

(TO BE PUBLISHED IN THE EMPLOYMENT NEWS / ROZGAR SAMACHAR DATED 28-04-2012)

**STAFF SELECTION COMMISSION**

**Date of Exam: 22-07-2012**

**Closing Date : 25-05-2012**

**NOTICE**

**RECRUITMENT OF JUNIOR GRADE OF INDIAN INFORMATION SERVICE (GROUP 'B' NON GAZETTED )  
EXAMINATION 2012.**

1.	Commission will conduct on All India Open Examination for recruitment to the posts of JUNIOR GRADE OF INDIAN INFORMATION SERVICE (GROUP 'B' NON GAZETTED). The selection process will comprise of a Written Examination followed by Interview.
2.	The Commission will seek documentary evidence in proof of E.Q., age, category, experience etc. only at the time of interview and will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, the candidature is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. <u>Copies of supporting documents will be sought only from those candidates who qualify for the Interview.</u> When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final. Candidates are specifically advised to see the Essential Qualifications prescribed for the post.
3.	CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE AND ALSO AVAILABLE ON THE WEBSITE OF THE COMMISSION: <a href="http://ssc.nic.in">http://ssc.nic.in</a> CAREFULLY BEFORE APPLYING.
4.	Candidates seeking reservation benefits available for SC/ST/OBC/Minorities/PH must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of application.
5.	Candidates with physical disability of 40% and more only would be deemed as PHYSICALLY HANDICAPPED (PH) and entitled to reservation for PH.
6.	Central Government civilian employees/servants claiming age relaxation should be in possession of a certificate in the prescribed format from their office in respect of the length of continuous service which should be for not less than three years in the immediate period preceding the closing date for receipt of application. They should continue to have the status of Central Government civilian servants/employees from the day of application till the time of appointment, in the event of their selection.
7.	FEE: RUPEES ONE HUNDRED ONLY (Rs.100/-) Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, as per Govt. orders.
8.	CLOSING DATE : <b>25.05.2012 (upto 5 P.M.)</b> . For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad – 01.06.2012. APPLICATIONS RECEIVED LATE WILL NOT BE ENTERTAINED.
9.	Only a single application will be entertained. Candidature in respect of multiple applications will be summarily rejected.
10.	MOBILES AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES.
11.	CANDIDATES MAY APPLY IN THE PRESCRIBED FORMAT ON LINE ONLY. FACILITY OF ON-LINE APPLICATION WILL BE AVAILABLE FROM 28.04.2012 TO 23.05.2012 FOR PART-I & PART II REGISTRATION AND FROM 24.05.2012 TO 25-05-2012 ONLY FOR PART-II REGISTRATION. CANDIDATES APPLYING ON-LINE SHOULD RETAIN THE REGISTRATION NUMBER ASSIGNED TO THEM ONLINE FOR FURTHER CORRESPONDENCE WITH THE COMMISSION. THEY SHOULD NOT SUBMIT PRINT OUTS OF THEIR APPLICATION TO THE COMMISSION.
12.	<b>ONLY ON LINE APPLICATION WILL BE ACCEPTED. TWO WEBSITES- <a href="http://ssconline.nic.in">http://ssconline.nic.in</a> AND <a href="http://www.scregistration.sifyitest.com">http://www.scregistration.sifyitest.com</a> ARE AVAILABLE FOR THE PURPOSE.</b>

**F.No.3/3/2012-P&P-II** Staff Selection Commission will hold on Sunday, the 22-07-2012, an open competitive examination for recruitment to the post of Junior Grade of Indian Information Service, a Group 'B' Non-Gazetted post, in Pay Band-2 (Rs.9300-34800) plus Grade Pay of Rs.4200, all over the country.

If the number of candidates does not justify a written examination, the Commission may at its discretion dispense with the examination and shortlist candidates on the basis of percent of marks secured in the qualifying Degree/Diploma.

