



STAFF SELECTION COMMISSION



NOTICE

Combined Higher Secondary Level (10+2) Examination, 2015

Closing Date:13.07.2015
Date of Examination: 01.11.2015
15.11.2015
22.11.2015

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

F.No. 3/4/2015-P&P-I. The Staff Selection Commission will hold an examination for Recruitment of Postal Assistants/Sorting Assistants, Data Entry Operators and Lower Divisional Clerks on Sundays 01.11.2015, 15.11.2015 and 22.11.2015, the details of which are as under:

1. Pay of the Posts:

Postal Assistant/Sorting Assistant PB -1(Rs. 5200-20200) Grade Pay 2400
Data Entry Operator : Pay Band-1 (Rs. 5200-20200), Grade Pay Rs. 2400
Data Entry Operator : Pay Band-1 (Rs. 5200-20200), Grade Pay Rs. 1900
Lower Division Clerk: Pay Band -1 (Rs. 5200-20200), Grade Pay Rs. 1900

2. Vacancies:

Tentatively the vacancies for the post of Postal Assistant/Sorting Assistant, LDC and DEO are 3523, 2049 and 1006 respectively.

3. Reservation:

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

4. Permissible disability for PH candidates:

Postal Assistant/Sorting Assistant:

One Leg affected (OL), One Arm affected (OA), One Arm One Leg affected (OAL), Both Leg Affected but not Arm (BL), Muscular weakness and limited Physical endurance (MW), Blind(B), Low Vision (LV), Hearing Handicapped (HH) are eligible of the post of Postal Assistant/Sorting Assistant.

Data Entry Operator:

One Arm Affected (OA), One Leg Affected (OL), One arm and one leg affected (OAL), Both Leg Affected (BL), Hearing Handicapped (HH) and

Low Vision (LV) are eligible for the post of Data Entry Operator.

Lower Division Clerk:

One Arm Affected (OA), Both Legs Affected (BL), One Leg Affected (OL), One arm and one leg Affected (OAL), Blind (B), Low Vision (LV) & Hearing Handicapped (HH), are eligible for the post of Lower Division Clerk.

5. 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/her by the Government of India.

6. Age Limit: 18-27 years as on 01.08.2015 (Candidates born not before 02-08-1988 and not later than 01-08-1997).

Permissible relaxation of Upper age limit for different categories are as under:

Code No.	Category	Age-Relaxation permissible beyond Upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PH	10 years
04	PH + OBC	13 years
05	PH + SC/ST	15 years
09	Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on the closing date.

10	Ex-Servicemen (OBC)	06 years (3 years + 3 years) after deduction of the military service rendered from the actual age as on the closing date.
11	Ex-Servicemen (SC/ST)	08 years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the closing date.
15	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on Closing date.	Up to 40 years of age
17	Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on Closing date.	Up to 43 years of age
19	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on Closing date.	Up to 45 years of age
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)	5 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(OBC)	8 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(SC/ST)	10 years
24	Widows / Divorced Women / Women judicially separated and who are not remarried (Unreserved/General)	Up to 35 years of age
25	Widows / Divorced Women / Women judicially separated and who are not remarried (OBC)	Up to 38 years of age
26	Widows / Divorced Women / Women judicially separated and who are not remarried (SC/ST)	Up to 40 years of age
27	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area	5 years

	and released as a consequence thereof (Unreserved/General)	
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC)	8 (5+3) years
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)	10 (5+5) years
33	Service Clerks in the last year of their colour service in the Armed Forces (Unreserved/General)	Up to 45 years of age
34	Service Clerks in the last year of their colour service in the Armed Forces (OBC)	Up to 48 years of age
35	Service Clerks in the last year of their colour service in the Armed Forces (SC/ST)	Up to 50 years of age
36	Retrenched census employees of Office of Registrar General of India (Unreserved/General) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment, and Weightage of past service.
37	Retrenched census employees of Office of Registrar General of India (OBC)(They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment , and Weightage of past service + 3 years
38	Retrenched census employees of Office of Registrar General of India (SC/ST) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)	3 years plus length of service rendered by them in connection with census, before retrenchment , and Weightage of past service+ 5 years

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. However, he/she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/she immediately, after joining civil employment, gives self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM NO. 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DOP&T.

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.

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 with the Armed Forces within the stipulated period of one year from the Closing Date (i.e. 13.07.2015), or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

Explanation: An 'ex-serviceman' means a person –

- (i) who 'has served in any rank whether as a combatant or noncombatant in the Regular Army, Navy and Air Force of the India Union, and
 - (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - (b) 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
 - (c) (i) who has been released from such service as a result of reduction in establishment; or
 - (ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
 - iii) personnel of 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
 - iv) personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or

- v) Gallantry award winners of the Armed forces including personnel of Territorial Army;
or
- vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

Age concession is not admissible to sons, daughters and dependents of ex-servicemen.

