

(TO BE UPLOADED ON THE COMMISSION'S WEBSITE ON 22-10-2018)



**STAFF SELECTION COMMISSION**



**NOTICE**

**Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2018**

**Date for submission of online applications: 22-10-2018 to 19-11-2018**  
**Last date for receipt of application: 19-11-2018 (up to 5.00 P.M.)**  
**Last date for making online fee payment: 21-11-2018 (5.00 PM)**  
**Last date for generation of offline Challan: 21-11-2018 (5.00 PM)**  
**Last date for payment through Challan (during working hours of Bank): 26-11-2018**  
**Date of Computer Based Examination (Paper-I): 12-01-2019**  
**Date of Paper-II (Descriptive): will be notified later**

F.No.3/2/2018-P&P-II. The Staff Selection Commission will hold an open competitive Computer Based Examination for Combined Recruitment of Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination, 2018. The details of which are as under:

Code	Name of the post	Pay scale
A	Junior Translator in Central Secretariat Official Language Service (CSOLS)	Level-6 (Rs.35400-112400)
B	Junior Translator in M/o Railways (Railway Board)	Level-6 (Rs.35400-112400)
C	Junior Translator in Armed Forces Headquarters (AFHQ)	Level-6 (Rs.35400-112400)
D	Junior Translator/Junior Hindi Translator in subordinate offices who have adopted Model RRs of DoP&T for JT/JHT	Level-6 (Rs.35400-112400)
E	Senior Hindi Translator in various Central Government Ministries/Departments/Offices	Level-7 (Rs.44900-142400)
F	Junior Translator/Junior Hindi Translator in subordinate offices who have not yet adopted Model RRs of DoP&T for JT/JHT	Level-6 (Rs.35400-112400)
G	Hindi Pradhyapak in Central Hindi Training Institute (CHTI)	Level-8 (Rs.47600-151100)

Classification of posts: As per DOPT's Order No.11012/10/2016-Estt A-III dated 08-12-2017, the above posts have been classified as Group 'B' Non Gazetted post.

2. **Vacancies:** Vacancies will be determined in due course.

3. **Reservation and suitability of posts for Persons with Disabilities:**

- (a) Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC) and Persons with Disabilities (PwD) candidates, wherever applicable and admissible, would be as determined and communicated by the Indenting Ministries/ Departments/ Offices/ Cadres, as per extant Government Orders.
- (b) The post of Junior Hindi Translators, Junior Translators and Senior Hindi Translators have been identified suitable for the persons suffering from disabilities of One Arm (OA), One Leg (OL), One Arm & Leg (OAL), Both Legs (BL), Both Legs & One Arm (BLOA), Blind (B), LV (Low vision) & HH (Hearing handicapped) as per guidelines of M/o Social Justice and Empowerment.
- (c) The post of Hindi Pradhyapak has been identified suitable for the persons suffering from disabilities of One Arm (OA), One Leg (OL), One Arm & Leg (OAL), Both Legs (BL), Blind (B), Low Vision (LV) as per guidelines of M/o Social Justice and Empowerment.

**Note:** As the “Rights of Persons with Disabilities Act, 2016” has come into force with effect from 19.04.2017 and new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities, etc have been included. Therefore, the candidates with such disabilities may also apply giving details of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitable for these categories as well as reporting of vacancies by the Indenting Departments. Candidates suffering from various disabilities as identified vide DoP&T OM No: 36035/02/2017-Estt (Res) dated 15-01-2018 (para-2.2) may select following PwD categories in the online Registration/ Application Form at <https://ssc.nic.in>.

S. No.	Type of Disability	Category of disability to be selected in Registration/ Application form
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	OH
(d)	Autism, intellectual disability, specific learning disability and mental illness.	Others
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.	

#### 4. 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.

#### 5 AGE LIMIT:

(a) Not exceeding 30 years as on 01.01.2019.

