(To be uploaded on the website of the Commission (https://ssc.nic.in) on 18.10.2023)

भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉकसं-12,केन्द्रीय कार्यालय परिसर,
लोधी रोड, नई दिल्ली-110003

Government of India,
Ministry of Personnel, Public Grievances & Pensions,
Department of Personnel and Training,
Staff Selection Commission,
Block No. 12, CGO Complex,
Lodhi Road, New Delhi – 110003

NOTICE

Senior Secretariat Assistant/Upper Division Clerk Grade Limited Departmental Competitive Examination, 2020, 2021 & 2022

Dates for submission of online applications	**18.10.2023 to 07.11.2023**
Last date and time for receipt of online applications	**07.11.2023 (2300hours)**
Schedule of Computer Based Examination (Tentative)	**February-March, 2024**

HQ-PPII03(9)/1/2023-PP_II: The Staff Selection Commission will hold a Limited Departmental Competitive Examination on (to be intimated later) at Delhi only for making additions to the Select List of Senior Secretariat Assistant/ Upper Division Clerk Grade {Pay Level-4 (Rs 25500 – Rs. 81100)} of the following Services/Cadres (subject to availability of vacancies):

Sl. No.	Name of Service/Cadre
1	Central Secretariat Clerical Service
2	Railway Board Secretariat Clerical Service
3	Armed Forces Headquarters Clerical Service
4	Election Commission of India
5	Central Administrative Tribunal
6	Central Translation Bureau
7	Central Passport Organization, M/o External Affairs
8	Soil and Land Use Survey of India, D/o Agriculture and Farmers Welfare
9	Forest Survey of India, D/o Environment, Forest & Climate Change

2. **Vacancies**: Details of tentative vacancies for recruitment years 2020, 2021 & 2022 in respect of abovementioned Services/Cadres, as reported by their respective Service/Cadre Controlling Authorities, are as under:-

Tentative vacancies for the recruitment year, 2020

Sr. No.	Name of Service/Cadre	UR	SC	ST	PwBD	Total
1	Central Secretariat Clerical Service	To be intimated later				
2	Railway Board Secretariat Clerical Service	03	-	-	-	03
3	Armed Forces Headquarters Clerical Service	24	05	03	-	32
4	Election Commission of India	-	-	-	-	-
5	Central Administrative Tribunal	03	-	-	-	03
6	Central Translation Bureau	-	-	-	-	-

Tentative vacancies for the recruitment year, 2021

Sr. No.	Name of Service/Cadre	UR	SC	ST	PwBD	Total
1	Central Secretariat Clerical Service	To be intimated later				
2	Railway Board Secretariat Clerical Service	06	01	-	-	07
3	Armed Forces Headquarters Clerical Service	39	07	03	-	49
4	Election Commission of India	-	-	-	-	01
5	Central Administrative Tribunal	06	01	01	-	08
6	Central Translation Bureau	-	-	-	-	-
7	Central Passport Organization, M/o External Affairs	64	15	09	03	88

Tentative vacancies for the recruitment year, 2022

Sr. No.	Name of Service/Cadre	UR	SC	ST	PwBD	Total
1	Central Secretariat Clerical Service	To be intimated later				
2	Railway Board Secretariat Clerical Service	04	01	-	-	05
3	Armed Forces Headquarters Clerical Service	44	09	04	-	57
4	Election Commission of India	-	-	-	-	01
5	Central Administrative Tribunal	04	02	-	-	06
6	Central Translation Bureau	02	01	-	-	03
7	Central Passport Organization, M/o External Affairs	To be intimated later				
8	Soil and Land Use Survey of India, D/o Agriculture and Farmers Welfare	01	-	-	-	01
9	Forest Survey of India, D/o Environment, Forest & Climate Change	07	01	-	-	08

Note-Candidate(s) eligible for 2020 Examination are also eligible for 2021 & 2022 Examination subject to fulfilment of all other eligibility conditions and provided candidate specifically opts to be so considered. Further, such consideration of candidature would also be subject to availability of vacancies for that recruitment year *i.e.* 2020/2021/2022 as reported/to be reported by the respective Service/Cadre Controlling Authorities of the candidate.

3. Place(s), centre(s), date and time of examination are liable to be changed at the discretion of the Commission. The Commission may allot a different centre to a candidate if circumstances so warrant. Changes of schedule of the examination, if any, would be uploaded on the website of SSC (NR) *viz*., https://sscnr.nic.in.

Note-I:- Candidates should note that no request for change of centre will be entertained under any circumstances.

Note-II:-If any candidate appears at a centre other than the one indicated by the Commission in the admission certificate, the papers of such a candidate will not be evaluated and his/her candidature will be liable to be cancelled.

4. Reservation of posts for the members of Scheduled Caste, Scheduled Tribe and Persons with Benchmark Disability (PwBD) candidates will be as per the vacancy position in respective categories reported by the Service/Cadre Controlling Authorities.

5. Candidates seeking admission to the examination must apply online on the website of Staff Selection Commission i.e https://ssc.nic.in. The process of filling online application form for the examination consists of two parts**: (i) One Time Registration (ii) Filling of online Application for the Examination.**

6. After completion of online application form, the printed copy of the same accompanied with necessary documents, complete in all respects, in accordance with the 'Instructions to Candidates' **(Annexure-I)** should be duly forwarded by their respective Service/Cadre Controlling Authority to **"The Regional Director**, **Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003" so as to reach** by **22.11.2023 (1800 hrs).**

7. The candidates residing abroad, Andaman & Nicobar Islands and Lakshadweep should note that the printed copy of the online application form accompanied with necessary documents, complete in all respects, in accordance with the 'Instructions to Candidates' **(Annexure-I)** should be duly forwarded by their respective Service/Cadre Controlling Authority to **"The Regional Director**, **Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003" so as to reach** by **29.11.2023 (1800 hrs).**

NOTE-I Only those candidates whose application is forwarded by their Head of Department/Head of Office will be considered for admission to this Examination. They should further note that the Commission will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application, received after the prescribed last date and time for receipt of the application in the Commission through proper channel, will be entertained under any circumstances. Application(s) received after closing date and time, will be summarily rejected. Candidates, in their own interest, are advised to ensure that their applications duly verified and endorsed by the Competent Authority, are forwarded by their Head of Department or Head of Office in a manner that their applications reach well before the prescribed last date and time.

NOTE-II:-Head of Department/Head of Office of the Applicants must forward the application forms, complete in all respects, in a manner so as to reach by the prescribed date and time to the aforesaid Regional Office of the Staff Selection Commission.

NOTE-III:-While forwarding the application(s) of the candidate(s), the concerned authorities should ensure that the parent Service/Cadre of the candidate(s) applying for the examination is one of the participating Service(s)/Cadre(s) under this examination.

8. All communications in respect of this Examination should be addressed to **"The Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003"** and should contain the following particulars:-

(i) Name and year of examination
(ii) Name of candidate (in full and in block letters)
(iii)Name of father/husband of candidate
(iv) Roll number or date of birth (if roll number not received by the candidate)
(v) Postal address as given in application

9. Communications, without above details as in **para 8**, will not be entertained. In all correspondence with the Staff Selection Commission related to this examination, candidates should invariably superscribe their envelope and correspondence with the words and figures, **"Senior Secretariat Assistant/ Upper Division Clerk Grade Limited Departmental Competitive Examination, 2020, 2021 & 2022"**.

10. This examination is being conducted on the basis of clearance provided to the Commission by DoPT *vide* their letter No. 25/32/2022-CS.II(B) dated 20.10.2022.