Service Clerks in the last year of their colour service in the Armed Forces, i.e. only those who are due for release from the Army during the period 14.07.2015 to 13.07.2016 are eligible for age-relaxation. Such candidates are not entitled to any concession in fee.

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

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

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

7 : Process of certification and format of certificates:

Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format at the time of Skill Test. 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. Certificates obtained in any other format will not be accepted. OBC certificate in the prescribed format issued between 14.07.2012 and upto 09.01.2016, only will be accepted.

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

Visually handicapped (VH) with disabilities of forty percent (40%) or above and Cerebral Palsy candidates can avail the assistance of a scribe in the written examination and passage reader for Skill Test, subject to such requests being made in the application form. Question Papers and Answer Sheets will not be provided in Braille.

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

Provision of Compensatory Time : The Visually Handicapped/Cerebral Palsy candidates will be allowed compensatory time of 40 minutes in the written examination the details of which are given in para 12 under the Heading “Scheme of Examination.”

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

8. Educational Qualification (As on 01.08.2015)

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

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.

Candidates who have not acquired but will acquire the educational qualification and acquire documentary evidence from the Board/University in support thereof as on 01.08.2015 will also be eligible.

All candidates who are called for appearing at the Typing Test/Skill Test 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 01.08.2015 failing which the candidature of such candidate 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 cutoff date i.e. 01.08.2015 and he/she has been declared passed, will also be considered to have the required Educational Qualification.

9. How to apply:

Applications must be submitted only in the prescribed format (Annexure-I) On-line or by Post. Detailed instructions as in Annexure - II A or Annexure - II B, may be referred to for postal applications and on-line applications respectively.

10. Application fee:

Payment of application fee is exempted for all women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped and Ex-servicemen eligible for reservation, as per Government orders.

The candidates submitting application offline (paper mode) should pay the fee of Rs 100 (Rupees one hundred only) by means of "Central Recruitment Fee Stamps (CRFS)"only. Recruitment Fee Stamps should be pasted on the

application form in the space earmarked for the purpose and got cancelled from the Counter of Post Office of issue with the date stamp of the Issuing Post Office in such a manner that the impression of the cancellation stamp partially overflows on the Application Form itself, taking care at the same time that the impression is clear and distinct to facilitate the identification of date and Post Office of issue at any subsequent stage. After getting the Recruitment Fee Stamps cancelled from the Post Office, the candidate must submit their application to the concerned Regional Office/Sub Regional Offices of the Commission in the usual manner after completing other formalities. Application with CRFS not cancelled by the post office will be rejected outright.

As Department of Posts is in the process of phasing out CRF stamps, and there may be shortage of CRF stamps, candidates are advised to apply on-line. The candidates submitting application form online (computer based) should pay the fee of Rs 100 (Rupees one hundred only) by means of SBI Challan or Online payment through Net banking or any credit/debit cards only.

Fee once paid will not be refunded under any circumstances.

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

11. Centre of Examination

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

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

S.No.	Examination Centres & Centre Code	Address to which the applications should be sent
1.	Agra(3001), Allahabad(3003), Bareilly(3005), Gorakhpur(3007) , Kanpur(3009), Lucknow (3010) Meerut(3011), Varanasi (3013), Bhagalpur (3201), Muzaffarpur(3205), Patna(3206),	Regional Director(CR), Staff Selection Commission, 21-23, Lowther Road, Allahabad, Uttar Pradesh-211 002.
2.	Gangtok (4001), Ranchi(4205), Barasat (4402), Berhampore (4403), Chinsurah (4405), Jalpaiguri (4408), Kolkata(4410), Malda (4412),Midnapur (4413), Siliguri (4415), Bhubaneshwar (4604), Cuttack (4605), Keonjhar(4606), Sambalpur (4609), Port Blair (4802),	Regional Director (ER), Staff Selection Commission, 1 st MSO Building,(8 th Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020