## 2. VACANCIES / RESERVATION

(i) The tentative vacancies position is as under:-

UR	OBC	SC	ST	OH	HH	VH	Total
70	36	19	09	02	02	01	134

(ii) The vacancies are language based. Candidate has the option to appear for the examination/Interview for post(s) earmarked for more than one language if he has studied the languages upto secondary school level. So, he/she should specify clearly the language(s) for which he/she wishes to be considered by putting the language wise code in the application form. Break up of vacancies alongwith language code are as follows:-

Sl.No.	Language	Vacancies	Language Code
1.	English	29	A
2.	Hindi	41	B
3.	Urdu	16	C
4.	Punjabi	04	D
5.	Kashmiri	01	E
6.	Bengali	06	F
7	Oriya	03	G
8.	Assamese	03	H
9	Manipuri	03	I
10	Nepali	01	J
11	Marathi	07	K
12	Gujarati	03	L
13	Sindhi	01	M
14	Tamil	04	N
15	Kannada	02	O
16	Malyalam	05	P
17	Telugu	05	Q

(iii) Reservation for SC/ST/OBC/ and Minority candidates belonging to OBC categories is available as per extant Govt. Orders subject to note below:

**Note-I:** The posts have been identified suitable for the persons suffering from disabilities of (OA) One Arm affected and(OL) One Leg affected in the case of orthopedically handicapped (OH) and (PD) Partially Deaf and (D) Deaf in case of Hearing Handicapped(HH) and Low vision in the case of Visually handicapped (VH).

**Note-2:** Candidates with physical disability of 40% and more will only be eligible for reservation under respective categories(OH/HH/VH).

- (i) The posts carry All India Service Liability (AISL)
- (i) Vacancies are located in different media units of the Ministry of Information and Broadcasting throughout the country and the candidates selected will have to serve anywhere in the Country and shall be transferable to different media units of the Ministry.
- (ii) The number of vacancies is tentative and subject to variation.

3. **NATIONALITY / CITIZENSHIP:**

A candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India, before the 1st January,1962, with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania(Formerly Tanganyika and Zanzibar),Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

4.(A). **AGE LIMIT : Not exceeding 30 years as on 01.08.2012.**

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

4.(B) Permissible relaxation of Upper age limit prescribed under para 4(A) above :

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

Code No.	Category	Age-Relaxation Permissible beyond the Upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PH (OH/HH/VH)	10 years
04	PH(OH/HH/ VH) + OBC	13 years
05	PH(OH/HH/VH) + SC/ST	15 years
06	Ex-Servicemen ( Unreserved / General)	5 years
07	Ex-Servicemen (OBC)	8 years

08	Ex-Servicemen (SC/ST)	10 years
12	Central Govt. Civilian Employees ( General/Unreserved ) who have rendered not less than 3 years regular and continuous service as on Closing date	05 years
13	Central Govt. Civilian Employees ( OBC ) who have rendered not less than 3 years regular and continuous service as on Closing date	08 (5+3) years
14	Central Govt. Civilian Employees ( SC/ST ) who have rendered not less than 3 years regular and continuous service as on Closing date	10 (5+5) years
21	Candidates who had ordinarily been domiciled in the State of J&K(Unreserved/General)	05 years.
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir ( OBC )	8 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir ( SC/ST)	10 years
27	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof ( Unreserved/General )	3 years
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof ( OBC )	6 (3+3) years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof ( SC/ST )	8 (3+5) years

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

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

NOTE-III : The post of Junior Grade of Indian Information Service being a Group 'B' post, there is no reservation for Ex-Servicemen category. However, benefit of age-relaxation will be admissible to Ex- S candidates, as per extant Govt. Orders.

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

EXPLANATION : An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and

- (i) Who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or
- (ii) Who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- (iii) Who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or
- (iv) Who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely:-
  - (a) Pension holders for continuous embodied service,
  - (b) Persons with disability attributable to military service; and
  - (c) Gallantry award winner.