Under Secretary
Staff Selection Commission (HQ)

ANNEXURE-I

INSTRUCTIONS TO CANDIDATES

1. 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 for which they are admitted by the Commission *viz*., Computer Based Examination, Written Examination and evaluation of Service Record will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification, at any time before or after the Computer Based, Written Examination and evaluation of Service Record, it is found that they do not fulfill any of the eligibility conditions their candidature for the examination will be cancelled by the Commission.

(a) Before filling the Online Application Form, the candidates must carefully go through the Notice of the examination to ensure that they fulfil all eligibility conditions for the post applied. The eligibility conditions prescribed in the Notice shall not be relaxed under any circumstances. Further, the candidates must go through the instructions to the candidates for filling up online application form as per **Annexure-IV (One-Time Registration)** and **Annexure-V (Online Application Form)**.

(b) The candidate must note that the Examination shall be conducted by the Staff Selection Commission in **Delhi** only. Information about the Examination indicating the time table and City/Centre of examination for the candidates will be uploaded on the website of the Northern Regional Office of the Commission https://sscnr.nic.in about two weeks before the date of examination. If any candidate does not find his/her details on the website of Northern Regional Office of the Commission, one week before the date of examination, he/she must immediately contact the Northern Regional Office of the Commission with proof of having submitted his/her application failing which he/she will deprive himself/herself of any claim for consideration of candidature for the examination. The Commission reserves the right to cancel any Centre and ask the candidates of that Centre to appear at another centre. Commission also reserves the right to divert candidates of any Centre to some other Centre to take the examination.

Note-I:-Candidates may please note that there will be no centre at any India mission abroad. A candidate serving at an Indian mission abroad will have to appear for this examination in India at his/her own expense.

4. Admission Certificate for the Computer Based Examination will be issued online by uploading on the website of the Northern Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the website of the Northern Regional Office of the Commission i.e https://sscnr.nic.in as well as of Staff Selection Commission (HQ) i.e https://ssc.nic.in for any updates and information about the examination.

5. All candidates who register and apply in response to the Notice of this Examination by the stipulated date and time and whose applications are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination.

6. The Commission will not undertake detailed scrutiny of online applications for the eligibility and other aspects at the time of examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of eligibility criteria and satisfy themselves that they are eligible for the post(s).

7. Candidates must write Registration-ID, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidates not furnishing these particulars shall not be entertained. Facility for downloading of Admission Certificates will be available 3-7 days before the examination on the website of Northern Regional Office of the Commission.

8. Candidates admitted to the examination will be required to produce their Departmental Identity Card (Original) issued by the employer of the Government Servant along with hard copy of Admission Certificate for appearing in the Examination. Candidates are not entitled to receive any Travelling Allowance from Staff Selection Commission for attending the examination.

9. Staff Selection Commission recruits personnel as per the vacancies reported by the User Ministries/Departments/Organizations. The Commission has no role in determination of total vacancies(Vertical & Horizontal) arising in a User Ministry/Department/Organization, backlog vacancies, segregation of vacancies under various reserved categories and vacancies reported to be filled up.

10. Candidates are warned that they should not furnish any false/incorrect/misleading information or suppress any material information while filling the online application form.

11. **Candidate must upload the following documents with his/her application**:

(i) Certified true copy of the first page of the Service Book duly attested by the Head of Department or Head of Office in which the candidate is employed at the time of making the application showing the particulars of the Government Servant; viz., Name of the candidate in full, his/her Father's Name, Husband's Name in case of a married woman Government Servant, Nationality, Name of the Scheduled Caste/Scheduled Tribe in case of candidates belonging to such caste or tribe, date of birth by the Christian Era (both in figures and words),

(ii) Copy of certificate of essential educational qualification, if applicable.

(iii) Specimen signature of the candidate.

(iv) Certified true copy of the particulars of service attested by the Head of Department or Head of Office in which he/she is working at the time of making the application showing the posts held along-with scale of pay and the capacity i.e. substantive, officiating, permanent or temporary in which the post is held.

(v) Form of certificate for disabled Defence Personnel while in service, wherever applicable.

(vi) Certificate of disability in case of PwBD candidates.

Note-I The Staff Selection Commission may, if it considers necessary, call for the Service Book or other documentary evidence.

Note-II Only self-attested photocopies by the candidate should be uploaded in the online application form in support of claim for relaxation of age etc. and no document should be submitted in original.

12. Candidates are warned that if the online application form is either incomplete or wrongly filled in or without requisite documents mentioned under **Para 11** above, the application is liable to be rejected and no appeal against rejection will be entertained.

13. In accordance with the Order dated 05.03.2020 of Hon'ble Supreme Court in the matter of Shantanu Kumar & Ors. [Writ Petition(C) No.234 of 2018], "Soft copy of photograph (without spectacles and cap) taken within three months from the date of filling of the application should be uploaded by the candidate."

13.1 Instances of people trying to impersonate candidates during the examinations have been observed. Since the photograph is at most three months old, there should not be any change in appearance of the candidate during the examination vis-à-vis the photograph submitted with the application form. Examination venue staff has been authorized not to allow any suspicious candidates to take the examination. The candidates are, therefore, advised in their own interest to ensure that their appearance during the day of the examination is as per the photograph in application form.

13.2. Candidates should also ensure that the signatures appended by them in all the places, viz., in their online application form, in the Attendance List and Commission Copy in the examination hall and in all the correspondence with the Commission should be identical and there should be no variation of any kind in the signatures appended. If any variation is found in the signatures, his/her candidature will be liable to be cancelled by the Commission.

14. Candidates should further note that no change in the entries made in the online application form shall be allowed by the Commission at any stage under any circumstances.

15. A candidate must see that communications, if any, sent to him/her at the address stated in his/her application are redirected, if necessary. Change in address should be communicated to the Commission at the earliest opportunity. Although

the Commission makes every effort to take account of such changes they cannot accept any responsibility in the matter.

16. **RULES FOR THE EXAMINATION**:-

The Rules for the Limited Departmental Competitive Examination for inclusion in the Select List for Senior Secretariat Assistant/ Upper Division Clerk of the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Administrative Tribunal, Central Translation Bureau, Central Passport Organization (M/o External Affairs), Soil and Land Use Survey of India (D/o Agriculture and Farmers Welfare), Forest Survey of India(D/o Environment, Forest & Climate Change) to be held by the Staff Selection Commission for the years 2020, 2021 and 2022 are published for general information.

The number of persons to be selected for inclusion in the select list will be determined later as given in **para-2** of the Notice issued by the Commission.

Conditions of eligibility: - Any regularly appointed Junior Secretariat Assistant/Lower Division Clerk of the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Administrative Tribunal, Central Translation Bureau, Central Passport Organization (M/o External Affairs), Soil and Land Use Survey of India (D/o Agriculture and Farmers Welfare), Forest Survey of India(D/o Environment, Forest & Climate Change) who satisfies the following conditions shall be eligible to appear at the examination and will be considered for vacancies in his/her Service/Cadre only. For example, Junior Secretariat Assistant/Lower Division Clerk of the Railway Board Secretariat Clerical Service will be eligible only for vacancies of Senior Secretariat Assistant/Upper Division Clerk of the Railway Board Secretariat Clerical Service.