3.	Bangalore(9001), Dharwar(9004), Gulbarga (9005), Mangalore(9008), Mysore (9009), Kochi (9204), Kozhikode(Calicut)(9206), Thiruvananthapuram (9211), Thrissur (9212)	Regional Director(KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
4.	Almora(2001), Dehradun(2002), Haldwani (2003), Srinagar (Uttarakhand) (2004), Haridwar (2005), Delhi(2201), Ajmer(2401), Alwar(2402), Bikaner (2404), Jaipur(2405), Jodhpur(2406), Kota(2407), Sriganaganagar (2408), Udaipur(2409)	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
5.	Itanagar(5001), Dibrugarh(5102), Guwahati (Dispur)(5105), Jorhat (5107),Silchar(5111), Kohima (5302), Shillong(5401), Imphal(5501), Churachandpur (5502), Agartala(5601), Aizwal(5701)	Regional Director(NER), Staff Selection Commission, HOUSEFED Complex, West End Block, Last Gate, Beltola Basistha Road, Dispur, Guwahati, Assam-781 006.
6.	Guntur(8001), Hyderabad(8002),Kurnool (8003), Rajahmundry(8004), Tirupati (8006), Vishakhapatnam (8007), Chennai(8201), Coimbatore(8202), Madurai (8204), Tiruchirapalli (8206), Tirunelveli (8207), Puducherry(8401)	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 nd Floor, College Road, Chennai, Tamil Nadu-600006
7.	Ahmedabad(7001) Vadodara (7002), Rajkot(7006), Surat(7007), Bhavnagar(7009), Kutch (7010), Amravati (7201), Aurangabad(7202), Kolhapur(7203), Mumbai(7204), Nagpur (7205), Nanded (7206), Nashik (7207), Pune(7208), Thane(7210) Bhandara (7211), Chandrapur(7212), Akola(7213), Jalgaon(7214), Panaji(7801)	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishta Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
8.	Bhopal(6001), Chindwara(6003), Guna(6004), Gwalior (6005), Indore(6006), Jabalpur (6007), Khandwa (6009), Ratlam(6011), Satna(6014), Sagar (6015), Ambikapur(6201), Bilaspur(6202) Jagdalpur(6203), Raipur(6204), Durg(6205),	Dy. Director (MPR), Staff Selection Commission, J-5, Anupam Nagar, Raipur, Chhatisgarh-492001
9.	Anantnag (1001), Baramula(1002), Jammu(1004), Leh(1005), Rajouri(1006), Srinagar(J&K)(1007), Kargil (1008), Dodda (1009), Hamirpur (1202), Shimla(1203), Bhatinda (1401), Jalandhar(1402), Patiala (1403), Amritsar (1404), Chandigarh (1601)	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-160017

No change of Centre of Examination will be entertained.

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:

The examination will consist of a Written Examination and Skill Test for the post of Data Entry Operator and Written Test and Typing Test for the post of Postal Assistant & Sorting Assistant (PA/SA) and Lower Division Clerk on Computer.

Written examination (Objective type):

Date of Exam	Part	Subject	Maximum Marks	Total Duration /Timing	Total Duration/Timing for Visually Handicapped/Cerebral Palsy candidates including compensatory time.
01.11.2015	I	General Intelligence (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon or 2:00 PM to 4:00 PM	2 Hours 40 Minute 10.00 A.M. to 12.40 Noon or 2:00 PM to 4:40 PM
15.11.2015 & 22.11.2015	II	English Language (Basic Knowledge) (50 questions)	50		
(Sundays)	III	Quantitative Aptitude (Basic Arithmetic Skill) (50 questions)	50		
	IV	General Awareness (50 questions)	50		

The Commission reserves the right to restrict entry to the examination venue till 9.30 AM in the morning session and till 1.30 PM in the afternoon session.

The proposal for online examination is under consideration of the Government of India and if approved examination may be held on-line.

Written examination consists of Objective Type- Multiple choice questions only. The questions will be set both in English & Hindi for Part-I, III & IV.

There will be negative marking of 0.25 marks for each wrong answer.

Answer Keys will be placed on Commission's website after written examination. Any representation regarding answer key received within 7 days of uploading of the answer key will be scrutinized and the decision of the Commission in this regard will be final.

The Commission reserves the right to introduce additional stage of examination which would be notified at suitable time, if considered necessary.

12.1 Indicative Syllabus for written examination:

General Intelligence: It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations,

Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations.

English Language: Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Quantitative Aptitude:

Arithmetic:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts:

Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin^2\theta + \cos^2\theta = 1$ etc.,

Statistical Charts : Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart

General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

For VH candidates of 40% and above visual disability and opting for SCRIBES there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / Quantitative Aptitude.

12.2 Skill test for Data Entry Operator:

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

The 'Speed of 8000 key depressions per hour on Computer' will be adjudged on the basis of the correct entry of words/key depressions as per the given passage and the duration of the said Test will be 15 (Fifteen) minutes and printed matter in English containing about 2000-2200 strokes/key-depressions would be given to each candidate who would enter the same in the Computer. Visually handicapped candidates (with 40% disability and above) will be allowed 35 minutes including compensatory time 20 minutes for the skill test.