**EXPLANATION :**

The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of “ex-serviceman” may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

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

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

Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format whenever such certificates are sought by concerned Regional/Sub Regional Offices. Otherwise, their claim for SC/ST/OBC/PH/ExS status will not be entertained and their candidature/applications will be considered under General (UR) category. The formats of the certificates are annexed. OBC certificate with creamy layer status issued by the competent authority as prescribed by DOPT in the prescribed Proforma up to the last tier of examination i.e. interview will be accepted by the Commission. Candidates claiming OBC status may note that certificate on creamy layer status should have been obtained within three years from the closing date of application or before the completion of interview.

NOTE : Candidates are warned that they may be permanently debarred from the examination conducted by the Commission in case they fraudulently claim SC/ST/OBC/ExS/PH status.

**5. MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATIONS: (As on 01.08.2012)**

- (i) **Degree of a recognized University or equivalent.**
- (ii) **Diploma in Journalism from a recognized University or equivalent.**
- (iii) **Direct recruitment to posts in Junior Grade of IIS, Group 'B' shall be made language wise. The candidates must have studied the concerned Indian language upto the Secondary school.**

**Desirable Qualification: Three years experience of Journalistic, Publicity or Public relations work in a Government Department or any Newspaper/News agency.**

**NOTE-I :** Diploma or Degree in Mass Communication or equivalent will fulfill (ii) above.

**Note-II: If a candidate has a degree in Mass Communication or Journalism or equivalent in addition to a basic Degree in any subject, he will be eligible.**

**Note-III: Candidates with a degree in Mass Communication or Journalism or equivalent will be eligible only if they possess a Diploma/PG Degree/PG Diploma in Mass Communication or Journalism or equivalent.**

**NOTE-IV:** As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

**NOTE-V:** Candidates who have not acquired/will not acquire the educational qualification as on the 01-08-2012 will not be eligible and need not apply.

**NOTE-VI :** Candidates possessing either EQ(i)or(ii) and are appearing in final year examination in EQ(ii) or (i) respectively may also apply, provided they obtain the qualification as on 01-08-2012. All candidates who are called for appearing at the Interview will be required to produce the relevant Certificate in Original such as Mark sheets, Provisional Certificate, etc. as proof of having acquired the minimum educational qualification on or before 01-08-2012 failing which the candidature of such candidate will be cancelled by the Commission.

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

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

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

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

7. **CENTRES OF EXAMINATION AND ADDRESS FOR CORRESPONDENCE:**

A candidate must select only one of the centres given below for the examination and must submit his/her on line application. Entire work relating to this recruitment will be handled on behalf of the Commission by the Kerala,Karnataka (KKR) Regional Office

situated at Bangalore. Therefore, all correspondence relating to the examination clearly mentioning the Registration id should be addressed to:-

**The Regional Director (KKR),  
Staff Selection Commission,  
1<sup>st</sup> Floor,'E' Wing, Kendriya Sadan  
Koramangala, Bangalore,  
Karnataka-560034**

**Helpline Numbers of the Regional Office are: 09483862010 and 09483862020**

**The examination will be held in the following centres:**

1.	Delhi – 2201
2.	Chennai – 8201
3.	Kolkata – 4410
4.	Mumbai – 7204
5.	Allahabad – 3003
6.	Guwahati (Dispur) – 5105
7.	Bangalore – 9001
8.	Raipur – 6204
9.	Chandigarh – 1601

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

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

## **8 SCHEME OF EXAMINATION:**

The examination will be conducted in two stages:

- A. Written Test (300 marks)
- B. Interview (100 marks)

### Written Test:

The papers with 150 marks each of 90 minutes duration. The paper-I will consists of 150 questions of objective multiple choice . Paper-II will be descriptive type carrying a maximum marks of 150.