(b) Permissible relaxation of Upper age limit prescribed under para-5 (a) above and Category codes for claiming age relaxation as on 01-01-2019 will be as follows:

Code No.	Category	Age Relaxation permissible beyond the Upper age limit.
01	SC/ ST	5 years
02	OBC	3 years
03	PwD	10 years
04	PwD + OBC	13 years
05	PwD + SC/ ST	15 years
06	Ex-Servicemen	03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of application
07	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 <sup>st</sup> January, 1980 to 31 <sup>st</sup> December, 1989.	5 years
08.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	3 years
09	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 years

- (c) Candidates should note that the Date of Birth as recorded in the Matriculation/ Secondary Examination certificate or an equivalent certificate only, will be accepted by the Commission for determining the age eligibility and no subsequent request for its change will be considered or granted.
- (d) 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 reservation in ESM category and fee concession. However, he/ she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.
- (e) 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 as per rules.
- (f) 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-servicemen 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 for receipt of applications (i.e. 19-11-2018) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application (i.e. 19-11-2018).
- (g) **Explanation:** An 'ex-serviceman' means a person-
- a. Who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy or Air Force of the Indian Union, and
    - i. 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 or her pension; or
    - ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
    - iii. who has been released from such service as a result of reduction in establishment;

or
  - b. 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 embodies service or broken spells of qualifying service;
- or

- c. personnel of the 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 circumstance beyond their control and awarded medical or other disability pension;  
or
- d. Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14<sup>th</sup> April, 1987;  
or
- e. Gallantry award winners of the Armed forces including personnel of Territorial Army;  
or
- f. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

**(h) Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.**

## **6. Process of certification and format of certificates:**

- (a) 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 at the time of Document Verification. Otherwise, their claim for SC/ ST/ OBC/ PwD/ ESM status will not be entertained and their candidature/ applications will be considered under Unreserved category. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format will not be accepted.
- (b) A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of online application i.e. **19-11-2018**.
- (c) Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ PwD/ ESM status.

## **7. Provision of Compensatory Time and assistance of scribe:**

- (a) **In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate. Since the posts are not identified suitable for persons with BA and cerebral palsy disabilities, therefore facility of scribe will not be admissible to such candidates.**
- (b) In case of other category of persons with benchmark disabilities, the provision of scribe

will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at Annexure-XII.

- (c) The candidate will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.
- (d) In case the candidate opts for his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per proforma at Annexure-XIII. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.
- (e) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at para 7 (a) and 7 (b) above.
- (f) The candidates referred at para 7 (a) and 7 (b) who are allowed use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- (g) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.

## **8. EDUCATIONAL QUALIFICATIONS: (As on 01.01.2019)**

### **For post codes 'A' to 'D'**

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or **two** years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

**For post codes 'E' (Senior Hindi Translator in various Central Government Ministries/ Departments / Offices)**

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or three years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

**For post code 'F' (Junior Translator / Junior Hindi Translator in subordinate offices who have not yet adopted Model RRs of DoP&T for JT/JHT):**

Master's degree of a recognized University in Hindi or English with English or Hindi as a compulsory or elective subject at degree level,

OR

Bachelor's degree with Hindi and English as main subjects (which includes the term compulsory and elective)

**Note:** Candidates must ensure that they have studied English and Hindi as main subjects in all the three years of Graduation pass course.

**For post code 'G' (Hindi Pradhyapak in Central Hindi Training Institute)**

(i) Bachelor's degree in Hindi with English as one of the subject at degree level either as compulsory or optional from a recognized University or Institute *plus* Master's degree in any subject from a recognized University or Institute *plus* Bachelor of Education from a recognized University/ Institute.

OR

(ii) Bachelor's degree in any subject from a recognized University or Institute *plus* Master's degree in Hindi with English as one of the subjects at degree level either as compulsory or optional from a recognized University or Institute *plus* Bachelor of Education from a recognized University/ Institute.

Desirable: Two years experience of teaching Hindi at Senior Secondary level under Central or State Governments or recognized educational Institution.

As per Ministry of Human Resource Development Notification dated 10.06.2015 published in

Gazette of India all the degrees/ diplomas/ certificates including technical education degrees/diplomas awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act,1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission.

Candidates who have not acquired/ will not acquire the educational qualification as on 01.01.2019 will not be eligible and need not apply.

All candidates who are declared qualified by the Commission in Computer base examination will be required to produce all relevant Certificates in original such as Mark sheets/ Provisional Degree/ Diploma Certificate as proof of having acquired the minimum educational qualification on or before 01-01-2019 failing which the candidature of such candidates will be cancelled by the Commission. The candidates who are able to prove, by documentary evidence that the result of the qualifying examination was declared on or before the cut-off date and he/ she has been declared passed, will also be considered to have the required Educational Qualification.