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

Only those candidates who secure at least the minimum qualifying marks in the written examination, as may be fixed by the Commission at its discretion, will be called for skill test. The Commission may also at its discretion, fix qualifying marks in each component of the written examination.

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

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

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

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

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

12.3 Typing Test for Postal Assistant/Sorting Assistant and LDCs:

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

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

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

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

Passage Dictators will be provided to VH candidates for the Typewriting test. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

35 w.p.m. and 30 w.p.m. corresponds to 10500 key depressions per hour and 9000 key depressions per hour respectively.

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

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

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

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

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 called for Typing Test. The Commission may also, at its discretion, fix the minimum qualifying marks in each component of the written examination.

13: General instructions to be complied by the candidates in the written examination:

Candidates must write the papers/indicate the answers in their own hand.

In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

Use of mobile phone, calculator and other electronic gadgets and their accessories is not permitted. Therefore, these should not, be brought inside the Examination Premises / Venue.

Candidature of any candidate found to possess mobile phones or any other means of wireless communication or related accessories either in working or switched off mode, shall be cancelled forthwith. This will also invite further penal action as per the policy of the Commission.

The Candidates are advised to desist from use of any unfair method in the examination hall which will render them ineligible for further consideration for the examination and also lead to their debarment from Commission's examinations in future besides inviting criminal prosecution.

OMR Type of Answer Sheets will be supplied by the Commission for recording their answer of multiple choice objective type questions. OMR sheet to be filled in Dark Blue/Black Ball point pen only.

Candidates should write his/her name, Roll Number and Test Form Number correctly, in the relevant places in OMR Answer Sheet and also affix signature and Left Hand Thumb Impression on space provided for the purpose. Answer Sheet not bearing candidate's Name, Roll Number, Test Form No, signature and left thumb impression or in which such details have not been properly shaded will not be evaluated.

If any candidate belonging to visually handicapped (VH) category does not write and shade the category code properly, they will be treated as not belonging to VH category.

14. Admission to the Examination:

All candidates who apply in response to this advertisement by the closing date will be assigned Roll numbers which will be placed on the website of the concerned Regional Office at least two weeks before the date of the examination. A candidate must write his/her Roll number along with his/her name, date of birth and name of the examination while addressing any

communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

Admission certificates (ACs) for the examination indicating the time table and also venues of examination will be issued to all applicants about two weeks before the date of examination. If any candidate does not receive admission certificate for the examination one week before the date of examination, he/she must immediately contact the concerned regional/sub regional office of the commission with proof of having submitted his/her application (in case of applications submitted under certificate of posting, the date-stamp of the post-office concerned should be clearly legible). Failure to do so will deprive him/her of any claim for consideration. Candidates also have the option to download the admission certificates from the website of concerned regional/sub regional offices. Such facility will be available about two weeks before the examination.

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

The photographs used by the candidates must be a recent, relaxed face, and the picture should be in colour, against a light-coloured, preferably white, background. If flash is used then ensure that there is no red-eye and, in case of glasses, your eyes should be visible. The face should not cover less than 80 % of the entire photo. Photograph should be of 8 bit JPG format and its size should be between 4kb to 12 kb with resolution of 100x120 (pixels).

It is compulsory to carry a Photo ID such as Voter's ID, Driving License, ID Cards issued by Government or other Offices where the candidates may be working. Candidates without such ID cards will not be allowed entry into the examination halls/Skill Test venues.

Candidates should 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. Candidate are advised to keep 10 copies of the same photograph, which was uploaded/affixed in the application form, with them till the completion of entire examination process to facilitate easy identification.

15. Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should neither attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, their OMR sheets will not be evaluated.

Without prejudice to criminal action/debarment from Commission's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:-

- (i) Possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switch off mode and on person or otherwise.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonate/ Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.
- (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.
- (xii) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Commission considers to be sufficient cause for cancellation of candidature.

16. Preference:

Candidates will be required to indicate in the application form for the Examination, the order of preference for the posts of Postal Assistant/Sorting Assistant, Data Entry Operator and LDCs as under:

P: Postal Assistant/Sorting Assistant in Grade Pay 2400 for Department of Posts

D: Data Entry Operator in Grade Pay of Rs. 2400/-

E: Data Entry Operator in Grade Pay of Rs. 1900/-

L: Lower Division Clerk in Grade Pay of Rs. 1900/-

Candidates without option for posts will not be considered for selection irrespective of their merit position.

Preference for ministry/department/office will be taken from the candidates qualified for Skill test/Typing test at the time of Skill test/Typing test.