<u>Papers</u>	Subject	Maximum marks	Duration & Timings
Paper-I Objective type (OMR Answer Sheets will be provided for this Paper)	(i) General Intelligence & Reasoning (50 Questions)	50	One hour and thirty minutes
	(ii) General English (50 Questions)	50	10.00 A.M. to 11.30 AM 2.00 Hours for VH candidates. (10.00AM to 12.00PM)
	(iii) General Awareness (50 Questions)	50	2.00Hours for VH candidates. (1.30PM to 3.00PM)
<b><u>Paper-II</u></b> Descriptive	(i) Journalism/Mass Communication	150	2.00Hours for VH candidates. (1.30PM to 3.30PM)

Note: Candidates are **not** permitted to bring or use **Mobile Phone, Calculators or any other electronic / electrical device for answering any paper (Test Booklets)**. Candidates must not, therefore, bring **Mobile Phone, Calculators or any other electronic / electrical device** inside the Examination premises. Possession of these items, whether in use or not, will be considered as “use of unfair means” in the Examination and the candidature cancelled forthwith and appropriate action will be taken by the Commission against such candidates, as per extant policy of the Commission.

Note-2: There will be negative marking of 0.25 marks for each wrong answer in Paper-I of written examination. Candidates are, therefore, advised to keep this in mind while answering the questions.

Note-3: Discrepancies in question paper should be brought to the notice of the Commission in writing within fifteen days of holding the examination or after placement of answer keys on the website of the examination whichever is later. Representation submitted thereafter will not be entertained.



Note-4: If the number of application does not justify holding the examination the Commission may dispense with the written examination and shortlist candidates on the basis of academic performance.

Note-5: There will be no testing of the language proficiency in the written examination and the same will be assessed at the time of interview.

**Note-6:** Short-listing of candidates for evaluation of Paper-II will be on the basis of Paper-I. Paper-II of only shortlisted candidates will be evaluated Shortlisting of candidates for interview will be on the basis of marks in Paper-I&II, Commission may at its discretion fix different cut-offs for candidates with qualification in different languages.

**Note-7:** Commission may fix qualifying marks in any paper or any part of the paper.

Note-8: Commission will have the discretion to fix separate qualifying norms for candidates with qualification in different languages.

**B. Personality Test(Interview):**

**100 marks**

**Interview will carry 100 marks.**

NOTE-I: Only those candidates who secure at least the minimum qualifying marks in the written examination as may be fixed by the Commission at its discretion, will be eligible to appear at the Interview. The interview will be held at places as may be decided by the Commission.

NOTE-II: SC/ST candidates called for interview will be paid TA as per Govt. Orders. However no TA is payable to any candidate for appearing in the written examination. Canvassing in any form will disqualify the candidate.

**9. SYLLABUS**

The details of the syllabus are given below.

**Paper-I (Objective Type)**

- (i) **General Intelligence & Reasoning**: The Syllabus for General Intelligence would include questions of both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.
- (ii) **General English**: English grammar, Vocabulary, Spellings, Synonyms and Antonyms, Comprehension, Correct and incorrect usages, etc.

- (iii) **General Awareness:** General, physical, geographical, topographical, economic and climatic features of India. Current events. Matters of everyday observation and experience on scientific aspects and reasoning. History of India, its cultural heritage, freedom movement, salient feature of the Constitution of India. Economic and social aspect of the country and its people.

## **Paper-II(Descriptive Type)**

### **Journalism/Mass Communication:**

**Communication and mediation:-** Introduction to Communication: definition, basic concepts, models. Communication as Culture: subject position, location, cultural variables. Communication to mass communication: convergences and divergences. Technology as Mediation, deploying technology, medium and message. Encoding and Decoding: subjectivity, sender-receiver dynamic, context, reception.

**Media and Democratic Policy:-** Nation State and Citizenship: freedom of expression, right to dissent, information as entitlement. Media and the Making of Democracy: mediated democracy, civics ritual, secularization of entertainment, creation of public opinion.

**Media and Multilingualism: India:** Media and the Multilingual Challenge, Education, News, Civic rituals and Entertainment.

**Computer Graphics & Multimedia:** Principles and elements of Graphics communication, concept and theory of design and graphics.