Crucial date and Conditions of eligibility: -

S. No.	Name of the Services/ Cadres	Crucial date for counting of approved service	Conditions of eligibility

1	Central Secretariat Clerical Service	For the year, 2020- **1st day of August, 2020(01.08.2020)** For the year,2021- **1st day of August, 2021(01.08.2021)** For the year,2022- **1st day of August, 2022(01.08.2022)**	Any regularly appointed Lower Division Clerk of the Service who satisfies the following conditions shall be eligible to appear at the examination:- **(a)<u>Length of Service</u>**-He should have on the crucial date, rendered not less than five years' approved and continuous service in the Lower Division Grade of the service: Provided that if he had been appointed to the Lower Division Grade of the Central Secretariat Clerical Service on the results of the Competitive Examination, including a Limited Departmental Competitive Examination, the results of such examination should have been announced not less than five years before the crucial date and he should have rendered not less than four years' approved and continuous service in that Grade. Provided that any period of his absence of Military duties may be allowed to be counted towards the prescribed length of service in the Lower Division Grade. Amended/Modified *vide* Department of personnel and Training Notification No.12/3/93-CS.II dated the 22nd November, 1995- Published in the Gazette of India *vide* GSR No.541 dated 9th December, 1995. **NOTE**:-Lower Division Clerk who are on deputation to ex- cadre posts with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible; Provided that it shall not apply to Lower Division Clerk who has been appointed to an ex-cadre post or to other Service on 'transfer' and does not have a lien in the Lower Division Grade of the Service. **(b)<u>Age</u>**:-He should not be more than 50 years of age on the crucial date: Provided that the Upper age limit may be relaxed in respect of such categories

			of persons as may be notified from time to time in this behalf by the Central Government, to the extent and subject to the conditions notified in respect of each category. **(c)<u>Typewriting Test</u>**- Unless exempted from passing the typewriting test held by the Union Public Service Commission or Staff Selection Commission, Ministry of Personnel, Public Grievances and Pensions for the purpose of confirmation, in the Lower Division Grade, he should have passed this test on or before the date of notification of the examination. **<u>NOTE</u>**: Special provision regarding eligibility of Lower Division Clerks joining military service on account of the emergency: Protection shall be afforded to Lower Division Clerks, who because of their having joined (or been called up for) military service during the emergency, cannot appear in the examination, in the manner prescribed from time to time by the Central Government of India in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions in this behalf.
2	Railway Board Secretariat Clerical Service	For the year, 2020-**1st day of August, 2020(01.08.2020)** For the year,2021- **1st day of August, 2021(01.08.2021)** For the year,2022- **1st day of August, 2022(01.08.2022)**	Any permanent or regularly appointed temporary Lower Division Clerk of the service who satisfies the following conditions shall be eligible to appear at the examination. Provided that any period of his absence on Military duties may be allowed to be counted towards the prescribed length of service in the Lower Division Grade. Provided further that, if he had been appointed to the Lower Division Grade of the Railway Board Secretariat Clerical Service on the results of the Competitive Examination including a Limited Departmental Competitive Examination, the results of such

			examination should have been announced not less than five years before the crucial date and he should have rendered not less than four years approved and continuous service in that Grade. (b) **Typewriting Test**: Unless exempted from passing the typewriting test held by the Union Public Service Commission or Secretariat Training School for the purpose of confirmation, in the Lower Division Grade, he should have passed this test on or before the date of notification of the examination. **NOTE**: Special provision regarding eligibility of Lower Division Clerks joining military service on account of the emergency: Protection shall be afforded to Lower Division Clerks, who because of their having joined (or been called up for) military service during the emergency, cannot appear in the examination, in the manner prescribed from time to time by the Central Government in the Ministry of Railways in this behalf.
3	Armed Forces Headquarters Clerical Service	For the year, 2020-**1st day of July, 2020(01.07.2020)** For the year,2021-**1st day of July, 2021(01.07.2021)** For the year,2022-**1st day of July, 2022(01.07.2022)**	On the crucial date must have rendered not less than 5 years approved continuous service in the Lower Division Clerk Grade: Provided that if he had been appointed to the Lower Division Grade on the result of the Competitive Examinations including Limited Departmental Examinations, the result of such Examination should have been announced not less than five years before the crucial date and he should have rendered not less than 4 years of approved continuous service in the

			grade on the crucial date. **Note:** The rules for the competitive examinations including Limited Departmental Examinations held by Staff Selection Commission referred to in the Third Schedule shall be as notified by the Government (Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions) for the purpose from time to time.
4	Election Commission of India	For the year, 2020-**1st day of July, 2020(01.07.2020)** For the year,2021-**1st day of July, 2021(01.07.2021)** For the year,2022-**1st day of July, 2022(01.07.2022)**	Junior Secretariat Assistant/Lower Division Clerk who has completed a minimum of three years regular service are eligible for Limited Departmental Competitive Examination.
5	Central Administrative Tribunal	For the year, 2020-**1st day of April, 2020(01.04.2020)** For the year,2021- **1st day of April, 2021(01.04.2021)** For the year,2022- **1st day of April, 2022(01.04.2022)**	Eligibility service for the Limited Departmental Examination shall be five years regular service in the Lower Division Clerk Grade.
6	Central Translation Bureau	For the year, 2020-**1st day of January, 2020(01.01.2020)** For the year,2021- **1st day of January, 2021(01.01.2021)** For the year,2022- **1st day of January, 2022(01.01.2022)**	Such Lower Division Clerk in the pay band-1, Rs. 5200-20200 with grade pay of Rs.1900 of the cadre who have rendered five years' regular service in the grade.

7	Central Passport Organization, M/o External Affairs	For the year, 2020-**1st day of July, 2020(01.07.2020)** For the year,2021-**1st day of July, 2021(01.07.2021)** For the year,2022-**1st day of July, 2022(01.07.2022)**	Junior Passport Assistant with 6 years service in the grade rendered after appointment thereto on regular basis and possessing a Bachelor's degree of a recognized university or its equivalent. **NOTE:** Central Passport Organization, M/o External Affairs' vide letter No. CDR-II/560/07/2019 dated 21.11.2022 has stated that the competent authority has approved relaxation of one year for promotion to SPA through LDCE for the year 2021. Hence, the eligibility criteria will be 5 year regular service for the LDCE 2021 for SPAs.
8	Soil and Land Use Survey of India, D/o Agriculture and Farmers Welfare	For the year,2022-**1st day of August, 2022 (01.08.2022)**	The eligibility service for the departmental examination shall be five years regular service in the Lower Division Clerk Grade in Soil & Land Use Survey of India.
9	Forest Survey of India, D/o Environment, Forest & Climate Change	For the year, 2020-**1st day of January, 2020(01.01.2020)** For the year,2021- **1st day of January, 2021(01.01.2021)** For the year,2022- **1st day of January, 2022(01.01.2022)**	Lower Division Clerk with five years of regular service in the grade in Forest Survey of India.

17. Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), and Persons with Benchmark Disabilities (PwBD), wherever applicable and admissible, would be as determined and communicated by the respective Service/Cadre Controlling Authority, as per extant Government Orders.

18. If sufficient number of PwBD candidates with Benchmark Disabilities are not available on the basis of prescribed standard to fill all the vacancies (in case of promotion through Limited Departmental Competitive Examination/Departmental Examination, etc.) reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them, provided they are not found unfit for such post or posts. However, this provision shall not be used to allow any relaxation in the eligibility criteria laid down for the issuance of certificate of benchmark disability.

19. The same relaxed standard should be applied for all the PwBD candidates with Benchmark Disabilities, irrespective of whether they belong to the Unreserved/SC/ST category. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.