## **9. How to apply:**

- (a) Applications are required to be submitted in online mode only at the official website of SSC Headquarters i.e. <https://ssc.nic.in>. For detailed instructions, please refer to Annexure-I and Annexure-II of this Notice.
- (b) Last date for submission of online applications is **19-11-2018 (5.00 PM)**.

## **10. Application Fee:**

- (a) Fee payable: Rs 100/- (Rs one hundred only)
- (b) Fee can be paid through SBI Challan/ SBI Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit card.
- (c) Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST) and Persons with disability (PwD) are exempted from payment of fee.
- (d) Online fee can be paid by the candidates up to **21-11-2018 (5.00 PM)**. However, candidates who wish to make the payment through challan of SBI, may make the payment at designated branches of SBI within the working hours of bank up to **26-11-2018** provided the challan has been generated by them before **21-11-2018 (5.00 PM)**.
- (e) Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- (f) Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of Application Form is shown 'Incomplete' and this information is printed on the top of the Application Form. Further, status of fee payment can be verified at the 'Payment Status' link provided in the



candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

## 11. Centres of Examination:

- (a) A candidate must indicate the Centre(s) in the online Application Form in which he/ she desires to take the examination. Details about the Examination Centres and Regional Offices under whose jurisdiction these Examination Centres are located are as follows:

S. No	Examination Centres & Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices/ Website
1	Allahabad (3003), Lucknow (3010), Patna (3206)	<b>Central Region (CR)/</b> Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 21-23, Lowther Road, Allahabad, Uttar Pradesh-211002.  <a href="http://www.ssc-cr.org">http://www.ssc-cr.org</a>
2	Kolkata (4410), Port Blair (4802), Gangtok (4001), Bhubaneswar (4604), Ranchi(4205)	<b>Eastern Region (ER)/</b> Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1 <sup>st</sup> MSO Building, (8 <sup>th</sup> Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020  <a href="http://www.sscer.org">www.sscer.org</a>
3	Bengaluru (9001), Kochi (9204), Thiruvananthapuram (9211)	<b>Karnataka, Kerala Region (KKR)/</b> Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1 <sup>st</sup> Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034  <a href="http://www.sckkr.kar.nic.in">www.sckkr.kar.nic.in</a>
4	Raipur (6204), Bhopal (6001)	<b>Madhya Pradesh Sub-Region (MPR)/</b> Chhattisgarh and Madhya Pradesh	Dy. Director (MPR), Staff Selection Commission, J-5, Anupam Nagar, Raipur, Chhattisgarh-492007  <a href="http://www.sscmpr.org">www.sscmpr.org</a>

5	Guwahati (Dispur) (5105)	<b>North Eastern Region (NER)/</b> Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate-Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 <a href="http://www.sscner.org.in">www.sscner.org.in</a>
6	Delhi (2201), Jaipur (2405), Dehradun (2002)	<b>Northern Region (NR)/</b> NCT of Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 <a href="http://www.sscnr.net.in">www.sscnr.net.in</a>
7	Chandigarh (1601), Jammu (1004) Srinagar (J&K) (1007)	<b>North Western Sub-Region (NWR)/</b> Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir and Punjab	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 <a href="http://www.sscnwr.org">www.sscnwr.org</a>
8	Hyderabad (8002), Chennai (8201), Vijayawada (8008)	<b>Southern Region (SR)/</b> Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 <sup>nd</sup> Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 <a href="http://www.sscsr.gov.in">www.sscsr.gov.in</a>
9	Mumbai (7204), Panaji (7801), Ahmedabad (7001)	<b>Western Region (WR)/</b> Dadra and Nagar Haveli, Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 <a href="http://www.sscwr.net">www.sscwr.net</a>

- (b) No request for change of Centre of Examination will be considered later under any circumstances. Hence, the candidates should select the centers, carefully and indicate the same correctly in their applications.
- (c) The Commission will endeavour to accommodate the candidates in centres opted by them. However, 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.