**Radio Production :** Evolution and Growth of Radio, evolution of radio, broadcasting in India, Radio's characteristics and role in a democracy. The grammar of radio, formats-simple(ants, interviews, reports, running commentaries, discussion) complex, radio features and documentaries, magazines, elements of production (acoustic, perspective, artificial echo, studio and mikes). The Aesthetics of radio, writing for the ear, the spoken word idiom, storytelling elements, sound and music. The voice behind the mike-different types of mikes, speech, personality(pitch, volume, timbre, tone,pace, vitality and enthusiasm)

**Theoretical Perspectives on Communication :** Communication as system: systemic study, structural attributes, functional attributes, behaviourism, communication as process: effect studies, models, scientism, multiplier effects empathy, Communication as Generation of Meaning: culture and text, codes, sign and signification interpretations. Political Economy of Communication : mode of production and consumption of communication production of social life. Ideology as Communication: consensus as ideology, manufacturing consent, question of power and hegemony, the State.

**Media Ethics and Laws:** Constitutional scope of freedom and the Fourth estate. Media content and Morality. Media Regulations: Laws, Bills and Acts, Ordinance, Regulations, Statute, Code, Norms, Conventions. Knowledge and Copyright: Copyright Act 1957, Intellectual Property Rights. Censorship and Proscription.

**Film Appreciation:** Introduction to Film Theory. Analytical Tools of the Audiovisual.

**Media Economics:** Basic Economic Issues: what to produce, how to produce, for whom to produce. Media Market & Consumer Behaviour : constituents of demand and supply, size of media market, use value of media products, choice of media, propensity to consume. Components of the Media Industry: ownership, funding, network of relations. Economic traits of Produce: supply chain and control, tangible and intangible components. Media Organisations and Industry: structures, modes of revenue generation, market and pricing.

**Media and Advertisement:** Role of Advertising. Understanding Ad as Media Market. Pricing Ad time and space. Encoding Ads: control of content and use value. Impact of the Advertisement.

**Development Communication:** Media, Social Change and Development Issues: gender, human rights, social inclusion, public health, family welfare. Strategic Approach to Development Communication: multimedia campaigns, KAP Gap and communication strategies.

**Media and Globalisation:** Media and Globalisation: global and regional integration, telecommunication technological advances, global networks, media and global market. Satellite TV in India: historical overview and impact.

**New /Alternative Media:** The internet/online activism. Mobile as a medium, citizen journalism.

**Expanding Horizons-New Challenges(Flexible content):** Media and Conflict Zones. Media ownership and news content.

**The Documentary:** History, Memory and the Documentary. Types of Documentary. Formats of Documentary. Instrumentalising the documentary. Production and distribution networks. Production in Hindi and English.

## 10. **GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN EXAMINATION**

- (i) Candidates must write the papers/indicate the answers in their own hand.
- (ii) Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises / Venue.
- (iii) If any candidate is found to possess mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith.
- (iv) In the question paper, wherever necessary, the Metric systems of weights and measures only will be used.
- (v) OMR Type of Answer Sheets will be supplied for Paper-I by the Commission to candidates for recording their answers of Multiple Choice Objective Type Questions. Candidates are advised to read very carefully, the following instructions, in their own interest.
  - (a) Part A & B of OMR Answer Sheet to be filled in Blue /Black Ball Point Pen only as per instructions given in OMR Sheet.
  - (b) **Candidate should write his/her name, Roll Number, Ticket Number, Name of the Examination as mentioned in Admission Certificate, Date of birth and Test Form Number correctly, in the relevant places in OMR Answer Sheet. Answer Sheet not bearing candidate's Name, Roll Number, Ticket Number, Test Form No. and signature and Left Thumb Impression or in which such details have not been properly shaded will not be evaluated and 'Zero' marks will be awarded to them. If any candidate belonging to reserved category does not write and code their category properly in the OMR Answer Sheet, they will be treated as belonging to UR category.**
- (vi) All details should be duly filled and completed in Answer Booklet for Paper-II and signature and Left Hand Thumb Impression affixed at designated places failing which the answer sheet will not be evaluated and zero marks awarded.

11. **MODE OF SELECTION** :

Candidates will be shortlisted for the Interview on the basis of their performance in Paper-I & II of Written Examination. Total marks in written examination will be the basis for short-listing of candidates for interview/personality test.