20. Permanent or regularly appointed Junior Secretariat Assistant/Lower Division Clerk who are on deputation to ex-cadre posts for a specified period with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible and the service rendered by them during the period of deputation will qualify towards the length of service in their respective Services/Cadres. This, however, does not apply to Junior Secretariat Assistant/Lower Division Clerk who has been appointed to ex-cadre posts or to another Service on "transfer" and do not have a lien in their respective Services/Cadres.

21. A candidate who after applying for admission to the examination or after appearing at it, resigns his/her appointment or otherwise quits the Service or severs his/her connection with it or whose services are terminated by his/her Department or who is appointed to an ex-cadre post or to another Service on 'transfer' and does not have a lien in the Junior Secretariat Assistant/Lower Division Clerks will not be eligible for appointment on the result of this examination to their respective Services/Cadres. This, however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.

22. Age: - Candidate should not be more than 50 years of age as on crucial/cut-off date for the recruitment years 2020, 2021 & 2022 as prescribed by their respective Cadre Controlling Authority. Where an upper age-limit not exceeding 50 years is prescribed for promotion to a Service/Cadre, it shall be relaxed by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. This, however, would not apply to posts which have arduous field duties or are meant for operational safety and to posts in para-Military Organizations.

23. Defence service personnel disabled in operation during hostilities would be allowed a relaxation of the age limit up to three years (eight years in the case of disabled Defence Services personnel belonging to SC/ST) in excess of the prescribed upper age limit subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or a group of services, than the maximum number of chances permissible to any general candidate under the age limit. For the purposes of claiming the age concessions, a certificate from the Director General, Resettlement, Ministry of Defence will be accepted as documentary evidence in support of the claim of Disabled Defence Service Personnel**(Annexure-VI)**.

24. Permissible relaxation in upper age limit is as follows:

Code	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ST	5years
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence there of.	3years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence there of(SC/ST).	8years

25. Provision of Compensatory Time and Assistance of Scribe:

25.1 In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.

25.2 In case of remaining categories of persons with benchmark disabilities (as in previous para), the provision of scribe will be available on production of a certificate at the time of examination 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-II**.

25.3 The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IIA.**

25.4 The facility of scribes/ passage reader will be provided to the PwBD/PwD candidates only if he/she has opted for the same in the online application form.

25.5 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.

25.6 In case the candidate opts for his 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 (PwBD) opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-III**. The candidates with

disabilities (PwD) eligible for scribe as per **Para 25.3** above and opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-IIIA**. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-III/ Annexure-IIIA.** If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

25.7 If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected appeared or likely to be appeared as scribe of PwBD/PwD candidate(s) in this examination then the candidature of both the candidates will be cancelled.

25.8 A compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed use of scribe as described at **para25.1, 25.2 & 25.3** above.

25.9 The candidates referred to at **25.1, 25.2 & 25.3** above, who are eligible for getting scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

25.10 No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.

25.11 The PwBD/PwD candidates who have availed the facility of scribes/passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination

26. After the examination, the names of finally selected candidates will be arranged by the Commission, in separate lists, for the participating Cadres/Services, in the order of merit along with aggregate marks finally awarded to each candidate so that the candidates who are found by the Commission to be qualified in the examination shall be recommended for inclusion in the Select Lists of the Senior Secretariat Assistant/Upper Division Clerk of the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Administrative Tribunal, Central Translation Bureau, Central Passport Organization (M/o External Affairs), Soil and Land Use Survey of India (D/o Agriculture and Farmers Welfare), Forest Survey of India (D/o Environment, Forest & Climate Change) upto the required number.

Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes or Persons with Benchmark Disability shall, to the extent of the number of vacancies reserved for the Scheduled Castes/Scheduled Tribes, be recommended by the Commission by a relaxed standard, subject to the fitness of these candidates for selection to the service.

Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes or Persons with Benchmark Disability who have been recommended by the Commission without resorting to the relaxed standard referred to in this sub rule, shall not be adjusted against the vacancies reserved for the Scheduled Castes and Scheduled Tribes.

27. Selection to the Senior Secretariat Assistant/Upper Division Clerk in different services/cadres shall be made to the extent of the available vacancies in order of merit subject to the reservation for candidates of the Scheduled Castes and Scheduled Tribes and Persons with Benchmark Disability, in accordance with the orders issued from time to time by the Central Government in the Department of Personnel and Training.

28. Candidates should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in the Select List for Senior Secretariat Assistant/Upper Division Clerk of the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Administrative Tribunal, Central Translation Bureau, Central Passport Organization (M/o External Affairs), Soil and Land Use Survey of India (D/o Agriculture and Farmers Welfare), Forest Survey of India(D/o Environment, Forest & Climate Change) on the result of the examination is entirely within the competence of Government to decide. No candidate will, therefore, have any claim for inclusion in the Select List on the basis of performance in the examination as a matter of right.

29. Success in the examination confers no right to selection unless the cadre authority is satisfied, after such enquiry as may be considered necessary that the candidate having regard to his/ her conduct in service is suitable in all respect for selection.

30. **Scheme of Examination**: The Examination shall be conducted according to the following plan:

Part-I (Computer Based Examination & Written Examination)

(i) Part-I consists of two papers; viz., Paper-I-Computer Based Examination (200 marks); and Paper-II- Written Examination (100 marks). Questions in Paper-I will be of Objective Type Multiple Choice only whereas Paper-II will be of descriptive type. There will be negative marking of 0.25 marks for each wrong answer in computer based examination in Paper-I. The details of the Computer Based/Written Examination are mentioned below:

PART-I: COMPUTER BASED & WRITTEN EXAMINATIONS (300 MARKS)

Subject	Paper	No. of Questions	Maximum marks	Time duration
(a) General Awareness	I	(100 Questions)	200 Marks	2 hours (2 hours 40 minutes for the candidates eligible for scribe as per para 25.1, 25.2 & 25.3)
(b) English Language and Comprehension		(100 Questions)		
(c) Noting, Drafting & Office Procedure (Conventional type)	II	-----	100 Marks	2 hours (2 hours 40 minutes for the candidates eligible for scribe as per para 25.1, 25.2 & 25.3)

ii) The questions in Paper-I & Paper-II will be set both in English & Hindi except part (b) of Paper-I. There will be no Question Paper in Braille for Visually Handicapped candidates.

iii) Candidates are allowed option to answer Paper-II (Noting, Drafting and Office Procedure) either in English or in Hindi.

iii) Tentative Answer Keys of Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs. 100/- per question which is non-refundable. Representations on the matter received through any other modalities; *i.e*., letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final.

iv) There shall be no provision for re-evaluation/re-checking of scores of any stage/paper(s) of the Examination. No correspondence in this regard shall be entertained.

v) The schedule of examination indicated in the Notice is tentative. Any change in the schedule of examination will be informed to candidates only through the website of the Commission.

vi) No credit for Paper-II will be given for an answer written in a language other than the one opted by the candidate.

PART-II EVALUATION OF RECORD OF SERVICE (100 Marks)

100 marks are earmarked for evaluation of record of service (APARs). Marks obtained in Part-II would be added for ascertaining the rank of the candidate. Once the APARs have been evaluated, no request for change in APAR grading, etc. at a subsequent date will be entertained by the Commission under any circumstances.

31. **Syllabus and Standards of the Computer based Examination**: Syllabus of the written examination shall be as follows:-

Paper-I

(a) **General Awareness: -** Question will be aimed at testing the candidates General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politics and Scientific research.

(b) English Language and Comprehension:

Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words, etc. There will be questions on comprehension of a passage also. The questions will be of matriculation level.

