eye/both eyes)(£ e.g. Left/Right/both ears.)

2. This condition is progressive/non progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i). not necessary

Or

(ii). is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till \_\_\_\_/\_\_\_\_/\_\_\_\_(DD/MM/YY)

(@ e.g. Left/Right/both arms/Legs )(# e.g. Single eye/both eyes)(£ e.g. Left/Right/both ears.)

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of Authority issuing Certificate

(Authorised Signatory of notified Medical Authority)  
(Name & Seal)

**(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificates issued by a medical authority who is not a permanent servant(with seal)**

Signature/Thumb impression of the person in whose favour disability certificate is issued.

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