17. Resolution of Tie cases:

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

- i) Marks in first part of the written examination.
- ii) Date of birth, with older candidates placed higher.
- iii) Alphabetical order in which first names of the candidates appear.

18. Mode of selection:

Candidates will be shortlisted for the skill test/Typing Test on the basis of their performance in the Written Examination. Candidates who qualify in the skill test/Typing Test will be recommended for appointment by the Commission on the basis of their performance in the Written Examination. Allocation of candidates will be made to User Departments depending upon their merit position and the option exercised by them.

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

An Ex-Serviceman or Physically Handicapped (OH/VH/HH) 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. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

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, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

The data submitted by candidates who qualify for the Skill Test, in their application form, will be verified with the documents submitted before the Skill Test. Selection will be based on this verified data.

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, 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.

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.

20. Court 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.

21. Important Instructions to Candidates:

- i) Closing Date for submission of application: 13.07.2015 (upto 5:00 P.M.). For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad and applying offline – 20.07.2015 (upto 5:00 P.M.). Applications received late will be rejected and no correspondence will be entertained in this regard. Commission will not be responsible for postal delay. For those candidates who submit application on-line, part I registration will close at 5:00 PM on 10.07.2015. Part II registration will be upto 5:00 PM on 13.07.2015.
- ii) Only a single application will be entertained. In case of multiple online applications, the last completed application will be accepted. In the case of multiple off-line applications, the concerned regional office will accept any one of the applications at its discretion.
- iii) The commission encourages candidates to apply on-line. Submission of 'on-line' application avoids data discrepancies, non/wrong delivery of admit cards etc, as admit card can be downloaded from the website of the

commission. Such candidates should retain their registration number assigned to them on line for correspondence with the commission. They should not submit print outs of their application to the commission.

- iv) Candidates should bring 3 passport size colour photographs. Candidates not carrying photographs may not be allowed to appear in the written examination.
- v) The Commission will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of written examination and, therefore, the candidature is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify for the Skill Test. At the time of scrutiny if any claim in the application is not found substantiated, the candidature will be cancelled. The Commission's decision shall be final.
- vi) 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 as proof of date of birth.
- vii) Preference for ministry/department/office will be taken from the candidates qualified for skill test/typing test at the time of skill test/typing test. At that time the data provided in the application will be verified and the data so verified will be treated as final. No further changes will be allowed.
- viii) Central Government civilian employees 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 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 employees from the Date of application till the time of appointment, in the event of their selection.
- ix) All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
- x) Mobiles including earphones and connected cords and other electronic gadgets are banned within the premises of the examination centres. Possession of such equipment whether in use or in switched 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 examination upto 3 (three) years.



कर्मचारी चयन आयोग STAFF SELECTION COMMISSION

संयुक्त उच्च माध्यमिक स्तर (१०+२) परीक्षा-2015

COMBINED HIGHER SECONDARY LEVEL (10+2) EXAMINATION-2015



कृपया परीक्षा के नोटिस में दिए गए अनुदेशों / अनुबंधों को सावधानी पूर्वक पढ़ लें। बॉक्स () में लिखने के लिए नीले या काले पेन का प्रयोग करें।

Please read instructions in the Notice of the Examination/Annexures carefully. Use Blue or Black ball pen to write in the box ()

1. परीक्षा केन्द्र का नाम / Name of the Examination Centre 2. परीक्षा केन्द्र कोड / Examination Centre Code

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

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

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

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

10. श्रेणी / Category 10.1 अगर आप भूतपूर्व सैनिक हैं? 10.2. भूतपूर्व सैनिक के लिए For Ex-Serviceman 11. क्या आप शारीरिक विकलांग हैं?

11.1 यदि हाँ, कोड अंकित करें 12. क्या आयु सीमा में छूट चाहते हैं? 12.1 यदि हाँ, कोड अंकित करें/ If yes, indicate code

12.2 01.08.2015 को आयु / Age as on 01.08.2015 13. पद की प्राथमिकता

14. टंकण परीक्षा का माध्यम अंकित करें 15. यदि दृष्टि बाधित/ प्रमस्तिष्कीय पक्षाघात है, तो क्या आपको प्रलिपिक की आवश्यकता है? 15.1. यदि हाँ, माध्यम अंकित करें 16. क्या आप अल्पसंख्यक हैं?

17. शैक्षिक योग्यता Educational Qualification विषय कोड Subject Code अंकों का प्रतिशत (%) Percentage (%) of Marks माध्यम (अंग्रेजी-1, हिन्दी-2 व अन्य-3) Medium (English-1, Hindi-2, Others-3)

18. कार्य अनुभव का विवरण Details of work Experience / Govt. Service :			
संस्था का नाम Name of the Organisation(s)	पदनाम Designation	कार्य का विवरण Name of the Duty(ies)	कार्य की अवधि / Period of Service से /From तक / To

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

नाम Name _____
पता Address _____
पिन PIN:
मोबाइल नं./ Mobile No. :
ई मेल/Email ID:.....

20. फोटोग्राफ
4 सेमी X 5 सेमी आकार का हाल ही में खींचा गया फोटोग्राफ यहां ठीक ढंग से चिपकायें। (स्टेपल न करें। फोटो को सत्यापित न करवाएं)
Photograph
Paste here firmly your recent photograph (4 c.m.X 5c.m)
(Do not staple. Do not get the Photograph attested)

21. उम्मीदवार के हस्ताक्षर
Signature of the Candidate in the left Box

22. घोषणा /Declaration

के.भ.शुल्क टिकट चिपकाने के बाद डाकघर द्वारा रद्द किये जाने वाले टिकट हेतु स्थान Space for cancellation stamp by post office after affixing CRF stamp

23. के.भ.शुल्क टिकट के लिए स्थान
Space for CRF Stamp

Rs. 100.00 का के.भ.शुल्क टिकट यहाँ ठीक ढंग से चिपकाएं तथा डाकघर से रद्द करा दें जहाँ से वह खरीदा गया है।
(स्टेपल न करें)

Paste here firmly CRF Stamp of Rs 100.00 denomination and get it cancelled from the post office where purchased.

(Do not Staple)

- (i) मैंने विज्ञप्ति में दी गई शर्तों को ध्यानपूर्वक पढ़ लिया है, और मैं एतद्वारा उनका पालन करने का वचन देता/देती हूँ।
I have read the provisions in the Notice of the examination carefully and hereby undertake to abide by them.
- (ii) मैं यह भी घोषणा करता/करती हूँ कि मैं इस परीक्षा में प्रवेश के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता, आदि संबंधी पात्रता की सभी शर्तों को पूरा करता/करती हूँ।
I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.
- (iii) मैं यह भी घोषणा करता/करती हूँ कि मुझे आज तक कर्मचारी चयन आयोग/संघ लोक सेवा आयोग द्वारा किसी भी परीक्षा में बैठने से नहीं रोका गया है तथा न ही मेरे खिलाफ किसी भी विधि न्यायालय में कोई आरोप पत्र लंबित है। मैं यह भी घोषणा करता/करती हूँ कि मुझे सरकारी सेवा से कभी भी बर्खास्त नहीं किया गया है अथवा हटाया नहीं गया है अथवा परीक्षा के दौरान मेरी सेवा समाप्त नहीं की गई है।
I also declare that I do not stand debarred by SSC/UPSC as on date and have never been convicted by any court of law. I also declare that no charge sheet is pending against me in any court of law. Further declare that I have never been dismissed or removed from Govt. Service or my service been terminated during probation.
- (iv) * आयु सीमा में छूट चाहने वाले केन्द्र सरकार के असैनिक कर्मचारी के लिए
मैं यह घोषणा करता/करती हूँ कि मैं केन्द्र सरकार का एक असैनिक कर्मचारी हूँ एवं नियमित आधार पर 3 वर्ष की सेवा या सेवाकाल अवधि जैसा की परीक्षा नोटिस में निर्धारित है, आवेदन पत्र जमा करने की अंतिम तिथि या उससे पूर्व पूर्ण कर ली है।
* For Central Govt. Civilian Employee seeking age relaxation.
I declare that I am a Central Govt. Civilian Employee and completed 3 years of regular service or regular length of service stipulated in the Notice of the examination on or before date of closing of submitting application form given in the Notice.
- (v) * अन्य पिछड़ा वर्ग से संबंधित अभ्यर्थी के लिए
मैं यह भी घोषणा करता /करती हूँ कि मैं उस समुदाय से संबंधित हूँ जिसे कर्मिक एवं प्रशिक्षण विभाग के दिनांक 8.9.1993 के कार्यालय ज्ञापन सं. 36012/22/93-स्था. (एससीटी)में विहित आदेशों के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण के प्रयोजन हेतु पिछड़ा वर्ग माना गया है। यह भी घोषणा की जाती है कि भारत सरकार कर्मिक एवं प्रशिक्षण विभाग के विभिन्न संशोधनों जो कि नोटिस में उल्लिखित है, उसके तहत उपरोक्त कार्यालय ज्ञापन सं. कॉलम 3 में उल्लिखित व्यक्तियों/वर्गों (कीमी लेयर) से संबंधित नहीं हूँ। मैं यह भी घोषणा करता/करती हूँ कि मेरे पास नोटिस में निर्धारित प्रारूप में अन्य पिछड़े वर्ग का प्रमाण पत्र है या नोटिस में प्रावधान के अनुसार मैं अन्य पिछड़े वर्ग का वैध प्रमाण पत्र टंकण परीक्षा / कौशल परीक्षा के समय प्रस्तुत करूँगा/करूँगी।
*For Candidate belonging to OBC.
I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per order contained in Deptt. of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate in the prescribed format given in the Notice of the examination or will submit valid OBC Certificate at the time of Skill Test/Typing Test as per the provision of the Notice.
- (vi) भूतपूर्व सैनिकों के लिए
मैं घोषणा करता/करती हूँ कि मैं परीक्षा विज्ञप्ति के अनुसार भूतपूर्व सैनिक संबंधित पात्रता की सभी शर्तों को पूरा करता/करती हूँ।
For Candidate belonging Ex-Serviceman
I declare that I fulfill all the eligibility condition relating to Ex-Serviceman as per notice of examination.
- (vii) मैं एतद्वारा यह भी घोषणा करता /करती हूँ कि इस आवेदन पत्र में दिए गए सभी विवरण मेरी अधिकतम जानकारी और विश्वास के अनुसार सत्य, पूर्ण एवं सही है। मैं समझता/समझती हूँ कि यदि इस परीक्षा से पहले या बाद में कोई भी सूचना छुपाई गई/झूठी या असत्य पाई जाने पर या अपात्रता का पता लगने पर मेरी अभ्यर्थिता/नियुक्ति निरस्त की जा सकती है।