Paper-II

Noting Drafting and Office Procedure

The paper on Noting, Drafting and Office Procedure will be designed to test the candidates 'knowledge of office procedure in the Secretariat and Attached Offices and, in general, their ability to write and understand notes and drafts. Candidates are required to study the Manual of Office Procedure / Manual of Office Procedure issued by Ministry of Railways, the Rules of Procedure and Conduct of Business in the Lok Sabha and the Rajya Sabha, Hand Book of orders issued by the Ministry of Home Affairs regarding use of Hindi for official purpose of the Union and Reservation Policy for SC/STs in services, and orders issued by Government thereon from time to time.

32. **Resolution of Tie Cases:**

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

(i) Marks obtained in Paper-II

(ii) Marks obtained in part (b) of Paper-I

(iii) Date of birth, with older candidates placed higher

33. The candidates are advised to comply with the following general instructions in examination hall:

S.No.	**General Instructions to Candidates**
1.	The candidate should note carefully their Roll Number, Ticket Number, date, time and venue for the examination given in the Admission Certificate. Seating Plan will be displayed at the venue as per ticket number.
2.	Punctuality in Attendance: Candidates should be present in the examination Hall at least half-an-hour before the exam and will not be allowed to leave the examination hall until the exams over. Candidates arriving late will not be permitted to enter the Examination Hall.
3.	Compliance with Instructions: Candidates should scrupulously follow the instructions given by Supervisor and the Invigilator at all the stages of the examination
4.	The photographs to be uploaded in the application form should not be more than 3 months old. Further, there should not be any change in the appearance of the candidate during the examination vis-a-vis the photograph submitted with the application form. The candidates are, therefore, advised in their own interest to ensure that their appearance on the day of examination is, as far as possible, same as the photograph in the application form.

34. The following activities are considered as malpractices by the Commission:

Sl. No.	**Types of malpractices**
1	Taking away answer books/typing script with him/her from the examination hall; or
2	Obtaining support for his/her candidature by any means, or
3	Impersonating, or
4	Procuring impersonation by any person, or
5	Submitting fabricated documents or documents which have been tampered with, or
6	Making statements which are incorrect or false or suppressing material information, or
7	Resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
8	Using unfair means in the examination hall, or
9	Misbehaving in the examination hall, or
10	Writing irrelevant matter, including obscene language or pornographic matter in the script(s); or

11	Found in possession of mobile phone/Blue tooth device/any other electronic device/gadget in switched on or switched off mode inside the examination hall; or
12	Harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination; or
13	Violating any of the instructions issued to the candidates along with their Admission Certificates permitting them to take the examination; or

Attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself/herself to criminal prosecution, be liable for:-

(I) Disqualification by the Commission from the examination for which he/she is a candidate, or

(II) Debarment either permanently or for a specified period:-

(i) By the Commission from any examination or selection held bythem;

(ii) By the Central Government from any employment under them,and

(iii) Disciplinary action under the appropriate rules and otherappropriate legal action.

The Commission may also report the matter to Police/Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the concerned authorities/forensic experts, etc.

35. Any attempt on the part of the candidate to obtain support to his/her candidature by any means would disqualify him/her for admission to the examination.

36. **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 and allocation of posts/departments, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

Annexure-II

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 residentof_____Village/ District/State)and to state that he/ she has physical limitation which hampers his/ her writing capabilities owning 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)

Annexure-IIA

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs _____ (name of the candidate), S/o /D/o_____,a resident of _____(Vill/PO/PS/District/State), aged _____yrs, a person with _____(nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

Signature &Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature &Name)
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist /Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson(if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer……Chairperson				

Name of Government Hospital/ Health Care Centre with Seal

Place:
Date

Annexure-III

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 not one step below my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date

Annexure-IIIA

Letter of Undertaking by the person with specified disability covered under the definitionofSection2(s)of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I _____, a candidate with _____ (nature of disability/condition) appearing for the _____(name of the examination) bearing Roll No._____at_____(name of
the centre) in the District_____,_____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the

candidate) (Countersignature by the parent/guardian,

if the candidate is minor)

Place:

Date:

Annexure-IV

(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. 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).
    c. Aadhaar Number. If Aadhaar 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^{th}) Examination.
    e. Disability Certificate Number, if you are a person with benchmark disability.
3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on https://ssc.nic.in.
4. One-Time Registration process requires filling up of following information:
    a. Basic details
    b. Additional and contact details
    c. Declaration.
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 to avoid any inadvertent mistakes in filling up of the form. If there is mismatch between the original and verify data columns, it will not be accepted and an indication to this effect will be

given in red text.

b. S No-1, provide information about Aadhaar Number/ Identity Card and its Number. Any one of these Numbers is required to be given.
c. S No-2: Fill your name **exactly** as given in Matriculation (10th Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.
d. S No-3: Fill your father's name **exactly** as given in Matriculation (10th Class) Certificate.
e. SNo-4:Fill your mother's name **exactly** as given in Matriculation(10th Class) Certificate.
f. SNo-5:Fillyourdateofbirth**exactly**asgiveninMatriculation(10thClass) Certificate.
g. SNo-6: Matriculation(10thClass) Examination Details which include:
    i. Name of Education Board
    ii. Roll Number
    iii. Year of passing
h. SNo-7: Gender
i. SNo-8: Level of Educational Qualification (highest).
j. S No-9: Your Mobile Number which 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 which must be a working Email ID as it will be verified through OTP. 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/ Registration Number, 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 data will be saved and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.
n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
o. Login using your Registration Number 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 your Registration Number and changed password.
q. On successful login, information about the 'Basic Details' so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on 'Next' button at the bottom to complete your one-time Registration.
r. SNo-11: Provide information about your Category.
s. SNo-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 benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified suitable for government jobs, then provide Disability Certification Number.
v. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to the last Part of the Registration Process.
w. Save the information provided. Take draft printout and review the information filled in the Registration Form carefully, before 'Final Submit'.
x. Read the 'Declaration' carefully, if you agree with the declaration, click 'I agree'.
y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.

6. Though you can edit/modify your One-time Registration data, you must be very cautious while filling up details in the One-time Registration. Wrong/ incorrect information may lead to cancellation of your candidature.

7. **YOU ARE AGAIN CAUTIONED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**

8. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.

Annexure-IV(1/3)

Screenshots of One-time Registration Form

BASIC DETAILS

NOTE: Candidates must be cautious while filling up Registration details. Your candidature may get cancelled in case incorrect/ wrong information is furnished.

1. Do you have Aadhaar ? *	○ Yes ◉ No
1a. Aadhaar Number	Aadhaar Number should be same as mentioned in Aadhaar Card
1b. Verify Aadhaar Number	
1c. Type of ID *	Driving License Type of ID and ID Number to be provided if you don't want to give Aadhaar number
1d. ID Number *	BRHPK3731M
2a. Name *	SAMPLE NAME 1. Name should be same as mentioned in Matriculation Certificate 2. Please enter name without any salutation (i e Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof)
2b. Verify Name *	SAMPLE NAME
2c. Have you ever changed Name?	○ Yes ◉ No
2d. New Name / Changed Name	
3a. Father's Name *	SAMPLE FATHER NAME 1. Father's Name should be same as mentioned in Matriculation Certificate 2. Please enter name without any salutation (i e Mr/ Shri/ Late/ Dr/ Prof etc
3b. Verify Father's Name *	SAMPLE FATHER NAME
4a. Mother's Name *	SAMPLE MOTHER NAME 1. Mother's Name should be same as mentioned in Matriculation Certificate 2. Please enter name without any salutation (i e Mrs/ Ms/ Smt/ Late/ Dr/ Prof etc
4b. Verify Mother's Name *	SAMPLE MOTHER NAME
5a. Date of Birth (DD/MM/YYYY) *	02/01/1999 Date of Birth should be same as mentioned in Matriculation Certificate
5b. Verify Date of Birth (DD/MM/YYYY) *	02/01/1999
6. Matriculation (10th Class) Examination details :	
(i). Education Board *	Central Board of Secondary Education (CBSE) Education Board of Matriculation Examination
(ii). Verify Education Board *	Central Board of Secondary Education (CBSE)
(iii). Roll Number *	301739 1. Roll Number should be same as mentioned in Matriculation Certificate 2. Only / and - are allowed , Please enter Roll number without any other special character(s) 3. If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."