## 12. SCHEME OF EXAMINATION:

- (a) The examination will consist of two papers, Paper-I will be held on 12-01-2019 and Paper-II will be notified later on. Detail of these papers will be as follows:-

Date of Exam	Part	Mode of Paper	Subject	Number of Questions/ Maximum Marks	Total Duration / Timing for General candidates
12-01-2019 (Saturday)	Paper- I (Objective Type)	Computer Based Mode	(i) General Hindi (ii) General English	100/ 100  100/ 100	2 Hours  (2 hours and 40 minutes for the candidates who are allowed use of scribe as per Para- 7 (a) and 7 (b) above)
(Will be intimated in due course)	Paper- II (Conventio nal Type)	Descriptive	Translation & Essay	200 marks	2 Hours  (2 hours and 40 minutes for the candidates who are allowed use of scribe as per Para- 7 (a) and 7 (b) above)

- (b) Paper-I will consist of Objective Type- Multiple choice questions only.
- (c) There will be negative marking of 0.25 marks for each wrong answer in Paper-I. Candidates are, therefore, advised to keep this in mind while answering the question.
- (d) Marks scored by candidates in the Computer Based Examinations (Paper-I), in case conducted in multiple shifts, will be normalized and such normalized scores will be used to determine final merit.

## 13 Indicative Syllabus

- (a) Paper-I (Computer Based Examination): The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases

and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

(b) Paper-II: Translation and Essay: 200 Marks (Conventional Type)

This paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.

#### **14. Document Verification (DV):**

All the candidates qualified for Document Verification are required to come for Document Verification. Those who fail to do so will not be considered for any post at the time of final selection. Candidates will have to submit copies of various documents like Matriculation Certificate, educational qualification, caste certificate, relevant document, if any relaxation is taken, etc. Candidates will be required to produce all documents in original for verification at the time of document verification. Information about the required documents will be provided while calling candidates for DV. Detailed options for various posts and Departments will be taken from candidates either online or at the time of document verification.

#### **15. Mode of selection:**

- (a) All the candidates whose online applications are found to be in order will be called to appear in the Computer Based Examination. Admit Cards for calling candidates to appear in Computer Based Examination as well as all subsequent stages of examination will not be sent by post. Admit Cards for all stages of examination will be issued online on the websites of concerned Regional/ Sub-Regional Office of the Commission. Candidates are advised to regularly visit the websites of the Commission Headquarters (i.e. <https://ssc.nic.in>) and concerned Regional/ Sub-Regional office of the Commission i.e. the website of Regional/ Sub-Regional Office under whose jurisdiction the examination centres opted by the candidate is located (detail at para-11).
- (b) Based on the marks scored in the (Paper-I) i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Paper-II.
- (c) Based on the performance in Paper-I+Paper-II, candidates will be shortlisted for Document Verification.
- (d) Final selection and allocation of Ministries/ Departments will be made on the basis of the performance of candidates in Paper-I+Paper-II and the preference of Posts/ Departments exercised by them at the time of Document Verification.
- (e) Once the candidate has been allotted his/ her first available preference, as per his/ her merit, he/ she will not be considered for any other option. Candidates are, therefore, advised to exercise preference of Posts/ Departments very carefully. The option/ preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Post/ Department by candidates will not be entertained under any circumstances.
- (f) The Commission makes final allotment of posts on the basis of merit-cum-preferences of Posts/ Departments given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example if a candidate has given higher preference for a post and is selected for that post; in that case, if he/ she fails

to meet the medical/ physical/ educational standards, his/ her candidature will be rejected and he/ she will not be considered for other preferences.

- (g) SC, ST, OBC and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/ unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC and PwD candidates.
- (h) SC, ST, OBC and PwD candidates who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his/ her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- (i) A person with disability who is selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- (j) Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
- (k) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the 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, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- (l) Candidates, who are appointed on the basis of this examination, 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 completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.
- (m) Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).

## **16. Resolution of Tie Cases:**

In case 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 Paper-II.
- ii) Total marks in Paper-I.
- (ii) Date of birth, with older candidates placed higher.
- (iii) Alphabetical order in the names of the candidates.