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled.

उम्मीदवार के हस्ताक्षर
Signature of candidate

स्थान/Place:

तारीख/Date: D D M M Y Y

* यदि लागू न हो तो यह लाईन काट दें।

* Strike off this sentence if not applicable

अहस्ताक्षरित आवेदन पत्र को रद्द कर दिया जायेगा
Unsigned application will be rejected

INSTRUCTIONS FOR FILLING UP THE APPLICATION

- I. The Commission uses standard application form for all its examinations. Therefore, please read the instructions given in the Notice of Examination and also given below carefully before filling up the application form, in your own interest.
- II. Use only blue/black ball pen to write in the boxes, i.e.,
- III. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available, further instructions given below may be gone through carefully.
- IV. Please go through the instructions given below for filling up each item numbered in the application form:-
- V. Request for change/correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
 1. Name of the Examination Centre and 2. Centre Codes
Refer to para-11 of the Notice of the Examination.
 - 12.1. Code for seeking age relaxation.
Refer to para 6 of the Notice of the Examination.
 13. Preference for Posts
'P' for Postal Assistant/Sorting Assistant Grade Pay Rs. 2400 for Department of Post.
'D' for Data Entry Operator Grade Pay Rs. 2400
'E' for Data Entry Operator Grade Pay Rs. 1900
'L' for Lower Division Clerk Grade Pay Rs. 1900

You are advised to be careful in exercising your preference as in the event of your getting selected for both the posts, you will be considered for the posts in the order of your merit and preference for each post. You are also advised that you will not be considered for posts for which you have not exercised option.
 15. VH candidates and such PH candidates as are entitled to scribes should specify the medium in which they desire to take the Written Examination. Scribes will be arranged by the Commission accordingly.
 16. If a Candidate belongs to one of the minority communities notified by Govt. namely Muslims, Christians, Sikhs, Buddhists, or Zoroastrians (Parsis), Write Code-08.
 17. Educational Qualification and Subject Code: See Annexure – X
Use 'Others' if any particular Educational Qualification or Subject is not assigned a code.
 19. Address for communication

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

IMPORTANT: It is in the interest of the candidate to furnish e-mail ID and/or mobile number to enable the Commission at its option, to send call letter and any other information.

20. Photograph

Paste your recent photograph of size 4cmx5cm as per specification in Para 14 of the Notice. Do not staple and do not get the photo attested. Please note that your application shall be rejected summarily without photograph.

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

Procedure for Online Submission of Application

Note: The facility of online Registration will be available from 13.06.2015 to 13.07.2015 (upto 5:00 PM).