(iv). Verify Roll Number *	301739
(v). Year of Passing *	2013
(vi). Verify Year of Passing *	2013
7a. Gender *	(●) Male ( ) Female ( ) Transgender
7b. Verify Gender *	(●) Male ( ) Female ( ) Transgender
8. Level of Educational Qualification *	Graduation
9a. Mobile Number *	8111111111
9b. Verify Mobile Number *	8111111111
10a. Email ID*	sample123@gmail.com
10b. Verify Email ID*	sample123@gmail.com
• State / UT of Permanent Address *	Delhi

Save Reset Close

ADDITIONAL AND CONTACT DETAILS

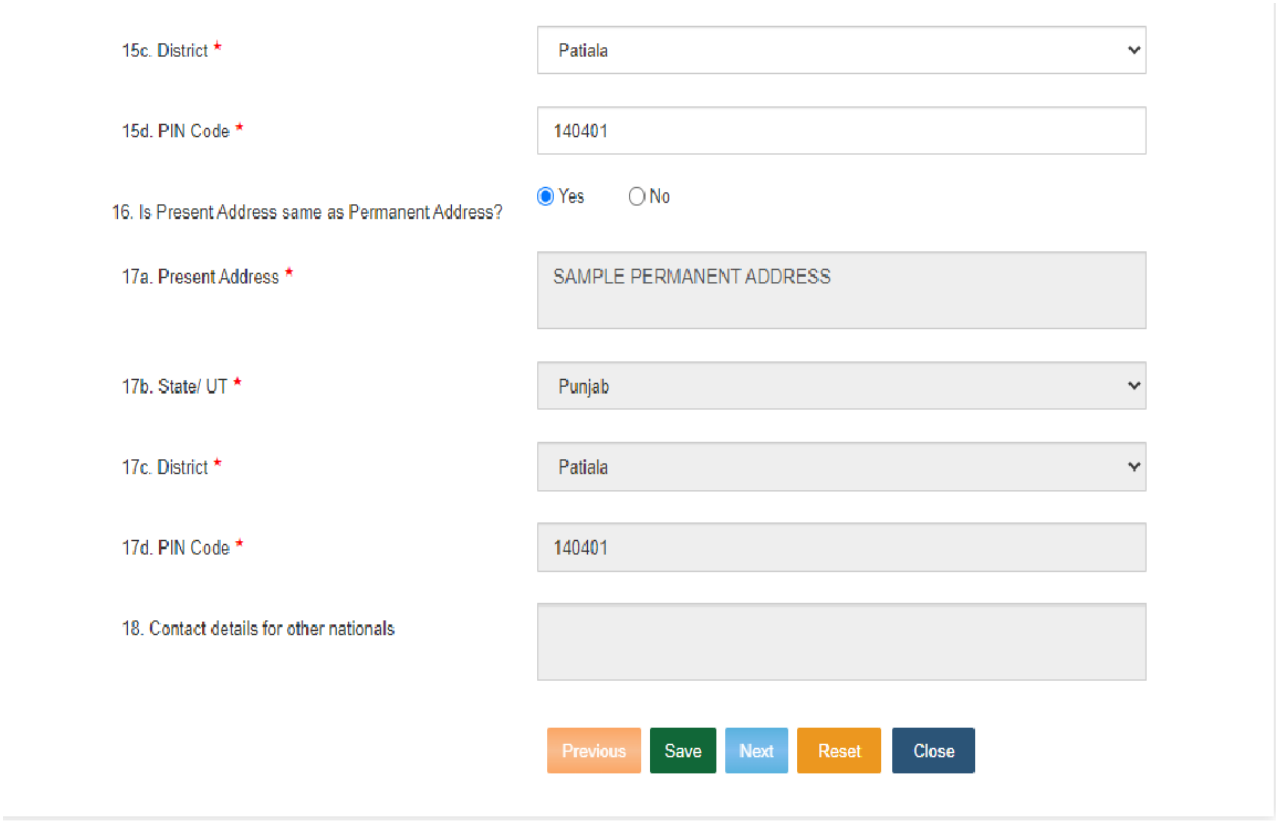
Edit

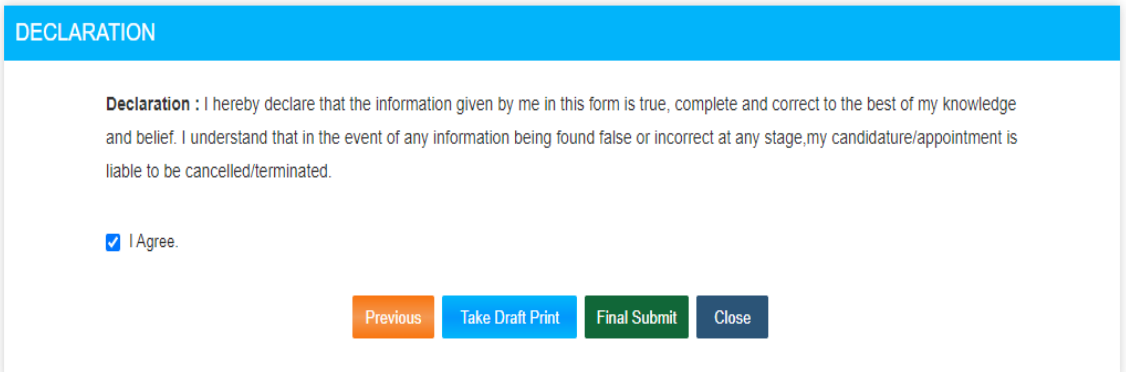
11a. Category *	(●) General ( ) EWS ( ) OBC ( ) ST ( ) SC
11b. Verify Category *	(●) General ( ) EWS ( ) OBC ( ) ST ( ) SC
12. Nationality *	Citizen of India
13. Identification Marks*	MOLE ON RIGHT CHEEK
14a. Are you a Person with Benchmark Disability? *	( ) Yes (●) No
14b. Type of Disability	--Select--

NOTE
VH: Blindness and low vision.
HH: Deaf and hard of hearing.
OH: Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
Others: Autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.

14c. Disability Certificate Number	
15a. Permanent Address *	SAMPLE PERMANENT ADDRESS
15b. State/ UT *	Punjab

Annexure-IV(3/3)





Annexure-V

Part-II (Online Application Form)

1. Before proceeding with filling of online application, keep the following data ready:

a. Recent scanned colour passport size photograph (not more than three months old from the date of publication of the Notice of Examination) in JPEG/JPG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). In compliance of the Order dated 05.03.2020 of Hon'ble Supreme Court in the matter of Shantanu Kumar & Ors. [Writ Petition(C) No.234 of 2018], the photograph of the candidate should not be more than three months old from the date of publication of notice of the examination. **The Photograph should be without cap and spectacles.** The frontal view of the face should be clearly visible. Applications with blurred photograph liable to be rejected.

b. Scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0cm (height). Applications with blurred signature will be rejected.