## 17. Admission to the Examination:

- (a) All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers, which will be communicated to them at the time of calling them for Paper-I i.e. Computer Based Examination (CBE).
- (b) Admit Cards/ Admission Certificates (ACs) for the Examination will be uploaded on the website of the concerned Regional/ Sub-Regional Office of the Commission. **Admit Cards will not be issued by post for any stage of examination.** Information about the Examination indicating the time table and City/ Centre of examination for each candidate will be uploaded on the websites of the concerned Regional/ Sub-Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail on the website of the Commission, one week before the date of examination, he/ she must immediately contact the concerned Regional/ Sub Regional Office of the Commission with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration. Facility for download of Admit Cards will be available at least one week before the examination on the website of concerned Regional/ Sub-Regional Office. Candidates are advised to visit the website of concerned Regional Office and SSC HQ regularly for updates and information about the examination.
- (c) Candidate must write his/ her Registration-ID, registered Email-ID and Mobile 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.
- (d) It is compulsory to carry at least one original Photo ID such as Voter's ID, Aadhaar Card, Driving License, PAN, ID Cards issued by University / College / Government or any other Offices where the candidate may be working. Candidates without such ID cards will not be allowed entry into the Examination Hall.
- (e) Candidates must bring 3 passport size photographs for affixing it in the Commission's copy of Admission Certificate in the presence of Invigilator, if required. Candidates not carrying photographs will not be allowed to appear in the examination. Candidates are advised to keep 10 copies of the same photograph, which was uploaded in the online Application Form, with them till the completion of entire examination process.
- (f) Applications with blurred photograph and/ or signature will be rejected.

## 18. Action against candidates found guilty of misconduct:

- (a) If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for the period mentioned below:

<b>S No</b>	<b>Type of Malpractice</b>	<b>Debarment period</b>
1	Taking away any Examination related material such as OMR sheets, Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	3 Years
3	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
4	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
5	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
6	Possession of Mobile Phone in 'switched on' or 'switched off' mode.	3 Years
7	Appearing in the same examination more than once in contravention of the rules.	3 Years
8	A candidate who is also working on examination related matters in the same examination.	3 Years
9	Damaging examination related infrastructure/ equipments.	5 Years
10	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
11	Possession of fire arms/ weapons during the examination.	5 Years
12	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	7 Years
13	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
14	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
15	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
16	Impersonate/ Procuring impersonation by any person.	7 Years
17	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
18	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	7 Years
19	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

## 19. 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 preparation of merit list & force allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

20. In accordance with the directions issued by DoP&T vide its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings in the said open Competitive Examinations conducted by the Commission available on its website or on the website of National Career Service (NCS), Ministry of Labour and Employment in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate. (ii) Father/ Husband's name (iii) Date of Birth (iv) Category (Gen/ SC/ ST/ OBC/ PwD/ ESM) (v) Gender of the candidate. (vi) Educational Qualifications. (vii) Total Marks obtained in the qualifying examination (viii) Ranking by which the merit is decided. (ix) Complete address (x) E-mail address However, the candidate will have the option, at the time of filling up of his/her application form, from opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details will be made available on the website of the Commission/ NCS.

## 21. 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 Commission where the candidate has appeared for the Computer Based Examination.

## 22 IMPORTANT INSTRUCTIONS TO CANDIDATES

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
(b)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. 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.
(c)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ PwD 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.
(d)	Candidates with physical disability of 40% and more only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities.



(e)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is not required to be submitted to the Commission at any stage.
(f)	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, the Commission will consider latest application. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Commission as per rules.
(g)	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
(h)	Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
(i)	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
(j)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
(k)	The candidates must carry at least one latest photo bearing identification proof such as Driving License, Voter Card, Aadhaar Card, PAN Card, Identity Card issued by University/ College/ Government or any other office where the candidate may be working, etc in original to the Examination Venue, failing which they will not be allowed to appear for the same.
(l)	Mobiles and other electronic gadgets including Bluetooth devices are banned within the premises of the Examination Centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from commission's examinations, as may be decided by the commission.
(m)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
(n)	All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
(o)	If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year after declaration of result, he/ she must communicate immediately thereafter with the concerned User Department.
(p)	Fee payable: Rs 100/- (Rs one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST) and Persons with disability (PwD) are exempted from payment of fee.