1. Online submission of the application may be made at website <http://ssconline.nic.in> and <http://ssconline2.gov.in> 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.
2. In registration, candidate will have to fill basic information. On submission of details, candidate will be prompted to check the details and make any correction in the application.
3. 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. will be allowed.
4. 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 payment, uploading of photograph and scanned signature.
5. Candidates who have to pay application fee can pay fee online through SBI Challan /Net banking and any credit and debit cards.
6. To pay fee in cash, candidate should take print out of challan generated online after completion of registration. Candidate may go to nearest SBI branch for depositing fees after 24 hours of submission of online form.
7. Those who want to pay online through SBI Challan /Net banking and any credit and debit cards, can go directly after submission of form.
8. Those who are exempted from payment of fee can skip steps 5 to 6.
9. Then upload a recently taken scanned photograph in 8 – bit JPG format. The digital size of the file must be less than 12 kb and greater than 4 kb and of resolution 100 pixel widths by 120 pixels height.
10. Then upload your scanned signature in JPG format. The digital size of the file must be less than 12 kb and greater than 4 kb and of resolution 100X120 (Pixel).

11. Emails will be received by the candidates on completion of Registration. Copy of email may be retained to produce before the Regional Office in the event of any discrepancy.
12. Candidates are advised to go through the instructions carefully before filling up the application form.
13. Request for change/correction in any particulars in the Application Form (both Online/Offline) shall not be entertained under any circumstances. The Staff Selection Commission will not be responsible for any consequences arising out of non acceptance of any correction/addition/deletion in any particular filled in application form whatever the reasons may be.

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

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

(Please see Para 6 of the Notice)

It is certified that *Shri/Smt./Km. _____ is a Central
Government Civilian employee holding the post of _____ in the
pay scale Of _____ with 3 years regular service in the
grade as on closing date (i.e. 13.07.2015).

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 Para-6 of
Notice for the Examination)

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

Place:

(Signature of Commanding
Officer)

Date:

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER
PARA 6 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, 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
- The Constitution (Scheduled Caste) Order (Amendment) Act,2007
- %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 _____

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/1st 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

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

This is to certify that Shri /Smt./Kumari
 _____son/daughter of
 _____ of village/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:

* 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.

Annexure-VIII (FORM-II)

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

Recent PP size Attested Photograph (showing face only) of the person with disability
--

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No. _____

Date: _____

This is to certify that I have carefully examined
 Shri/Smt/Kum _____ Son/wife/daughter of Shri
 _____ Date of Birth _____ Age
 _____ years, male/Female _____
 (DD/MM/YY)

Registration No. _____ permanent resident of Home
 No. _____

Ward/Village/Street _____ Post Office _____
 District _____
 State _____.

Whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

the diagnosis in his/her case _____

(A) He/She has _____% (in
 figure) _____ percent (in words) permanent physical
 impairment/blindness in relation to his/her _____ (part of body)
 as per guidelines (to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate.

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

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

Annexure-VIII (FORM-III)

DISABILITY CERTIFICATE
(In Case of Multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP 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 _____ Age
_____ years, male/Female _____ (DD/MM/YY)
_____ Registration No. _____ permanent
resident of Home No. _____ Ward/Village/Street _____ Post
Office _____ District _____ State _____ whose photograph is
affixed above, and are 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(to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S.No.	Disability	Affected part of the body	Diagnosis	Permanent physical impairment/mental disabilities(in %)
1.	Locomotor disability	@		
2	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	\$		
5.	Mental retardation	X		
6.	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified) is as follows:-

In figure _____ percent.

In words: _____ percent.

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

3. Reassessment of disability is:

(i) not necessary

Or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till _____

(DD) (MM) (YY)

@ e.g. Left/Right/both arms/Legs

e.g. Single eye/both eyes

\$ e.g. Left/Right/both ears.

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

Nature of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

--	--	--

Name and seal of Member
and seal of the

Name and seal of Member

Name

Chairperson

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

DISABILITY CERTIFICATE

(In case other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP 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 (to be specified) for the disabilities (to be specified) and is shown against the relevant disability in the table below:-

S.No.	Disability	Affected part of the body	Diagnosis	Permanent physical impairment/mental disabilities (in %)
1.	Locomotor disability	@		
2	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	\$		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

2. The above condition is progress/non progress/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary Or

(ii) is recommended/after _____ years _____ on this, and therefore this certificate shall be valid till _____

(DD) (MM) (YY)

@ e.g. Left/Right/both arms/Legs

e.g. Single eye/both eyes

\$ e.g. Left/Right/both ears.

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

Nature of Document	Date of issue	Details of authority issuing certificate

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

Medical Authority

(Authorised Signatory of notified

(Name and Seal)

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

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 on the District."

GOVERNMENT OF INDIA

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

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

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

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

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

This disability is likely to interfere with Typewriting (specify)

Signature of candidate
Surgeon

Signature of Civil

Name:
Place:
Official Stamp:

Essential Educational Qualification Code

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

Subject Code for Educational Qualification

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