2. Login to online system through your "Registration Number" and password.

3. Click "Apply" link in **Senior Secretariat Assistant/Upper Division Clerk Grade Limited Departmental Competitive Examination, 2020, 2021 & 2022** Section under "Latest Notifications" tab.

4. Information in columns at S No-3 to 16 will be automatically filled from your One-time Registration Data which is non-editable. However, if you want to modify any of One-Time Registration details, click on 'Modify Registration' tab provided at the left hand top corner of your dash board and make suitable corrections before proceeding further.

5. S No-17: The centre of examination would be Delhi only.

6. S No-18.1 to 18.7: If you are eligible for availing the facility of scribe as per **Para-25** of the Notice of examination, provide information about the requirement of scribe.

7. S No-19: Please indicate the language in which you wish to take Paper-II (Conventional type).

8. S No-20.1 to 20.3: If you are seeking age relaxation, select appropriate age -relaxation category.

9. S No-21: Please mention name and full postal address of the Ministry/Departments/Office in which you are working at the time of applying.

10. S No-22.1 to 22.5: Indicate the complete details of service.

12. S.No-23: Please furnish the details of your continuous service in feeder cadre.

13. S No-24.1 to 24.4: Please furnish the details of your ex-cadre post, lien if any.

14. S No-25.1 to 25.4: Please provide the details of typing test held by SSC.

15. S. No. 26.1 to 26.2: Please furnish the details regarding debarment or disqualification from the examinations conducted by any PSC/ISTM/SSC etc.

16. S. No. 27: Please provide complete details of service (in chronological order) by you under government in different offices and cadres.

17. S.No. 28: upload a copy of documents (please see at **para 11**)

18. S.No. 29: Details of correspondence address.

19. S.No. 30: Details of Permanent address.

20. S.No. 31:The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination. Click 'Yes', if the photograph uploaded above is not more than three months old from the date of publication of the Notice of Examination. Please upload your signature and thumb impression, if applicable.

21. Go through the declaration carefully and click on "I agree" check box, if you accept the same. Fill up captcha code.

22. When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the application form for their own records. Printout of the 'Application Form' is normally not required to be submitted to the Staff Selection Commission at any stage. However, you may be required to provide printout of the online application form to address grievances related to online application, if any.

Senior Secretariat Assistant/ Upper Division Clerk Grade Limited Departmental Competitive Examination, 2020,2021 & 2022

Instructions

PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM

1. Select your Department *	--Please Select--
2. Applying for the Year?:*	--Please Select--
3. Candidate's Name: (As per the Matriculation Certificate)	SAMPLE NAME
4. New / Changed Name:	
5. Father's Name:	SAMPLE FATHER NAME
6. Mother's Name:	SAMPLE MOTHER NAME
7. Date of Birth (DD/MM/YYYY) (As per the Matriculation Certificate):	02/07/1992
8. Age as on 01/08/2023:	31.0
9. Gender:	Male
10. Category:	UR
11. Whether Person with Benchmark Disability (PwBD)? :	No
11.1. If Yes, Type of Disability:	
12. Nationality:	Indian
13. Mark of Visible Identification:	MOLE ON RIGHT CHEEK
14. Matriculation (10th Class) Examination Board:	Central Board of Secondary Education (CBSE)
15. Matriculation (10th Class) Roll No.:	301739
16. Matriculation (10th Class) Year of Passing:	2013
17. Examination Centre:*	Delhi

18.1.Are you a person with benchmark disabilities (40% or more) in the category of OH- Cerebral Palsy (OH-CP)?	Yes No
18.2. Are you a person with benchmark disabilities (40% or more) in the category of Blindness (VH)?:	Yes No
18.3. Are you a person with benchmark disabilities (40% or more) in the category of OH- Both Arms Affected (OH-BA)?:	Yes No
18.4. Do you have a physical limitation to write and Scribe is required to write on your behalf (Certificate to this effect from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per Notice of the Examination, would be required at the time of Examination.)?:	Yes No
18.5. Whether scribe is required?:	Yes No
18.6. Will you make your own arrangement of Scribe?:	Yes No
18.7. If Scribe is to be arranged by SSC, then indicate medium:	Please Select
19. Medium of Paper-II: *	Please Select
Confirm Medium of Paper-II:	Please Select

20.1. Are you Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof? :*	Yes No
20.2. Whether seeking Age Relaxation? :* Select 'YES' only if you have requisite certificates else your candidature will be rejected	Yes No
20.3. If Yes, Age Relaxation code:	--Select Age Relaxation Code--
21. Name and full postal address of the Ministry/Department/Office in which you are working at the time of applying:	
22.1. Are you a permanent, regular or regularly appointed temporary Junior Secretariat Assistant/ Lower Division Clerk Grade of the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Administrative Tribunal,Central Translation Bureau, Central Passport Organization (M/o External Affairs), Soil and Land Use Survey of India (D/o Agriculture and Farmers Welfare), Forest Survey of India (D/o Environment, Forest & Climate Change)? *	Yes No

22.2. Indicate the name of the Service / Cadre to which you belong.	Please Select
22.3. Date of confirmation in the Junior Secretariat Assistant/ Lower Division Clerk Grade, if permanent.	
22.4. Date of appointment as Junior Secretariat Assistant/ Lower Division Clerk Grade, if your appointment is temporary.	
22.5. Rank and the year of the examination if appointed on the basis of Clerk Grade Examination (By Direct Recruitment/ By Promotion/ By LDCE etc.)(e.g. 23/2016):	
23. From which date have you been continuously employed a Junior Secretariat Assistant/ Lower Division Clerk Grade in Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India,Central Administrative Tribunal,Central Translation Bureau, Central Passport Organization (M/o External Affairs), Soil and Land Use Survey of India (D/o Agriculture and Farmers Welfare), Forest Survey of India (D/o Environment, Forest & Climate Change)? *	
24.1. Are you holding an ex-cadre post? *	○ Yes ○ No
24.2. Whether the deputation to the ex-cadre post has the approval of the competent authority.	○ Yes ○ No
24.3. Are you holding ex-cadre post on deputation basis or on transfer basis:	--Please Select--
24.4. Do you continue to hold lien on post of Junior Secretariat Assistant/ Lower Division Clerk in the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Administrative Tribunal, Central Translation Bureau, Central Passport Organization, M/o External Affairs, Soil and Land Use Survey of India, D/o Agriculture and Farmers Welfare, Forest Survey of India, D/o Environment, Forest & Climate Change	○ Yes ○ No
25.1. Have you passed the Monthly/Quarterly Typewriting Test held by the Staff Selection Commission for Confirmation in the post of Junior Secretariat Assistant/ Lower Division Clerk Grade? *	○ Yes ○ No
25.2. Please indicate the date of Typewriting test	
25.3. Please indicate the Roll Number of Typewriting test:	

25.4. Have you been exempted from passing the Typewriting Test? (Please quote the number and date of the order under which you were granted exemption from passing The Typewriting Test).:

26.1. Have you ever been debarred or disqualified by any Public Service Commission/Institution of Secretariat Training & Management/Subordinate Service Commission/ Staff Selection Commission for any of the Examination/selection? * ○ Yes ○ No

26.2. Give details of the case:

27. Complete details of service (in chronological order) by you under Government in different offices and Grades.

Name of the Deptt/ office *	Post held & Scale of pay *	State whether post held Permanently/ On Probation/Temporary *	From *	To *	Actions
		Please Select	dd-mm-yyyy	dd-mm-yyyy	+