Under Secretary (P&P-II)

**(Procedure for filling online Application)**

The process of filling online application for the examination consists of two parts:

- I. One Time Registration
- II. Filling of online Application for the Examination

**Part-I (One-Time Registration)**

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.
2. Before proceeding with One-Time Registration, keep the following information/documents ready:
  - a. Mobile Number (to be verified through OTP)
  - b. Email ID (to be verified through OTP). User ID of the candidate will be his/ her Email ID provided at the time of registration.
  - c. Aadhaar Number or Aadhaar Enrollment Number. If Aadhaar Number or Aadhaar Enrollment Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
    - i. Voter ID Card
    - ii. PAN
    - iii. Passport
    - iv. Driving License
    - v. School/ College ID
    - vi. Employer ID (Govt./ PSU/ Private)
  - d. Information about the Board, Roll Number and Year of Passing the Matriculation (10<sup>th</sup>) Examination.
  - e. Scanned colour passport size photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). **Applications with blurred photograph will be rejected.**
  - f. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 3.5 cm (width) x 3.0 cm (height). **Applications with blurred signature will be rejected.**
  - g. If Aadhaar Number or Aadhaar Enrollment Number is not provided, scanned Left hand Thumb Impression (LTI) in JPEG format (10KB to 30 KB). Image dimension of the required impression should be about 3.0 cm (width) x 3.0 cm (height). **Applications with blurred impression will be rejected.**
  - h. If you are suffering from any specific disability (40% or more) identified suitable for government jobs, then scanned Disability Certificate in JPEG/ PDF format (20KB to 50KB).
3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on <http://ssc.nic.in>.
4. One-Time Registration process requires filling up of following information:
  - a. Basic Details
  - b. Additional Details
  - c. Contact Details
  - d. Photo Signature and LTI
5. **For filling up the 'One-Time Registration Form', please follow the following steps:**
  - a. Few critical details (e.g. Aadhaar Number, name, father's name, mother's name, date of birth etc) are required to be entered twice, in the relevant columns of the

Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data column, indication will be given in red text.

- b. S No-1, provide information about Aadhaar Number/ Aadhaar Enrollment Number/ Identity Card and its Number. Any one of these Numbers are required to be given.
- c. S No-2: Fill your name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate. In case, you have made any changes in your name after matriculation, please also indicate the same at S No-2c and 2d.
- d. S No-3: Fill your father's name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- g. S No-6: Matriculation (10<sup>th</sup> Class) Examination Details which include:
  - i. Name of Education Board
  - ii. Roll Number
  - iii. Year of passing
- h. S No-7: Gender
- i. S No-8: Level of Educational Qualification (Highest).
- j. S No-9: Your Mobile Number. This must be a working mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Commission may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.
- k. S No-10: Your Email ID. This must be a working Email ID as it will be verified through OTP. **Your Email ID will be your Username for login to the SSC online system.** It may also be noted that any information which the Commission may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password, if required.
- l. Provide detail of State/ UT of your Permanent Address.
- m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your Registration ID and Password will be provided to you on your mobile number and Email ID.
- n. You have to complete the Registration Process within 7 days failing which your Registration Details saved so far will be deleted.
- o. Login using your registered email id as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.
- p. After successful password change, you need to login again using changed password.
- q. Now proceed further to complete your registration.
- r. S No-11: Provide information about your Category.
- s. S No-12: Provide information about your Nationality
- t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
- u. S No-14: Provide information about disabilities, if any. If you are suffering from any specific disability (40% or more) identified suitable for government jobs, then provide Disability Certification Number and upload Disability Certificate.
- v. Save the information and proceed further to provide Contact Details.
- w. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.
- x. S No: 19 to 22: Upload your recent Photo and Signature as specified at S No-2

above. If you do not have Aadhaar Number or Aadhaar Enrolment Number, then you have to upload the scanned impression of Left Hand Thumb. In case a candidate does not have left hand thumb, impression of right hand thumb or Left great toe or right great toe may be used in that order.

- y. Save the information provided. You have the facility to take draft printout and to send the draft information to your registered email ID. Review the information provided thoroughly, before 'Final Submit'.
  - z. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter the respective OTPs to complete the Registration Process.
    - aa. After submission of Basic Information, if the registration process is not completed within 7 days, your data will be deleted from the system.
6. After completion of registration process, 'Basic Details' can be changed only once. **THEREFORE BE EXTREMELY CAUTIOUS WHILE MAKING ONE TIME REGISTRATION.**
7. **YOU ARE AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAIL SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/WRONG INFORMATION.**