Provided that SC, ST, OBC and PH candidates, who are selected on their own merit without relaxed standards, alongwith candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC and PH candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, PH and Minorities candidates belonging to OBC which will, thus, comprise of SC, ST, OBC PH and Minorities candidates belonging to OBC who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

A Physically Handicapped category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit.

Success in the examination confers no right of appointment unless government are satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

**NOTE-I** : The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination and skill test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission

**NOTE-II**: Candidates, who are appointed on the basis of this selection, shall be **on probation** for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completing of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.

## 12. RESOLUTION OF TIE CASES

In cases where more than one candidate secure the equal aggregate marks, tie will be resolved by applying the following methods one after another :-

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

13. **HOW TO APPLY** : Applications must be submitted ON LINE only in the format available On-line. Annexure-I provides the indicative lay out of the application format. For detailed instructions relating to the application form and how the application is to be submitted, Annexure - II A & Annexure - II B may be referred to. It is not necessary to send print outs of on line applications or any document at the stage of application.

## 14. ADMISSION TO THE EXAMINATION:

All candidates who apply in response to this advertisement by the CLOSING DATE will be assigned Roll numbers. These will be communicated to them or placed on the website of the concerned Regional Office at least two weeks before the date of the examination. A candidate must write his/her Roll number along with his/her name, date of birth and name of the examination while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

Admission Certificates (ACs) for the Examination indicating the time table and also venues of examination for each candidate will be issued to all applicants about two weeks before the date of examination. IF ANY CANDIDATE DOES NOT RECEIVE ADMISSION CERTIFICATE FOR THE EXAMINATION ONE WEEK BEFORE THE DATE OF EXAMINATION, HE/SHE MUST IMMEDIATELY CONTACT THE CONCERNED REGIONAL OFFICE OF THE COMMISSION WITH PROOF OF HAVING SUBMITTED HIS/HER APPLICATION. CANDIDATES ALSO HAVE THE OPTION TO DOWNLOAD THE ADMISSION CERTIFICATES FROM THE CONCERNED REGIONAL OFFICES WEBSITE. SUCH FACILITY WILL BE AVAILABLE ABOUT TWO WEEKS BEFORE THE EXAMINATION. DOWNLOADED ADMISSION CERTIFICATES ARE ADEQUATE FOR APPEARING IN THE WRITTEN EXAMINATION.

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

## 15. COMMISSION'S DECISION FINAL

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

**16. COURTS JURISDICTION**

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

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

**BROCHURE**

**INSTRUCTIONS FOR FILLING UP THE APPLICATION**

- 1.0. Please read the instructions given in the Notice of the Examination carefully before filling up the application form, in your own interest.
- 2.0. Use only blue/black ball pen to write in the boxes i.e.
- 3.0. 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, further instructions given below may be gone through carefully.
- 4.0. Please go through the instructions given below for filling up each item numbered in the application form:-

**Column 1 and 2 : Name of the Examination Centre and Centre Codes**

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

**11.1 Code for seeking age relaxation.**

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

11.2 **PH:** Please refer to permissible disabilities mentioned under Note 1 of para 2(iii) of the notice.

12.2. **language(s) applied for :** Use language code as below:-

Sl.No.	Language	Language Code
1.	English	A
2.	Hindi	B
3.	Urdu	C
4.	Punjabi	D
5.	Kashmiri	E
6.	Bengali	F
7	Oriya	G
8.	Assamese	H
9	Manipuri	I
10	Nepali	J
11	Marathi	K
12	Gujarati	L
13	Sindhi	M
14	Tamil	N
15	Kannada	O
16	Malyalam	P
17	Telugu	Q

Before indicating the language(s) applied for ensure that you have studied all the concerned language(s) upto secondary Level.

12.3 & 12.4 : Should be filled in invariably and will be utilized for elimination of ineligible candidates. Those who are in final year of the Diploma/Degree in Journalism but will acquire the qualification as on 01-08-2012 should write Yes-I in Colum 12.4.

**13. In case candidate** belongs to one of the minority communities notified by Govt. namely Muslims, Christians, Sikhs, Buddhists, or Zoroastrians (Parsis), **Write Code 08. Otherwise leave it blank. Minority community candidates belonging to OBC should also write 6 against Col.10-category. Otherwise they will not be considered against minority Sub-quota within OBC.**

**15. Educational Qualification and Subject Code:** From Degree onwards.

See Annexure – IX

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

**Those in final year of the qualifying examination and will qualify before 01-08-2012 should write 00.00 under % of marks.**

**17. Address for communication**

Furnish complete communication address. Do not forget to write 6 digits PIN in the boxes.



**Procedure for Online Submission of Application**

Note: On-line application will be available as below:-

**Part-I Registration : upto 5.00PM on 23-05-2012.**

**Part-II Registration: upto 5.00 PM on 25-05-2012.**

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

Part I Registration

Part II Registration

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

ANNEXURE-III

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT  
CIVILIAN EMPLOYEES SEEKING AGE-RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working).  
(Please see Para 4(B) of the Notice)

It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding the post of ----- in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the grade as on 25-5-2012. There is no objection to his appearing for Junior Grade of ISS(Group 'B' non gazetted) examination 2012 and/or interview cum personality test of the examination.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Office seal

Place:  
Date :

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

ANNEXURE- IV

Form of Certificate for serving Defence Personnel (Please see Note IV Para-4 (B) of Notice for the Examination)

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

Place:  
Date:

(Signature of Commanding Officer)

Office Seal:

ANNEXURE-V

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

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

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

I further submit the following information:

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

(Signature of the Candidate)

Place:

Date:

FORMAT FOR SC/ST CERTIFICATE

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

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

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_  
son/daughter of \_\_\_\_\_ of village/town/\* in  
District/Division \* \_\_\_\_\_ of the State/Union Territory\*

\_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951 \*

\_\_\_\_\_ The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

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

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@  
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@  
The Constitution (SC) orders (Amendment) Act, 1990@  
The Constitution (ST) orders (Amendment) Ordinance 1991@  
The Constitution (ST) orders (Second Amendment) Act, 991@  
The Constitution (ST) orders (Amendment) Ordinance 1996

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of \_\_\_\_\_ of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

%3. Shri/Shrimati/Kumari and /or \* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_  
\*\* Designation \_\_\_\_\_  
(with seal of office)

Place \_\_\_\_\_  
Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

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

ANNEXURE-VII

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

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

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

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

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

Dated:

District Magistrate or  
Deputy Commissioner etc.

Seal:

Note-I (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

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

(iii) Revenue Officer not below the rank of Tehsildar

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

The candidate should furnish the relevant OBC certificate in the format prescribed for Central Government jobs as per Annexure-VII issued by the Competent Authority at the time of interview. The creamy layer status shall have been obtained within three years before the last date of receipt of application or completion of interview.

ANNEXURE-VIII

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_  
\_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_  
is suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

(i) BL-Both legs affected but not arms.

(ii) BA-Both arms affected (a) Impaired reach  
(b) Weakness of grip

(iii)BLA-Both legs and both arms affected

(iv)OL-One leg affected (right or left) (a) Impaired reach  
(b) Weakness of grip

(c) Ataxic

(v)OA-One arm affected (a) Impaired reach  
(b) Weakness of grip

(c) Ataxic

(vi)BH-Stiff back and hips (Cannot sit or stoop)

(vi) MW-Muscular weakness and limited physical endurance.

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

- 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 Superintendent/  
 CMO/Head of Hospital (with seal)

\*Strike out which is not applicable.



ANNEXURE - IX

Essential Educational Qualification Code

Educational Qualification	Code
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. Pharm.	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com.	26
M. Sc.	27
M.Ed.	28
LLM	29
ME	30
M. Tech.	31
M. Sc. (Engg.)	32
MCA	33
MBA	34
Others	35

## Subject Code for Educational Qualification

Subject of Educational Qualification	Code
History	01
Political Science	02
Economics	03
English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12
Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17
Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics & Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29
Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Others	38