28. Give a list of the documents attached with the application (Please see paragraph 11) files should be (pdf/jpeg)*.

1. Upload document as indicated in para 11 (i) of Annexure-I.* Choose File No file chosen
2. Upload document as indicated in para 11 (ii) of Annexure-I. Choose File No file chosen
3. Upload document as indicated in para 11 (iii) of Annexure-I.* Choose File No file chosen
4. Upload document as indicated in para 11 (iv) of Annexure-I.* Choose File No file chosen
5. Upload document as indicated in para 11 (v) of Annexure-I. Choose File No file chosen
6. Upload document as indicated in para 11 (vi) of Annexure-I. Choose File No file chosen
7. Document if any you wish to upload. Choose File No file chosen
8. Document if any you wish to upload. Choose File No file chosen

29. Correspondence Address:	Sample Permanent Address
State:	Sikkim
District:	Gangtok
Pin:	737098
30. Permanent Address	Sample Permanent Address
State:	Sikkim
Pin:	737098

Photograph and Signature

Upload a photograph without Spectacles/Cap taken on or after 19-July-2023*	Upload Signature (Signature should not be blurred) *	PwD Candidates unable to sign may put left hand Thumb Impression (Thumb Impression should not be blurred)
Allowed File Size: 20 KB to 50 KB	Allowed File Size: 10 KB to 20 KB	Allowed File Size: 10 KB to 20 KB
Format: JPEG/ JPG	Format: JPEG/ JPG	Format: JPEG/ JPG
Image Size: About 3.5 cm (width) x 4.5 cm (height)	Image Size: About 4.0 cm (width) x 2.0 cm (height)	Image Size: About 4.0 cm (width) x 2.0 cm (height)
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen

31. Whether the photograph has been taken on or after 19-July-2023?: ○ Yes ○ No

Declaration

1. I have read the Notice of the Examination, and accept all the terms & conditions of the Notice of the Examination.

2. I hereby declare that all the 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 false or incorrect at any stage or not satisfying the eligibility criteria according to the Notice of Examination, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere in India.

3. I declare that the Photograph uploaded in Application form is not more than 3 months old.

4. I agree to authorize SSC to use my Aadhaar data for verification purpose.*

5.The above statements are true, complete and correct to the best of my knowledge and belief. No part of it is false and baseless and nothing material has been concealed therefrom. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/ terminated.

6. The original certificate required to be submitted, vide para-7 of Annexure-I of this Notice, of which attested copy has been attached by me with this application, are in my possession and the same will be produced on demand.

☐ I Agree

3. I declare that the Photograph uploaded in Application form is not more than 3 months old.

4. I agree to authorize SSC to use my Aadhaar data for verification purpose.*

5.The above statements are true, complete and correct to the best of my knowledge and belief. No part of it is false and baseless and nothing material has been concealed therefrom. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/ terminated.

6. The original certificate required to be submitted, vide para-7 of Annexure-I of this Notice, of which attested copy has been attached by me with this application, are in my possession and the same will be produced on demand.

☐ I Agree



Try Another

ENTER TEXT

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Annexure-VI

Form of certificate to be produced by the candidate

Certified that Rank No._____ Shri_____of Unit_____was disabled while in the Defence Services, in operations during hostilities with a foreign country/in a disturbed area* and was released as a result of such disability.

Signature_____

Name_____

Designation_____

Mob. No._____

Date_____

Place_____

*Strike out whichever is not applicable.

Annexure-VII

TO BE FILLED BY THE HEAD OF DEPARTMENT OR OFFICE IN WHICH THECANDIDATE IS SERVING

Certified that:

The information given by Shri/Smt/Kumari_____ in the application have been verified with reference to his/her service record and are correct.

(2) It has been verified from his/ her service records that he/she belong to Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe.

(3) There is no circumstance rendering him/ her unsuitable for promotion to the post of the Senior Secretariat Assistant/ Upper Division Clerk of the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Administrative Tribunal, Central Translation Bureau, Central Passport Organization (M/o External Affairs), Soil and Land Use Survey of India (D/o Agriculture and Farmers Welfare), Forest Survey of India(D/o Environment, Forest & Climate Change).

(4) He/she is a regularly appointed temporary/quasi-permanent officer of the Junior Secretariat Assistant/ Lower Division Clerk of the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Administrative Tribunal, Central Translation Bureau, Central Passport Organization (M/o External Affairs), Soil and Land Use Survey of India (D/o Agriculture and Farmers Welfare), Forest Survey of India(D/o Environment, Forest & Climate Change) with effect from_____and continue to be so employed.

(5) He/she is on deputation to Ex-Cadre post held by him/her with the approval of the competent authority.

(6) He/ she is appointed against a 'transfer' post and continue to have lien on the post mentioned in the notice of examination.

(7) It has been verified from his/ her service record that he/she has been exempted from passing the Commission's typing test for the purpose of confirmation or continuance in Junior Secretariat Assistant/ Lower Division Clerk of the Central Secretariat Clerical Service, Railway Board Secretariat

Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Administrative Tribunal, Central Translation Bureau, Central Passport Organization (M/o External Affairs), Soil and Land Use Survey of India (D/o Agriculture and Farmers Welfare), Forest Survey of India(D/o Environment, Forest & Climate Change) before the notification of the examination.

(8) It has been verified from his/her service records that he/ she has passed the Commission's typing test for the purpose of confirmation or continuance in Junior Secretariat Assistant/ Lower Division Clerk of the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Administrative Tribunal, Central Translation Bureau, Central Passport Organization (M/o External Affairs), Soil and Land Use Survey of India (D/o Agriculture and Farmers Welfare), Forest Survey of India(D/o Environment, Forest & Climate Change) before the notification of the examination.

(9) Certified true copy of the first page of Service Book of the candidate is enclosed herewith. It is also certified that the candidate fulfills all eligibility conditions for the year(s) 2020/2021/2022/2020 & 2021/2021 & 2022/2020 & 2022/2020, 2021 & 2022 considering that of crucial date and length of service as mentioned in the Notice of Senior Secretariat Assistant/Upper Division Clerk Grade Limited Departmental Competitive Examination, 2020, 2021 & 2022 published by SSC.

(10) Certified also that he/ she has submitted his/ her application to the department/Office on_____for onward transmission to the Staff Selection Commission and vacancy in appropriate category is available in the Department/Organization.

(11) Certified that the candidate fulfills the eligibility criteria with regard to the length of service as on the crucial date for counting of approved service.

(12) Certified that the candidate fulfills the age limit criteria as per provisions of notice of examination and is not over the age of 50 years (55 years for the case of SC/ST, 53 years in the case of Defence Personnel (Other than SC/ST) and 55 years in case of disable Defence Personnel (SC/ST).

Signature_____

Name_____

Designation_____

Department/Office_____

Complete Postal Address_____

Date_____

Strike out portion not applicable.

Note-1: Forwarding Authority may sign the photograph of the candidate in printed version of online application form and also put his/her seal half on the photograph and half printed version of online application form without defacing the photograph. Without these (photo on the application being signed by forwarding authority in addition to his seal) the application will be summarily rejected.

Note-2: The complete application of the candidate which will be forwarded by the Department/Organization to the Commission after the closing date must accompany the Department/Organization certificate that "The Application was submitted to the Department by the Candidate on or before the closing date". However, no application after the closing date mentioned in this regard will be accepted.

Note-3: **It will be the responsibility of the Department or Office concerned to ensure eligibility of the candidates as laid down in the Notice of Senior Secretariat Assistant/Upper Division Clerk Grade Limited Departmental Competitive Examination, 2020, 2021 & 2022.**