**Part-II (Online Application Form)**

1. Login to online system through your registered Email ID and password.
2. Click 'Apply' link in 'Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination 2018' section under 'Latest Notifications' tab.
3. Information in columns at S No-1 to 12 will be automatically filled from your One-Time Registration Data which is non-editable.
4. S No-13: Give your preference for Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference.
5. S No-14: If you are an ex-serviceman, fill up the required information. Wards of servicemen/ ex-servicemen are not treated as ex-servicemen.
6. S No-15: Information in columns at S No-15 and 15.1 will be filled from your One-Time Registration data.
7. S No-16: If you are eligible for availing the facility of scribe as per Para-7 of the Notice of examination, provide information about the requirement of scribe.
8. S No-17: If you are seeking age relaxation, select appropriate age-relaxation category.
9. S No-18: Please see Notice of Examination, Para No: 20 and fill up accordingly.
10. S No-19: Please indicate your highest qualification.
11. S No-20, 21 and information with regard to Photo/ Signature/ Biometric impression will be filled up automatically from the One-Time Registration Data.
12. Complete your declaration by clicking on "I agree" check box, fill up Captcha code.
13. Preview and verify the information provided by you and submit the Application.
14. Proceed to make fee payment if you are not exempted from payment of fee.
15. Fee can be paid through SBI Challan/ SBI Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards.
16. Refer Para-10 of the Notice of Examination for further information on the payment of fee.
17. When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is not required to be submitted to the Commission at any stage.

**Form of Certificate for serving Defence Personnel *(Please see Para-5 (g) 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)  
\_\_\_\_\_.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

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 ESM 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 ESM.

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, 1991@

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

\_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

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

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

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

- \* Please delete the words which are not applicable
- @ Please quote specific presidential order
- % Delete the paragraph which is not applicable.

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

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

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

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

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

This is to certify that Shri / Smt. / Kumari \_\_\_\_\_ son/daughter 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 Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993\*\*.

District Magistrate

Deputy Commissioner etc.

Dated:

Seal:

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\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate's is mentioned as OBC.

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act,1950.

Form-V  
Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness) [See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

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 House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

(C) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines ( .....number and date of issue of the guidelines to be specified).

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

Nature of Document	of Issue	ls of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

ature/thumbimpression of the person  
ose favour certificate of disability is issued

Form - VI  
 Certificate of Disability  
 (In cases of multiple disabilities)  
 [See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size  
 attested photograph  
 (Showing face only) of  
 the person with  
 disability.

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

Date: \_\_\_\_\_

This is to certify that we 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 House No. \_\_\_\_\_  
 Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_  
 State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, 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.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			

7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows :

Visual acuity : - ----- percent

Hearing : - ----- percent

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

Assessment 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

£ e.g. Left/Right/both ears

e 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 the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

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

Form – VII  
Certificate of Disability  
(In cases other than those mentioned in Forms V and VI)  
(Name and Address of the Medical Authority issuing the Certificate)  
(See rule 18(1))

Recent passport size  
attested photograph  
(Showing face only) of the  
person with disability

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 House 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 (.....number and date of issue of the guidelines 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.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		

8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above 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) \_\_\_\_\_

@ - eg. Left/Right/both arms/legs

# - eg. Single eye /both eyes

€ - eg. 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 and Seal)

Countersigned  
{Countersignature and seal of the  
Chief Medical Officer / Medical Superintendent /  
Head of Government Hospital, in case the  
Certificate is issued by a medical authority who is  
not a Government servant (with seal)}

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

Note: In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

**Essential Educational Qualification Code**

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

**Subject Code for Educational Qualification**

<b>Subject of Educational Qualification</b>	<b>Code</b>
History	01
Political Science	02
Economics	03
English/English Literature	04
Hindi/Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12
Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17
Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics & Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29
Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malyalam	40
Telgu	41
Kannada	42
Tamil	43
Marathi	44
Gujrati	45
Urdu	46
Sanskrit	47
Others	48

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs  
\_\_\_\_\_ (name of the candidate with disability), a person  
with \_\_\_\_\_ (nature and percentage of disability as  
mentioned in the certificate of disability), S/o / D/o \_\_\_\_\_ a resident of  
\_\_\_\_\_ Village/District/State) and to state that he/ she has physical  
limitation which hampers his/ her writing capabilities owing to his/ her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/ PMR).

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State/ UT). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/ her qualification is \_\_\_\_\_. In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: