भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक स. -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

(Website of the Staff Selection Commission (HQ): https://ssc.gov.in)

NOTICE

Combined Hindi Translators Examination, 2024

Dates for submission of online applications	02.08.2024 to 25.08.2024
Last date and time for receipt of online applications	25.08.2024 (23:00 hours)
Last date and time for making online fee payment	26.08.2024 (23:00 hours)
Date of "Window for Application Form Correction" and online payment of Correction Charges.	04.09.2024 to 05.09.2024 (23:00 hours)
Schedule of Computer Based Examination (Paper-I)	October-November, 2024

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

File No. HQ-C11017/2/2024-C-1 [Comp No. 9398]:- The Staff Selection Commission will hold an Open Competitive Computer Based Examination for direct recruitment to Group 'B' Non-Gazetted posts of Junior Hindi Translator, Junior Translation Officer, Junior Translator, Senior Hindi Translator and Senior Translator for various Ministries/ Departments/ Organizations of the Government of India.

1.1 The details of posts are as follows:

Code	Name of the post	Pay scale
A	Junior Translation Officer(JTO) in Central Secretariat Official Language Service (CSOLS)	Level-6 (Rs.35400- 112400)
B	Junior Translation Officer(JTO) in Armed Forces Headquarters (AFHQ)	Level-6 (Rs.35400- 112400)
C	Junior Hindi Translator (JHT)/ Junior Translation Officer(JTO)/Junior Translator (JT) in various Central Government Ministries/ Departments/ Organizations	Level-6 (Rs.35400- 112400)
D	Senior Hindi Translator (SHT)/Senior Translator (ST) in various Central Government Ministries/ Departments/ Organizations	Level-7 (Rs.44900- 142400)

1.2 Tentative vacancies:

There are approx. 312 vacancies. However, firm number of vacancies will be determined in due course. Updated vacancies, if any, along with post-wise & category-wise vacancies will be made available on the website of the Commission (https://ssc.gov.in> For Candidates > Tentative Vacancy) in due course. Candidates may note that State-wise/ Zone-wise vacancies are not collected by the Commission.

2. Reservation and Suitability of posts for Person with Disabilities:

2.1 Reservation will be provided for the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), Ex- servicemen (ESM) and Persons with Benchmark Disabilities (PwBD), etc. as per extant Govt. Orders.

2.2 The posts of Junior Hindi Translator, Junior Translator and Senior Hindi Translator included in this notice of examination have been identified suitable for following disabilities by Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment *vide* Notification No. 38-16/2020-DDIII dated 04.01.2021 and as amended from time to time.

S. No.	Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
1	Senior Hindi Translator/ Senior Translator	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, SD (Spinal Deformity) & SI (SpinalInjury) without neurological/limb dysfunction d)ASD, SLD, MI e) MD involving (a) to (d) above
2	Junior Hindi Translator/ JuniorTranslator/ Junior Translation Officer	S, ST, W, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD (Spinal Deformity) & SI (Spinal Injury) without neurological/limb dysfunction d) ASD (M), SLD, MI e) MD Involving (a) to (d) above

Abbreviation used:

FUNCTIONAL REQUIREMENT: S - Sitting, ST – Standing, W - Walking, BN - Bending, RW - Reading & Writing, SE - Seeing, H- Hearing, C - Communication.

NATURE OF PHYSICAL DISABILITIES: B - Blind, LV - Low Vision, D - Deaf, HH - Hard of Hearing, OA - One Arm Affected, OL - One Leg Affected, BL - Both Leg Affected, OAL - One Arm and One Leg Affected, CP - Cerebral Palsy, LC - Leprosy Cured, Dw - Dwarfism, AAV - Acid Attack Victims, SD - Spinal Deformity, SI - Spinal Injury, MDy - Muscular Dystrophy, ASD - Autism Spectrum Disorder (M - Mild, MoD - Moderate) ID - Intellectual Disability, SLD - Specific Learning Disability, MI - Mental Illness, MD - Multiple Disabilities.

Note:- The suitability of posts for Persons with Benchmark Disability (PwBD) indicated in the above table shall be subject to exemption, if any, obtained by indenting Ministries/Departments/Organizations including their Attached offices, Subordinate offices and Statutory bodies of the Government of India.

2.3 The Commission makes the selection of candidates in accordance with the vacancies reported by the User Departments for various posts. The Commission does not have any role in deciding the number of vacancies of any User Department. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories are under the domain of the User Departments.

2.4 The posts to be filled up being Group 'B' posts, there is no reservation for Ex-Serviceman (ESM) category. However, benefit of age-relaxation will be admissible to ESM candidates, as per extant Govt. Orders.

3. Nationality/Citizenship:

A candidate must be either:

(i) a citizen of India, or

(ii) a subject of Nepal, or

(iii) a subject of Bhutan, or

(iv) a person of Indian origin who has migrated from Pakistan, Myanmar, 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.

(v) Provided that a candidate belonging to categories (ii), (iii), and (iv) 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 issuedto him by the Government of India.

4. Age Limit (as on 01.08.2024) & Age relaxation:

4.1 The crucial date for age reckoning is fixed as 01-08-2024 in accordance with the provisions of DoP&T OM No. 140l7/70/87-Estt.(RR) dated 14-07-1988. The age limits for the posts are:

18 to 30 years as on 01.08.2024, i.e., candidates born not before 02.08.1994 and not later than 01.08.2006 are eligible to apply.

4.2 (i) Permissible relaxation in upper age limit and category codes for claiming age relaxation are as follows:

Code No.	Category	Age Relaxation permissible beyond the Upper age limit
01	SC/ ST	5 years
02	OBC	3 years
03	PwD (Unreserved)	10 years
04	PwD (OBC)	13 years
05	PwD (SC/ST)	15 years

06	Ex-Serviceman (ESM)	03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of application.
08.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	3 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST)	8 years

(ii) Date of Birth filled by the candidate in the online Application Form and the same recorded in the Matriculation/Secondary Examination Certificate will be accepted by the Commission for determining the age and no subsequent changes will be accepted or granted.

(iii) 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.

(iv) For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he/she must have already acquired, at the relevant time of submitting his / her application for the Post/Service, the status of Ex- Servicemen otherwise than by way of 'dismissal or discharge on account of misconduct or inefficiency' or be in a position to establish his / her acquired entitlement by documentary evidence from the competent authority that he/she would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an Ex- Serviceman within the stipulated period of one year from the closing date of receipt of applications.

(v) **Explanation**: An Ex-Serviceman means a person:

A. Who has served in any rank whether as a combatant or noncombatant in the Regular Army, Navy or Air Force of the Indian Union, and

i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
iii. who has been released from such service as a result of reduction in establishment; or

B. who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodied service or broken spells of qualifying service; or

C. Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical

or other disability pension; or

D. Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or

E. Gallantry award winners of the Armed forces including personnel of Territorial Army; or

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

G. Age relaxation is not admissible to sons, daughters and dependents of ex-servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

5. <u>Process of certification and format of certificates:</u>

5.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Indenting Organizations/Offices at the time of document verification or at any stage by the concerned Authority. Otherwise, their claim for SC/ST/OBC/EWS/PwBD/ESM will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid.

5.2 Candidates are cautioned that they must ensure that they belong to the category as filled up in the application form and are able to prove the same by furnishing the requisite certificate issued by the competent authority when such certificates are sought by concerned User Organizations/Offices at the time of document verification or at any stage by the concerned Authority, failing which the candidature of the candidate will be cancelled. **If the candidature of a candidate is cancelled by the User Organization/Office/concerned Authority for non-furnishing of the requisite certificate in support of the category filled up in the application form, the candidate would be solely responsible for the same and the Commission will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.**

"For example, a candidate X filled OBC in his application form. If X is unable to produce the OBC certificate as per the notice of examination at the time of Document verification or at any stage before the User Organization/Office or the concerned Authority, in such circumstances, candidature of X will be cancelled and X will have no claim for consideration of his/her candidature under any other category."

5.3 Candidates with benchmark disabilities (PwBD) may note that they must select the appropriate PwBD category i.e. OH/HH/VH/PwBD-Others, while filling up the application form as per their certificate of disability issued by the competent authority. No subsequent changes of PwBD category will be allowed under any circumstances. Such candidates shall have to furnish the requisite certificate issued by the competent authority as declared in the Application Form when such certificates are sought by concerned User Organizations/Offices at the time of document verification, failing which their candidature will be cancelled. It may be noted that sub-category/sub-categories of disability/disabilities (such as OA, OL, BL, Dw, MI, SLD etc.), as indicated in the Notification No. 38- 16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned

by the competent authority issuing the disability certificate. If the candidature of a candidate is cancelled by the User Organization/Offices for non-furnishing of the requisite certificate in support of the PwBD claim then grievances, if any in this regard may be taken up with the User Department. The Commission will not entertain such grievances.

5.4 Crucial date for claim of SC/ST/OBC/EWS/PwBD/ESM status or any other benefit, viz., fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications, i.e. 25.08.2024.

5.5 A person seeking appointment on the basis of reservation to OBC must ensure that he does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of online applications.

5.6 A person seeking appointment on the basis of reservation to EWS must ensure that he/she possesses the Income & Asset certificate valid for the financial year 2024-25 issued on the basis of income for the financial year 2023-24 in accordance with the DoP&T OM No. 36039/1/2019-Estt(Res.) dated 31.01.2019.

5.7 Candidates may also note that their candidature will remain provisional until the veracity of the certificates/documents relating to the Educational Qualifications, Caste/Category, etc. is verified and found satisfactory by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by the Commission in case they fraudulently claim the status of SC/ST/OBC/EWS/PwBD/ESM.

6. Provision of Compensatory Time and assistance of scribe:

6.1 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. **Since the posts are not identified suitable for persons with BA disability, therefore facility of scribe will not be admissible to such candidates.**

6.2 In case of remaining categories of persons with benchmark disabilities, 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-I.

6.3 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-IA.

6.4 The facility of scribe/ passage reader will be provided to a PwBD/PwD candidate only if he/she has opted for the same in the online application form.

6.5 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.

6.6 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-II. The candidates with disabilities (PwD) eligible for scribe as per para 6.1, 6.2 and 6.3 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-IIA. In addition, the scribe has to produce a valid ID proof [as per list given at para 13.7] 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-II/Annexure-IIA.** 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.

6.7 If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If at any stage it is found that a candidate has assisted another PwBD/PwD candidate(s) as Scribe in this examination then the candidature of both the candidates will be cancelled.

6.8 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 para 6.1, 6.2 and 6.3 above.

6.9 The candidates referred to at para 6.1, 6.2 and 6.3 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.

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

6.11 The PwBD/PwD candidates who have availed of the facility of scribes/passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification conducted by User Department / Organization or at any other time as may be required. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

6.12 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set 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 same in the Examination Hall. Such candidates will have to bring their own magnifying glass to the Examination Hall.

7. Essential Educational Qualifications (As on 25.08.2024):

7.1 For post codes 'A' to 'C'(Junior Hindi Translator/Junior Translation Officer/Junior Translator):

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

or

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

or

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

or

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

or

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

and

Recognized Diploma or Certificate course in translation from Hindi to English & vice

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

7.2 <u>For post codes 'D' (Senior Hindi Translator/Senior Translator):</u>

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

or

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

or

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

or

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

or

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

and

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

7.3 As per Ministry of Education (erstwhile Ministry of Human Resource Development) Notification dated 10.06.2015 published in the Gazette of India all the degrees/diplomas/certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. However, such degrees should be recognized for the relevant period when the candidate acquired the said qualification.

7.4 As per University Grants Commission (UGC) (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23- 06- 2017, under Part-III (8) (v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11- 03-2019 in MA No. 3092/2018 in W.P. (C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, B. Tech. degree/diploma in Engineering awarded by Indira Gandhi National Open University (IGNOU) to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

7.5 Document Verification (DV) will be conducted by the User Departments/Organizations after declaration of the final result. Candidates will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for completion of requisite educational qualifications in original as proof of having acquired the minimum educational qualification on or before the stipulated date, when such certificates are

sought by Indenting Departments/ Organizations concerned for the purpose of document verification. Otherwise, their candidature will be cancelled.

7.6 The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he has been declared passed, will also be considered to meet the educational qualification. It is reiterated that the result of required educational qualification must have been declared by the Board by the specified date. **Mere processing of the result by the Board by the crucial cut-off date does not fulfill the EQ requirement.**

7.7 The candidates must possess Essential Educational Qualification on or before the closing date for receipt of online applications.

8. How to Apply and Application fee:

8.1 Applications must be submitted only in online mode at the new website of SSC Headquarters; i.e., https://ssc.gov.in. For detailed instructions, please refer to **Annexure-III and Annexure-IV** of this Notice. Sample proforma of One-time Registration and online Application Forms are attached as **Annexure-IIIA and Annexure-IVA.**

8.2 All the candidates who wish to apply in response to this Notice and have not generated their One-Time Registration (OTR) on the new website (https://ssc.gov.in) will be required to do so as the earlier OTR generated on the old website (https://ssc.nic.in) will not be functional for the new website. Subsequent to OTR, the candidates can proceed to fill the application for the examination. Once an OTR has been generated on the new website, it will continue to remain valid for all the examinations to be applied for on the new website. The detailed instructions for OTR are given in **Annexure-III** to this Notice.

8.3 For applying, the candidate is not required to have a pre-existing photograph of himself / herself. The application module has been designed to capture a photograph of the candidate filling up the application form. For this purpose, the candidate has to stand / sit before the camera of the Computer/Mobile phone when prompted by the application module and follow the following instructions while capturing the photograph:

(i) Find a place with good light and plain background.

(ii) Ensure the camera is at eye level before taking the photo.

(iii) Position himself / herself directly in front of the camera and look straight ahead.

(iv) Ensure that his face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.

(v) Candidates not to wear a cap, mask or glasses/spectacles while capturing the photo.

8.4 The appearance of a candidate in the examination should be as per the photograph in the application form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with a full frontal view. Applications with photographs not in accordance with the instructions are liable to be rejected. In no case should the candidate capture the photographs of his pre-existing photograph. All such applications where the photograph of his pre-existing photograph is captured will be rejected.

8.5 Before submitting the Application Form, candidate must ensure that the photograph is captured as per the given instructions. If the photograph is not captured by the candidate in the desired format, his application/candidature will be rejected or cancelled.

8.6 Candidates are required to upload the scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height). Applications with inappropriate photographs or blurred/miniature signatures, not meeting the above requirements, will be rejected summarily.

8.7 Last date and time for submission of online applications is **25.08.2024 (23:00 hours)**.

8.8 Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the SSC website on account of heavy load on the website during the closing days.

8.9 The Commission will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

8.10 Before submission of the online application, candidates must check through Preview/ Print option that they have filled correct details in each field of the application form. They should also check that photograph and signature are meeting all the above requirements. Candidates are advised to keep a copy of the application.

8.11 Fee payable: Rs 100/- (Rs one hundred only).

8.12 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Benchmark Disabilities (PwBD) and Ex-Servicemen eligible for reservation are exempted from payment of fee.

8.13 Fee can be paid only through online payment modes, namely BHIM UPI, Net Banking, or by using Visa, MasterCard, Maestro, or RuPay Debit card. Online fee can be paid by candidates up to 26.08.2024 (23:00 hours)

8.14 Candidates who are not exempted from fee payment must ensure that their fee payment transaction is complete. If the fee is not received by SSC, status of the Application Form is shown as 'Incomplete' and this information is printed on the top of the printout of online Application Form. Further, status of fee payment can be verified at the 'Payment Status" link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

8.15 Fee once paid shall not be refunded under any circumstances will not be adjusted against any other examination or selection.

9. Window for Application Form Correction [04.09.2024 to 05.09.2024 (23:00 hours)]:

9.1 After the closing date for receipt of online applications, the Commission will provide a period of 02 days to enable candidates to correct/modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/changes in the one-time registration/online application data as per their requirement.

9.2 A candidate will be allowed to correct and re-submit his modified/corrected application two times during the 'Window for Application Form Correction' i.e. if he/she has made mistake in his updated application also, he/she will be allowed to re-submit one more modified/corrected application after making requisite corrections/modifications. No more corrections in the application form will be allowed under any circumstances.

9.3 Only those candidates will be allowed to make corrections in the application form, whose completed online applications along-with payment of requisite fee, have been received by the Commission within the specified period.

9.4 Subject to the receipt of applicable correction charges, the latest modified/corrected

application will be treated as the valid one and the previous application(s) submitted by such candidates will be cancelled.

9.5 The Commission will levy a uniform correction charges of ₹ 200/- for making correction and re-submitting modified/corrected application for the first time and ₹ 500/- for making correction and re-submitting modified/ corrected application for the second time. The correction charges will be applicable to all candidates irrespective of their gender/category.

9.6 If the applicable correction charges are not received by the SSC, status of Application Form is shown as "Incomplete" and this information is printed on the top of the Application Form printout. Such application shall not be accepted and the previously submitted application will remain valid.

9.7 The correction charges can be paid only through online payment modes, namely BHIM UPI, Net Banking, or by using Visa, MasterCard, Maestro, or RuPay Debit card.

9.8 The correction charges once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

9.9 Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form. After expiry of "Window for Application Form Correction", no Change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

10. Centres of Examination:

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

S No	Examination Centres & Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices/Website
1	Bhagalpur (3201), Patna (3206), Purnea (3209) Agra (3001), Bareilly (3005), Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013).	**Central Region (CR)**/ Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil Lines, Kendriya Sadan, Prayagraj –211001. (http://www.ssc-cr.org)

2	Kolkata (4410), Port Blair (4802), Gangtok (4001), Bhubaneshwar (4604), Ranchi (4205).	**Eastern Region (ER)**/ Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 8th Floor, 1st MSO Building, 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal- 700020 (www.sscer.org)
3	Bengaluru (9001), Hubballi (9011), Kozhikode (Calicut) (9206), Thiruvananthpuram (9211), Ernakulam (9213).	**Karnataka, Kerala Region(KKR)**/ Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1stFloor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 (www.ssckkr.kar.nic.in)
4	Raipur (6204), Bhopal (6001), Gwalior (6005), Jabalpur (6007).	**Madhya Pradesh Sub-Region (MPR)**/ Chhattisgarh and Madhya Pradesh	Regional Director (MPR), Staff Selection Commission, 5th Floor, Investment Building, LIC Complex, Pandri, Raipur Chattattisgarh-492004. (www.sscmpr.org)
5	Guwahati (Dispur) (5105), Shillong (5401), Agartala (5601).	**North Eastern Region (NER)**/ Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 (www.sscner.org.in)
6	Delhi(2201), Ajmer(2401), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Dehradun(2002), Haldwani(2003), Roorkee(2006),	**Northern Region (NR)**/ Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi- 110003 (www.sscnr.net.in)
7	Chandigarh/Mohali (1601), Hamirpur (1202), Shimla (1203), Jammu (1004), Jalandhar (1402), Patiala (1403).	**North Western Sub- Region (NWR)**/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Regional Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9A, Chandigarh-160009 (www.sscnwr.org)

8	Chennai (8201), Hyderabad(8002), Kurnool (8003), Tiruchirapalli (8206) Vishakapatnam (8007) , Vijayawada (8008), Tirunelveli (8207)	**Southern Region (SR)**/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, CollegeRoad, Chennai, Tamil Nadu- 600006 (www.sscsr.gov.in)
9	Panaji(7801), Ahmedabad(7001), Rajkot (7006), Amravati (7201), Mumbai(7204), Nagpur(7205), Nashik(7207), Pune (7208).	**Western Region (WR)**/ Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1st Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 (www.sscwr.net)

10.2 A candidate may give option for three centres, in the order of priority, within the same Region. **No request for change of Centre of Examination will be considered later under any circumstances.** Hence, the candidates should select the centers carefully and indicate the same correctly in their applications.

10.3 The Commission will endeavor to accommodate the candidates in centres opted by them. However, the Commission reserves the right to cancel any Centre and ask the candidates of that Centre to appear from another centre. Commission also reserves the right to divert candidates of any Centre to some other Centre to take the examination.

10.4 The Regional Office, having jurisdiction over the Examination Centres opted by the candidate, will issue Admission Certificate to the candidates for the examination. All other activities related to this recruitment will be handled by the said Regional Office. 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.

11. Scheme of Examination:

11.1 The examination will consist of two papers. Details of these papers are as follows:

Part	Mode of Paper	Subject	Number of Questions/ Maximum Marks	Duration
Paper- I (Objective Type)	Computer Based Mode	i) General Hindi ii) General English	100/ 100 100/ 100	2 Hours (2 hours and 40 minutes for the candidates eligible for use of scribe as per Para 6 above)
Paper- II	Descriptive	Translation & Essay	200 marks	2 Hours (2 hours and 40 minutes for the candidates eligible for use of scribe as per Para 6 above)

11.2 Paper-I will consist of Objective Type Multiple choice questions only.

11.3 There will be negative marking of 0.25 marks for each wrong answer in Paper-I. Candidates are, therefore, advised to keep this in mind while answering the Question.

11.4 Marks scored by candidates in Computer Based Examination, if conducted in multiple shifts, will be normalized by using the formula published by the Commission through Notice No: 1-1/2018-P&P-I dated 07- 02-2019 and such normalized scores will be used to determine final merit and cut-off marks.

11.5 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 by the Experts before finalizing the Answer Keys and the decision of the Commission in this regard will be final.

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

11.7 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

11.8 In Paper-II, candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.

11.9 Candidates are strictly advised not to write any personal identity e.g. name, roll number, mobile number, address, etc inside the Answer Book (Paper-II) and it will be treated as Unfair Means (UFM). The candidates who fail to adhere to these instructions will be awarded zero marks even if marks are awarded during the evaluation process.

12 Indicative Syllabus:

12.1 **Paper-I (Computer Based Examination)**: The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

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

13. Admission to the Examination:

13.1 All candidates who register themselves in response to this Notice by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.

13.2 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will only

be accepted provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting User Departments/Organizations. Physical and medical standards will be ascertained by the User Departments after the declaration of result. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by the User Department/ Organization. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.

13.3 Admission Certificates for computer based examination will be issued online on the websites of Regional Office concerned of the Commission. Candidates are therefore advised to regularly visit the websites of the SSC-HQ (i.e. https://ssc.gov.in) and Regional Office concerned of the Commission under whose jurisdiction the examination centres opted by the candidate are located (**details at para 10.1**).

13.4 Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the websites of the Regional Office concerned of the Commission about 10-14 days before the date of examination. If any candidate does not find his detail on the website of the Commission, one week before the date of examination, he must immediately contact the Regional Office concerned of the Commission with proof of having submitted his application. Failure to do so will deprive him of any claim for consideration.

13.5 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.

13.6 Facility for downloading of Admission Certificates will be available 3-7 days before the examination on the website of concerned Regional Office. **Candidates must bring printout of the Admission Certificate to the Examination Hall.**

13.7 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate, such as:

(i) Aadhaar Card/ Printout of E-Aadhaar,

(ii) Voter's ID Card,

(iii) Driving License,

(iv) PAN Card,

(v) Passport,

(vi) School/ College ID Card,

(vii) Employer ID Card (Govt./PSU/Private), etc

(viii) Ex-serviceman Discharge Book issued by Ministry of Defence,

(ix) Any other photo bearing ID Card issued by the Central/State Government.

13.8 If Photo Identity Card does not have the date of birth printed on it then the candidate must

carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ICSE/State Boards; Birth Certificate, Category Certificate etc.) as proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

13.9 PwBD/PwD candidates using the facility of scribes as per para(s)s 6.1, 6.2 and 6.3 shall also be required to carry required Medical Certificate/Undertaking/Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination.

13.10 Any other document mentioned in the Admission Certificate will be carried by the candidates while appearing in the Examination.

14. Document Verification (DV):

14.1 Document Verification (DV) will be conducted by the User Departments/ Organizations after declaration of the final result.

14.2 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 by direct recruitment.

14.3 Candidates have to bring two passport size recent colour photographs and one original valid Photo ID Proof as listed in Para 13.7 above while appearing for the Document Verification.

14.4 Candidates will have to bring original as well as copies of various documents as given below at the time of Document Verification by the User Departments/ Organizations:

(i) Matriculation/Secondary Certificate.

(ii) Educational Qualification Certificate.

(iii) Translation/Experience Certificate, if applicable

(iv) Caste/ Category Certificate, if belongs to reserved categories.

(v) Persons with Disabilities Certificate in the required format, if applicable.

(vi) For Ex-Servicemen (ESM):

a) Serving Defence Personnel Certificates as per Annexure-V, if applicable.

b) Undertaking as per Annexure-VI.

c) Discharge Certificate, if discharged from the Armed Forces.

(vii) Relevant Certificate if seeking any age relaxation.

(viii) No Objection Certificate, in case already employed in Government/ Government undertakings.

(ix) A candidate who claims change in name after matriculation on marriage or re- marriage or divorce, etc. the following documents shall be submitted:

(a) In case of marriage of women: Photocopy of Husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along

with a joint photograph duly sworn before the Oath Commissioner;

(b) In case of re-marriage of women: Divorce Deed/Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing name of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

(c) In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

(d) In other circumstances for change of name for both male and female: Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

(x) Any other document specified in the Admission Certificate for Document Verification (DV).

14.5 It is reiterated that after scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents at the time of document verification, the candidature of candidate will be cancelled.

15. <u>Post Preference</u>:

15.1 Preference for various posts and departments will be taken from the candidates through Online Option Form on the website of the Commission before declaration of final result. A candidate will not be considered for a Post and Ministry/Department/Organization, if he has not indicated his preference for it. Options once submitted shall be treated as final and will not be changed subsequently under any circumstances. **Therefore, candidates must be careful in exercise of such options.**

15.2 Candidates, who do not submit their post preference(s) on the website of the Commission within the stipulated time, will not be considered for any post in the Final Result. Such candidates shall not be provided with another opportunity to exercise preference for posts and will be solely responsible for the same. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

15.3 Candidates are advised to give maximum number of preferences to improve their possibility of selection.

16. <u>Mode of Selection</u>:

16.1 Minimum qualifying marks in Computer Based Examination are as follows:

(i) UR: 30%

(ii) OBC/EWS: 25%

(iii) All Other Categories: 20%

16.2 Based on the marks scored in the Paper-I; *i.e.*, Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Paper-II (Descriptive Paper).

16.3 Based on the performance in Paper-I & Paper-II, candidates will be considered for final selection. There will be separate category wise cut offs in Paper-I & Paper-II.

16.4 Final selection and allocation of Ministry/ Department/Organization will be made on the basis of the performance of candidates in Paper-I & Paper-II and the preference of Post(s)/Department(s) exercised by them.

16.5 Once a candidate has been allotted first available preference, as per his/her merit, he/she will not be considered for any other option of Post and Ministry/Department/Organization. Therefore, candidates must exercise preference of Posts/Departments very carefully. The option/preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Posts/Departments by candidates will not be entertained under any circumstances. If the candidate has not opted for a Post/Department, he/she shall not be considered for selection to such post irrespective of his/her merit position. Therefore, candidates must exercise due diligence and be very careful while giving their post-preferences.

16.6 The Commission makes final allotment of posts on the basis of merit-cum preferences of Posts/Departments given by the candidates and once a post is allotted, no change of post will be made by the Commission due to nonfulfillment of any post specific requirements of physical/medical/educational standards or any other requirement. In other words, for example, if a candidate has given higher preference for a post and is selected for that post, in that case, if he/she fails to meet the medical/physical/educational, etc. standards of that post, his/her candidature will be rejected and he/she will not be considered for other preferences.

16.7 SC, ST, OBC, EWS, ESM and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS and PwBD candidates.

16.8 SC, ST, OBC, EWS, ESM and PwBD candidate who qualifies on the basis of relaxed standards; viz., age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc, irrespective of his/her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. Insofar as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

16.9 A person with benchmark disability (PwBD) who is selected on his/her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with benchmark disability (PwBD) of relevant category.

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

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

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

16.13 Candidates selected for appointment are liable to serve anywhere in India; i.e., the posts carry All India Service Liability (AISL).

16.14 Candidates on final selection may be allotted a State/UT/Zone by the concerned User Organization/Office. Such candidates may be required to acquire the proficiency in local language of the allotted State/UT/Zone for confirmation of the candidates to the allotted posts by the concerned User Organization/Office.

16.15 If a candidate scoring more than cut-off marks in any Tier/Stage of the examination is not qualified for the subsequent stage/final selection due to any reason, he/she must represent to the concerned Regional Office of the Commission within two months of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier.

16.16 If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Organization/Office within a period of one year from the declaration of final result, he/she must communicate immediately thereafter with the concerned User Department / Organization.

16.17 As per the policy of Commission, SSC does not maintain Waiting list/Reserve panel for multifactor examinations conducted by the Commission. Therefore for this examination there will not be any Waiting list/Reserve list. Unfilled vacancies, if any, will be carried forward by the User Departments to the subsequent year(s) of recruitment.

16.18 There shall not be any Waiting List/ Reserve List after declaration of Final Result.

17 **Resolution of Tie Cases:** In cases where more than one candidate secure the equal aggregate marks in Paper-I & Paper-II, tie will be resolved by applying the following methods one after another until the tie is resolved:

i. Total marks in Paper-II.

ii. Marks in Part (i) of Paper-I (*i.e.* General Hindi).

iii. Date of birth, with older candidates placed higher.

iv. Alphabetical order of the names of the candidates.

18 Action against candidates found guilty of misconduct:

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

S. No	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination.	2 Years

3	Misbehaving, intimidating or threatening in any manner with the examination functionaries; i.e., Supervisor, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in either switched on or switched off mode.	3 Years
8	Appearing in the same examination more than once in contravention of the rules.	3 Years
9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/equipment.	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e., Supervisor, Invigilator, Security Guard or Commission's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, and any other Electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and Examination systems at any point before, during or after the Examination.	10 Years

18.2 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.

19. **Commission's Decision Final:** The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list 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

20. In accordance with the directions issued by DoP&T vide its O.M. No.39020/1/2016-Estt.(B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings of unsuccessful candidates in the said open

Competitive Examination conducted by the Commission available on its website in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate. (ii) Father/Husband's name (iii) Date of Birth (iv) Category (UR/SC/ST/ OBC/EWS/PwD/ESM) (v) Gender of the candidate (vi) Educational Qualifications (vii) Total Marks obtained in the qualifying examination (viii) Ranking by which the merit is decided. (ix) Complete address (x) E-mail address However, the candidate will have the option, at the time of filling up of his/her application form, of opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details or have not exercised their option will be made available on the website of the Commission.

21. **Court's Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction over the place of concerned Regional/ Sub-Regional Office of the Commission where the candidate has appeared for the Computer Based Examination.

22. **Disqualifications:** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

23. Important Instructions to Candidates:

a	BEFORE APPLYING, CANDIDATES MUST TO GO THROUGH THEINSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY. THE NOTICE OF EXAMINATION IS PRINTED BOTH IN ENGLISH AND HINDI. IN CASE OF ANY DISPUTE, THE ENGLISH VERSION WILL PREVAIL.
b	CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE SSC WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
c	All the candidates, who wish to apply in response to this Notice and have not generated their One-Time Registration (OTR) on the new website of theCommission (i.e., https://ssc.gov.in) will be required to do so as the earlier OTR generated on the old website (https://ssc.nic.in) will not be functional for the new website. Subsequent to OTR, the candidates can proceed to fill the application for the examination. Once an OTR has been generated on the new website, it will continue to remain valid for all the examinations to be applied for on the new website. The detailed instructions for OTR are given in **Annexure-III** to this Notice.
d	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational

	qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting User Departments/ Organizations. Physical and medical standards will be ascertained by the User Departments after the declaration of result. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and whensought by the Commission or the Indenting User Department/ Organization. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.
e	Candidates seeking reservation benefits available for SC/ ST/ OBC/ EWS/ PwBD/ ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
f	Candidates with **benchmark physical disabilities** will be considered as Persons with Disabilities and entitled to age-relaxation/reservation for Personswith Disabilities.
g	When application is successfully submitted, it will be accepted 'Provisionally' and status of the application will be indicated as 'Application Received (Contents Not Verified)'. Candidates should take printout of the online Application Form for their own records. Normally, printout of the 'Application Form' is not required to be submitted to the Commission.
h	Fee payable: ₹ 100/- (Rupees one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), ESM eligible for reservation and Persons with benchmark disability (PwBD) are exempted from payment of fee.
i	Only one online application is allowed to be submitted by a candidate for the Examination during normal period for submission of online applications, which does not include the period of 'Window for Application Form Correction'. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case, more than one application of a candidate with different registration numbers is detected, all the applications will be rejected by the Commission and his candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his candidature will be cancelled and he will be debarred from the examinations of the Commission as per rules.

j	After the closing date for receipt of online applications, the Commission will provide a period of 2 days to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/ changes in the one-time registration/ online application data as per their requirement. This facility can be availed by online payment of stipulated correction charges as per details given at **Para-9** of the Notice of Examination. Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates for the examination will be cancelled.
k	Before submission of the corrected/ final online application as the case may be, candidates must check that they have filled correct details in each field of the form. After submission of the corrected/ final online application form OR expiry of the period of 'Window for Application Form Correction', no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
l	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the Commission / User Department.

m	**For applying, the candidate is not required to have a pre-existing photograph of himself / herself. The application module has been designed to capture a photograph of the candidate filling up the application form. The candidates should ensure that the photograph captured is clear, without cap or spectacles, and with full frontal view. In case the photograph captured is not as per instructions, the candidates are advised to recapture the photograph. In no case should the candidate capture the photographs of his/her pre-existing photograph. All such applications where the photographs of his/her pre-existing photograph is captured will be rejected. The appearance of a candidate in the examination should be as per the photograph in the application form.** **For capturing his / her photograph, the candidate has to stand / sit before the camera of Computer/Mobile-phone when prompted by the application module and follow the following instructions:** **(i) Find a place with good light and plain background.** **(ii) Ensure the camera is at eye level before taking the photo.** **(iii) Position yourself directly in front of the camera and look straight ahead.** **(iv) Ensure that your face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.** **(v) Candidates not to wear a cap, mask or glasses/spectacles while capturing the photo.** **Candidates are required to upload the scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height).**
n	**Applications with inappropriate photographs or blurred/miniature signatures, not meeting the above requirements, will be rejected summarily.**
o	Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.

p	The Commission may use the Aadhaar data of the candidates for verification purpose subject to due authorization from competent authority. Instances of people trying to impersonate candidates during the examinations have been observed. Since the photograph is captured live during the filling up of the application form, there should not be any change in appearance of the candidate during the examination vis-à-vis the photograph in the application form. **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.** In no case should the candidate capture the photographs of his/her pre-existing photograph. **All such applications where the photographs of his/her pre-existing photograph is captured will be rejected.**
q	Candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Voter ID Card, Driving License, PAN Card, Passport, Identity Card issued by University/ College/ School, Employer ID Card (Govt./PSU), ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate (as listed at para-13.7) in proof of their Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwBD/PwD candidates using the facility of scribes as per Para 7 shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.
r	Preference for various posts and departments will be taken from the candidates through Online Option Form on the website of the Commission before declaration of final result. A candidate will not be considered for a Post and Ministry/ Department/ Organization, if he has not indicated his preference for it. Options once submitted shall be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates must be careful in exercise of such options. Candidates, who do not submit their post preference(s) on the website of the Commission within the stipulated time, will not be considered for any post in the Final Result. Such candidates shall not be provided with another opportunity to exercise preference for posts and will be solely responsible for the same. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.
s	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT Act.

t	All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
u	If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he must represent to the concerned Regional/ Sub-Regional Office of the Commission within two months of the declaration of the result or two weeks prior to the conduct of next stage of the examination, whichever is earlier.
v	If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year after declaration of result, he must communicate immediately thereafter with the concerned User Department.
w	**In the online application form, candidates are required to capture their photograph using the application module and not to have a pre-existing photograph of himself/ herself. The Photograph should be without cap and spectacles. The frontal view of the face should be clearly visible. If the photograph is not captured by the candidate in the desired format, his application/candidature will be rejected.**
x	Special attention is invited to the declaration at the end of the Application Form. Before agreeing to/signing the declaration, the candidates must go through the Application details filled in and the contents of the declaration itself and agree to/sign it only after satisfying themselves that the information furnished is correct. Any concealment/ misrepresentation/ misdeclaration shall lead to cancellation of candidature.
y	Candidates are requested to check the website of the Commission, viz., https://ssc.gov.in as well as website of the concerned Regional Office regularly for the latest updates in respect of the examination including those related to date of examination, vacancy position, etc.
z	Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/ submitting applications and computer based examination: (i) Help Desk (SSC-HQ) 1800 309 3063 (Toll Free) (ii) SSC (CR), Allahabad 0532-2406000,9452424060 (iii) SSC (ER), Kolkata 09477461228, 033 22902230, 9477461229 (iv) SSC (KKR), Bengaluru 080 25502520 (v) SSC (MPR), Raipur 0771 2960440 (vi) SSC (NER), Guwahati 9435052556, 9531456804 (vii) SSC (NR), New Delhi 011-24363343

	(viii) SSC (NWR), Chandigarh 0172 2744366 (ix) SSC (SR), Chennai 09445195946, 044 28251139 (x) SSC (WR), Mumbai +91 7738422705 / 9869730700

Under Secretary
Staff Selection Commission (Hqrs)

Annexure-I

Certificate regarding physical limitation in an examinee to write

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

Signature of 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-IA

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 / PM R 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 -II

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-IIA

Letter of Undertaking by the 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

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 orcertificate/diploma/degree and claims relating thereto.

(Signature of the Candidate)
(Counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

ANNEXURE –III

(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 'One-time 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 (10th) 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 the 'Login or Register' Section provided on new website of the Commission i.e. https://ssc.gov.in.
4. The One-Time Registration process requires filling up of following information:
   a. Personal Details
   b. Password Creation
   c. Additional Details
   d. 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, for verification purposes and to avoid any mistakes. If there is a mismatch between the original and verified data columns, an indication will be given in red text.
   b. S. No. 1, provide information about the Aadhaar Number.
   c. S. No. 2, provide information about your Identification Card number if you don't want to give an Aadhaar Number
   d. S. No. 3: Fill in your name exactly as given in the Matriculation (10th Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S. No. 4a and 4b.
   e. S. No. 5: Gender (Male/Female/Transgender)
   f. S. No. 6: Fill in your date of birth exactly as given in the Matriculation (10th Class) Certificate.

g. S. No. 7: Fill in your father's name exactly as given in the Matriculation (10th Class) Certificate.
h. S. No. 8: Fill in your mother's name exactly as given in the Matriculation (10^{th} Class) Certificate.
i. S. No. 9 to S. No. 11: Matriculation (10th Class) Examination Details which include:
    i. Name of Education Board
    ii. Roll Number
    iii. Year of passing
j. S. No. 12: Level of Educational Qualification (Highest).
k. S. No. 13: Your Mobile Number. This must be a working mobile number as it will be verified through "One Time Password" (OTP). It may be noted that any information which the Commission may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password/ Registration Number if required.
l. S. No. 14: Y our Email ID. This 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.
m. When the Basic Details provided at S. No. 1 to 14 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 the first login.
p. After a successful password change, you need to log in 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 the "Next" button at the bottom to complete your One-time Registration.

Additional details in Online Application Form:

r. S. No. 1: Provide information about your Category.
s. S. No. 2: Provide information about your Nationality
t. S. No. 3: Provide Contact Details if other than Indian National
u. S. No. 4: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
v. S.No. 5: Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified as suitable for government jobs, then provide Disability Certification Number.
w. S. No.: 6 to 7: Provide information about your Permanent and Present Address.
x. Upon clicking, different OTPs will be sent to your mobile number and Email ID. You need to enter one of the two OTPs in the designated field to complete the Registration Process.
y. Read the "Declaration" carefully and if you agree with the declaration, click "I Agree".
z. After submission of Basic Information, if the registration process is not completed within 14 days, your data will be deleted from the system.

1. 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 the cancellation of your candidature.

2. YOU ARE AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, AND MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED IN EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONGINFORMATION.

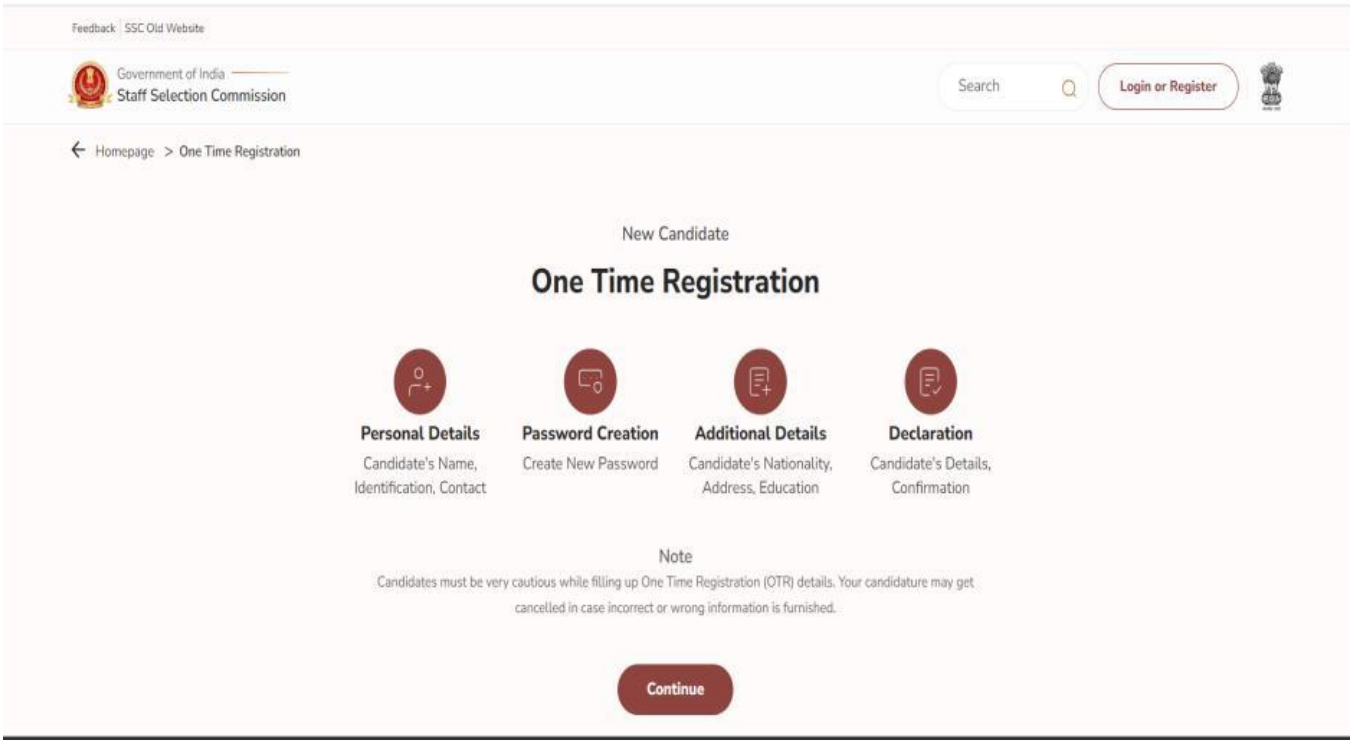
Annexure III A

Flow of One Time Registration

Click on 'Login or Register' button to proceed registration.
After clicking on Login and Register, a small window will appear. In that window, click 'Register Now' at the bottom. You'll then be taken to the 'One-Time Registration' page.

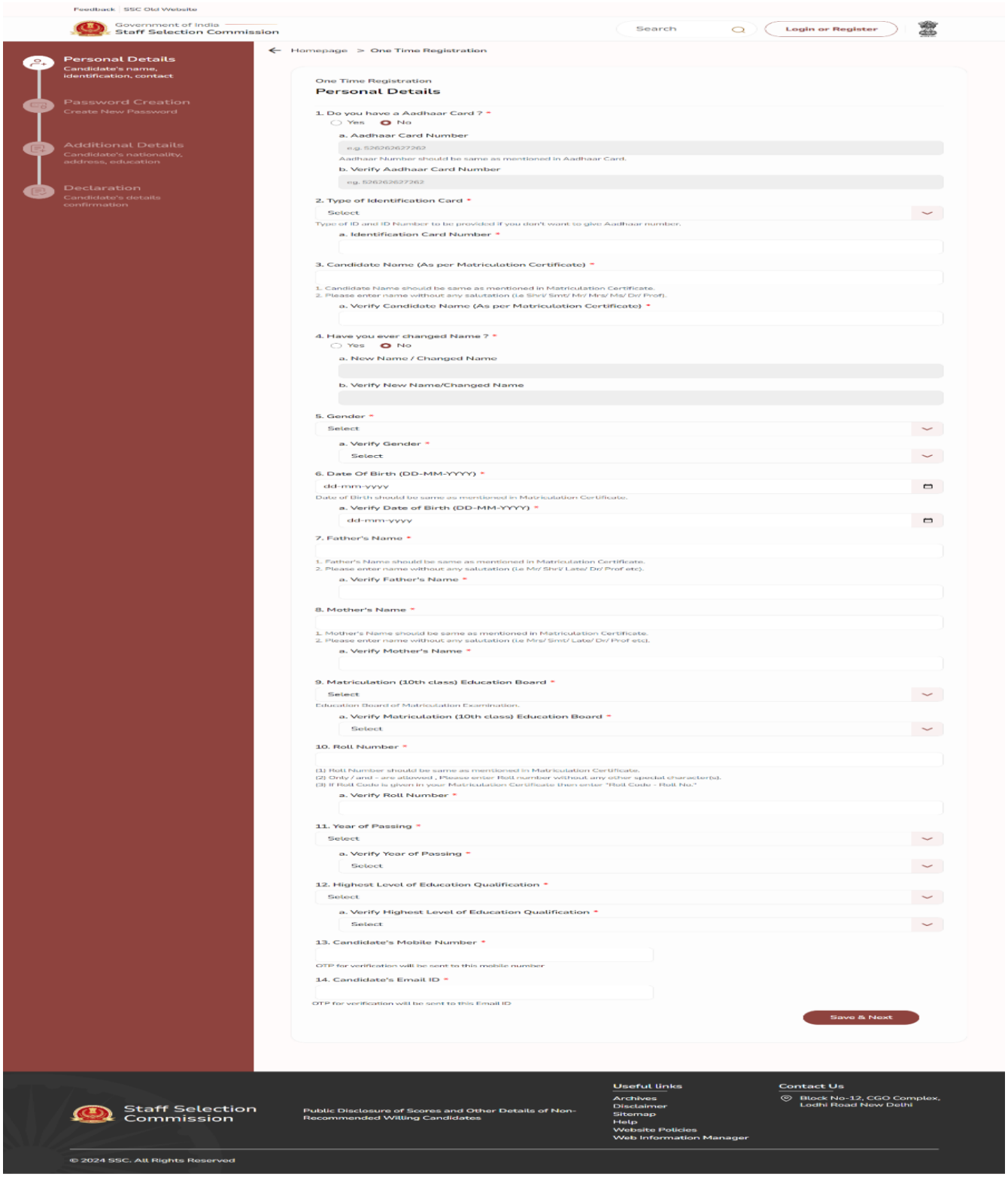
1.1 One Time Registration Page:

On the homepage, you'll find steps to fill in the 'One-Time Registration' form. Click 'Continue' to proceed and reach the personal details screen.



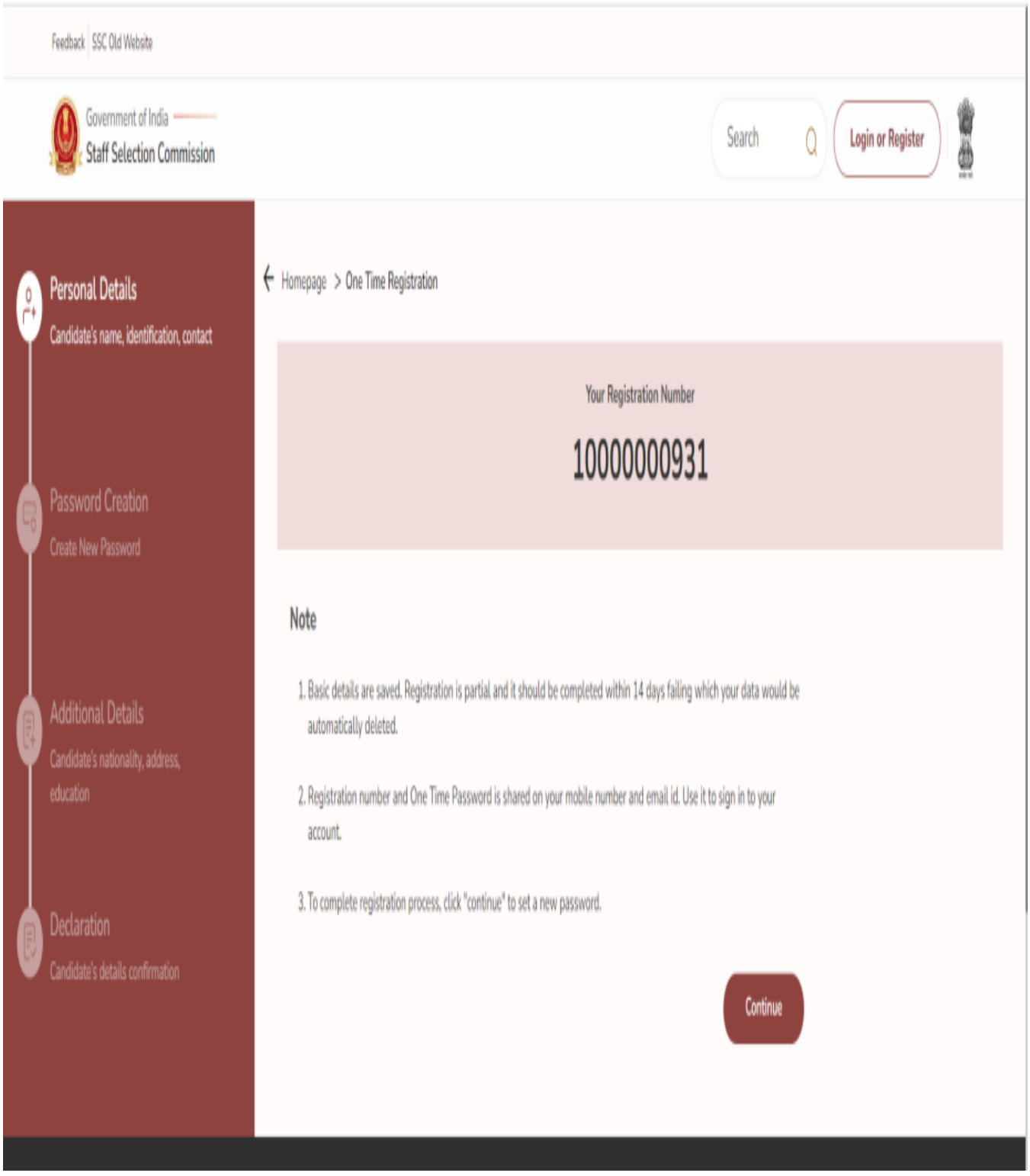
1.2 Fill Personal Details

Enter critical details like Aadhaar Number, name, father's name, mother's name, and date of birth twice to ensure accuracy. Any discrepancies will be highlighted in red text.



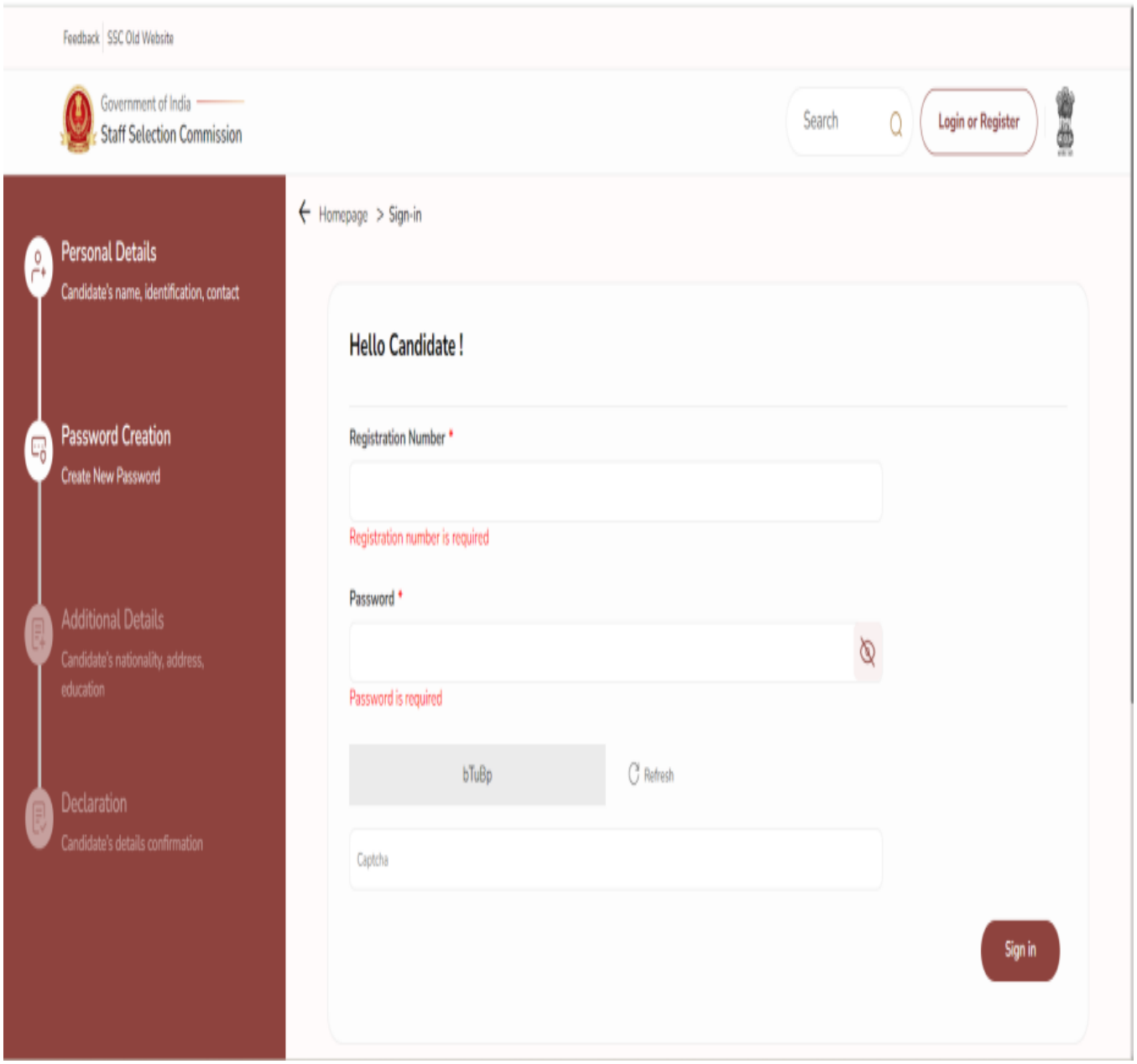
1.3 Registration Details Page

After successful verification of mobile and email OTP, clicking the 'Save & Next' button will store the provided 'Personal Details' (S No-1 to 14). Users will be redirected to the registration details page, displaying the Registration Number. The Registration Number and Password will be sent to the user's mobile number and Email ID. The registration process must be completed within 14 days; otherwise, the saved details will be deleted.



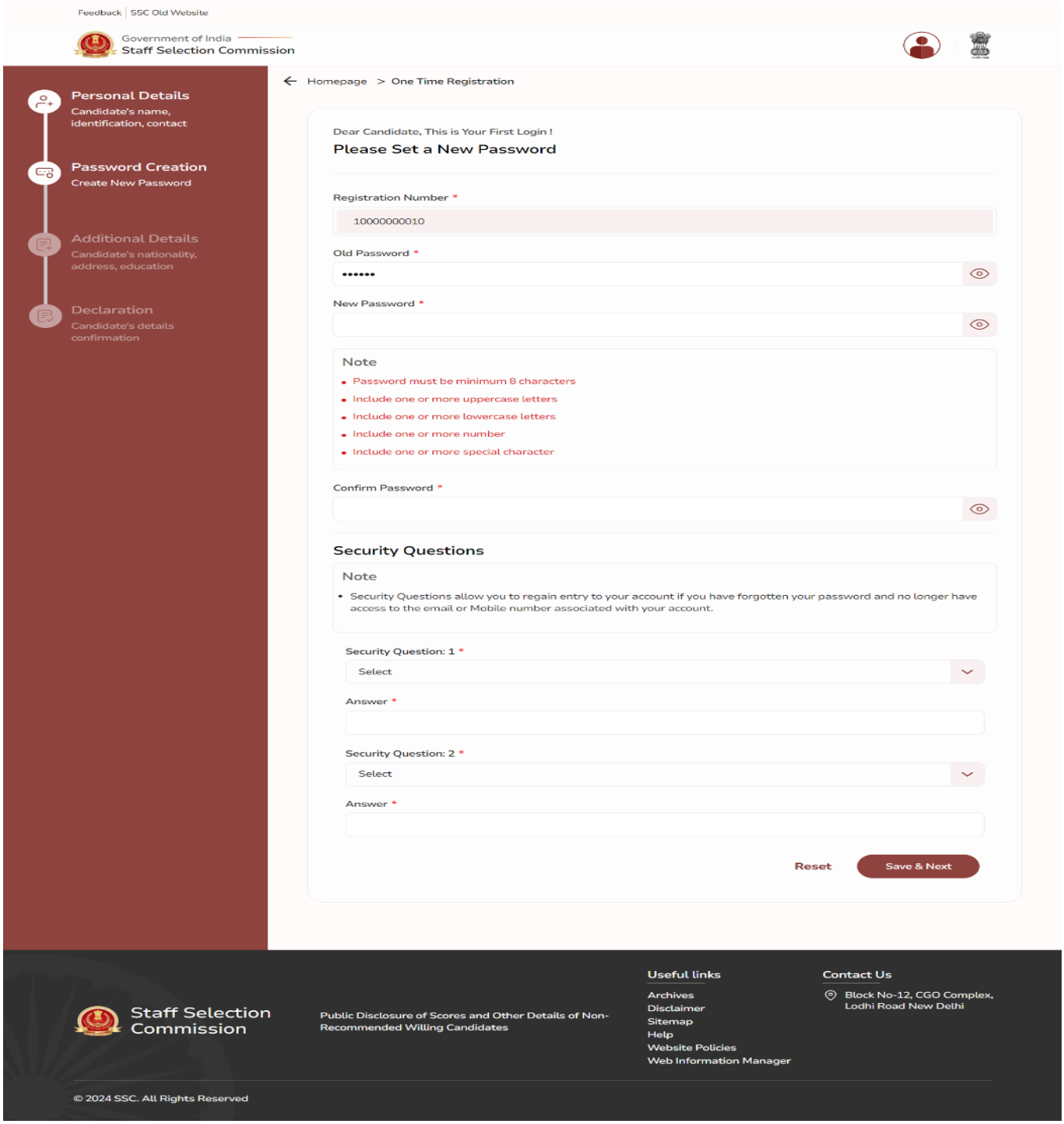
1.4 Login Screen with One Time Password

To finalize the remaining registration, users can click 'Continue,' leading them to the login page displayed in the following screen. If users choose to complete the registration on a subsequent day, they can log in by clicking the 'Login or Register' button on the website header. The Registration Number serves as the username, and the auto-generated password sent to the user's mobile, and email is used for the initial login. Upon the first login, users will be prompted to change their password.



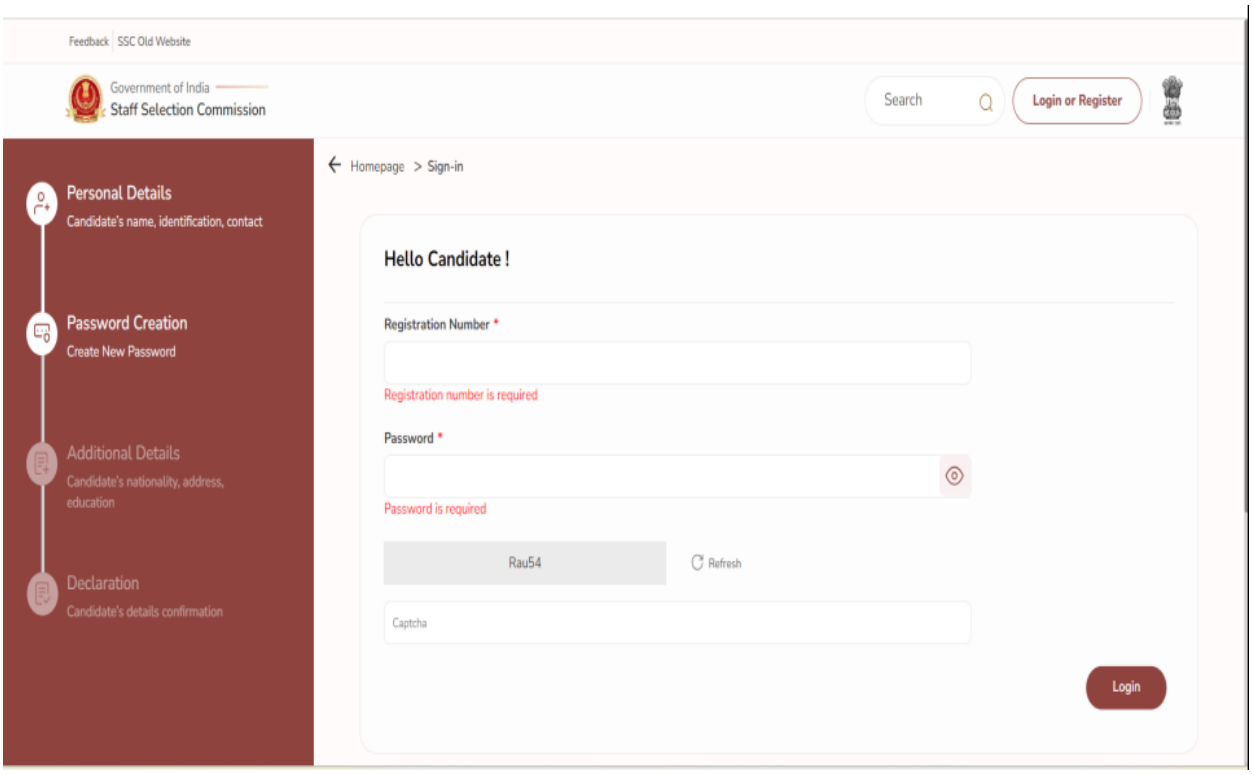
1.5 Password Creation Page

For the initial login, users will be directed to the password creation page, as depicted in the image. After successfully changing the password, they will be redirected to the login page, where they must log in again using their Registration Number and the newly changed password. The registration number will be pre-filled initially. To proceed with the password change, users need to input the old password sent via mobile number and email. They can then set a new password, adhering to the specified validation displayed on the screen.



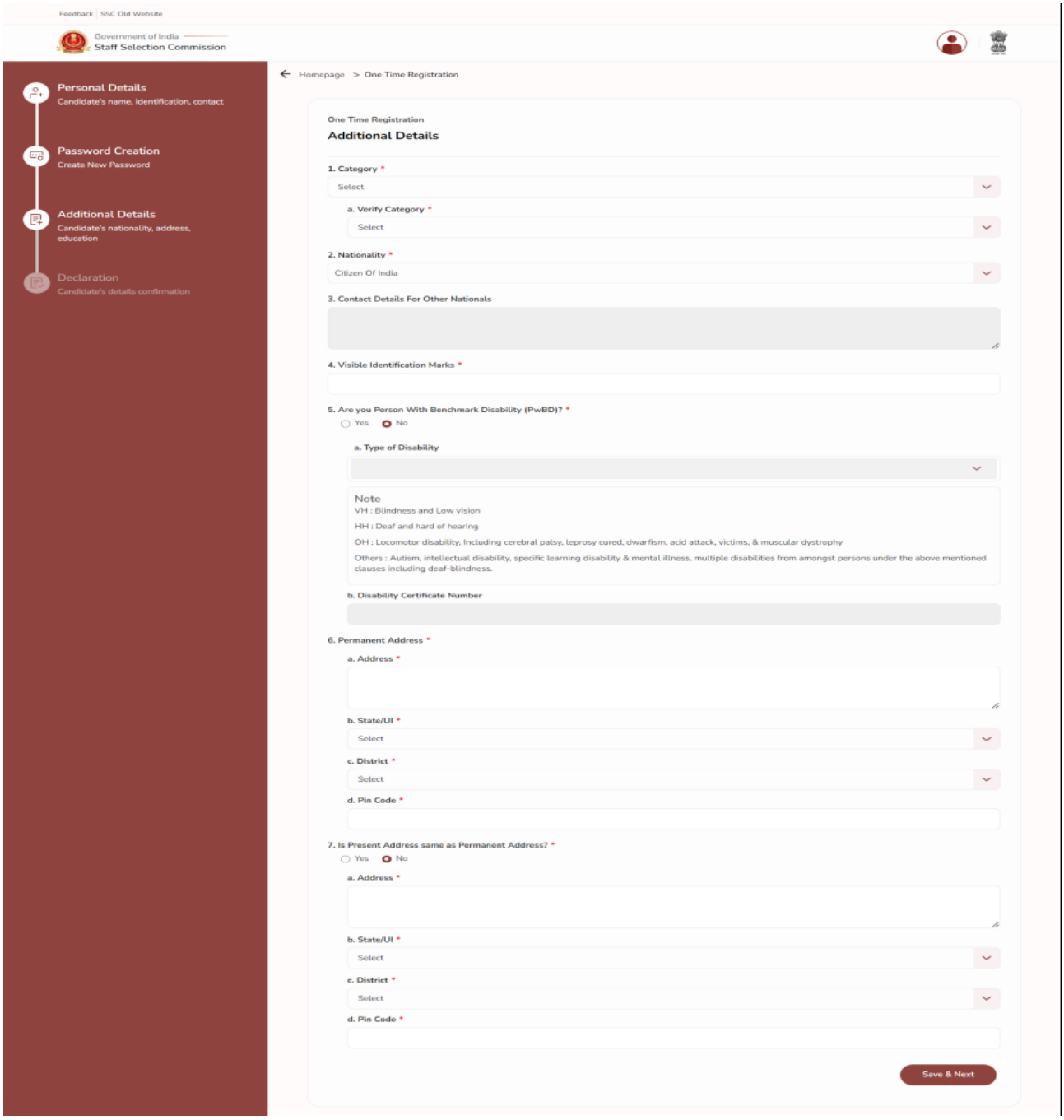
1.6 Login with New Set Password

Upon successful password change, users will encounter the following screen. After logging in, users will be redirected to the additional details page.



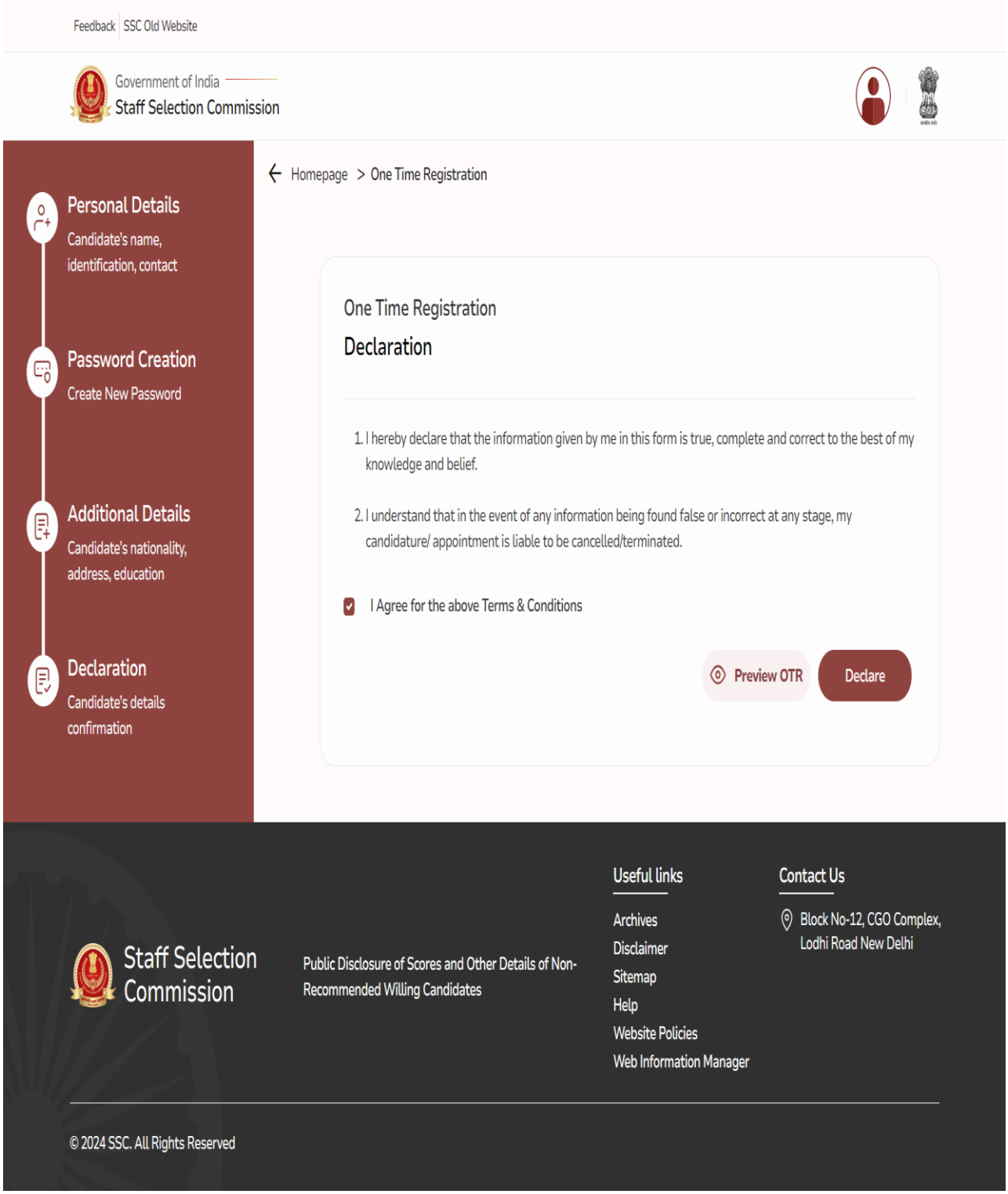
1.7 Additional Details Page

To complete additional details, users must provide information about their Category (S No-1), Nationality (S No-2), and, if the nationality is other than 'Citizen of India,' enable 'Contact Details for Other Nationals.' Users need to fill permanent and present address details if the nationality is 'Citizen of India,' or disable these fields if the nationality is different. Additionally, users should provide information about visible Identification Mark (S No-4) and benchmark disabilities (S No-5), along with Disability Certification Number if applicable. If the nationality is ", users should fill Permanent and Present Address details, saving the data to proceed to the last part of the registration process.



1.8 Declaration

After carefully reading the declaration, users should check “Preview OTR” 'I agree,' then click on 'Declare' to submit the declaration. Upon successful submission, users will be redirected to the dashboard.



ANNEXURE-IV

Part-II (Online Application Form)

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

   For applying, the candidate is not required to have a pre-existing photograph of himself/ herself. The application module has been designed to capture a photograph of the candidate filling up the application form. For this purpose, the candidate has to stand/ sit before the camera of computer/mobile-phone when prompted by the application module and follow the following instructions while capturing the photograph:

   i. Find a place with good light and plain background.

   ii. Ensure the camera is at eye level before taking the photo.

   iii. Position yourself directly in front of the camera and look straight ahead.

   iv. Ensure that your face is fully inside the red rectangular area delineated by the camera and that it is neither too close nor too far. It should cover the area fully and no part of the face should be outside the rectangle.

   v. Candidates not to wear a cap, mask or glasses/spectacles while capturing the photo.

   Candidates, who are unable to capture their photo through a camera, are advised to use the QR code provided at S. No. 1 of Upload Documents for downloading the app for Android Mobile Phones from the Google Play Store to capture their photos through mobile devices. The photo should be without a cap, without spectacles and a frontal view of the face should be visible. Applications with photographs not in accordance with the instructions are liable to be rejected.

   a. Scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 6.0 cm (width) x 2.0 cm (height).

   b. Applications with illegible/ blurred/miniature signature will be rejected. Details of qualifying educational qualification like passing year, roll number, percentage/ CGPA, name of university, etc

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

3. Click **"Apply"** link in "Combined Hindi TranslatorsExamination, 2024" Section under "Live Exam" tab.

4. **S No- 1 to 18**: Information in these columns 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 ofyour dashboard and make suitable corrections before proceeding further.**

5. S No- 19: Please indicate highest educational qualification possessed by you.

6. S No- 20.1 to 21.10: Fill up details of Educational Qualifications (please refer para 7 of the Notice).

7. S No-22: If you are serving in Armed Forces or are an ex-serviceman, fill up the required information. Wards of servicemen/ ex-servicemen are not treated as ex-servicemen and therefore they should select 'No'.

8. S No-23: If you are seeking age relaxation, select appropriate age-relaxation category.

9. S No-24: Please see Notice of Examination, Para No 20 and fill up accordingly.

10. S No-25: Give your preference for Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference(please refer para 10 of the Notice).

11. S No-26.1: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Blindness (VH). This option will be available only to PwBD-Others candidates as per S No 9.1. Candidates opting "Yes" against S.No 26.1 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the Multiple Disability Certificate with at least 40% VH (B/ LV) disability at the time of examination. Please refer Para 6.1 of the Notice of Examination.

12. S No-26.2: Provide information on whether you are a person with benchmark disabilities (40% or more) in the category of Cerebral Palsy(CP). This option will be available only to PwBD-OH and PwBD-Other candidates. Candidates opting "Yes" against S. No 26.2 will be eligible for Scribe/ compensatory time; however, such candidates will have to upload the requisite certificate at the time of filling of Application Form and also produce the same, in original, at the time of examination. Please refer Para 6.1 of the Notice of Examination.

13. S No-26.3: Indicate if you have physical limitation to write as per Para 6.2 or 6.3 of the Notice and scribe is required to write on your behalf. This option will not be applicable for those candidates who are either PwBD-VH candidates or have opted "Yes" against S No 26.1 or S No 26.2. This option will be available to all other PwBD and non-PwBD candidates. PwBD Candidates opting "Yes" against S. No 26.3 will be eligible for Scribe/ compensatory time, however, such candidates will have to produce the certificate from competent authority as per format at Annexure-I of the Notice of Examination, at the time of Examination. Non-PwBD Candidates (i.e. PwD below 40% disability) opting "Yes" against S No 26.3 will be eligible for Scribe/ compensatory time; however, such candidates will have to upload the certificate from competent authority as per format at Annexure IA to the Notice of Examination at the time of filling of Application Form and also produce the same, in original, at the time of examination. Please go through Para-6.2 & 6.3 of the Notice of Examination for more information.

14. S No-26.4: If you are eligible for availing the facility of scribe as per Para-6 of the Notice of examination, provide information about the requirement of scribe. These options will be available only to candidates opting "Yes" against either of S No 26.1 or 26.2 or 26.3.

15. S No-27: Select relevant option related to Diploma or Certificate course in translation as per para 7.1 or/and 7.2 of Notice of Examination.

16. S No-27: Select relevant option related to relevant experience in translation work as per para 7.1 or/and 7.2 of Notice of Examination.

17. Capture your Photograph following the instructions as specified at S No-1 above. Applications with blurred photograph will be rejected.

18. Upload your signature as specified at S.No.-1 above. Applications with blurred/miniature signatures will be rejected.

19. While seeing the Preview, you may kindly check all the details entered are correct and that instructions regarding photograph/ signature as mentioned above at various places in the Notice are duly followed and Verify the information provided by you.

20. Complete your declaration by clicking on the "I agree" check box and filling up the captcha code. On verification of the correctness of your application data as visible in Preview, proceed with "Submit Application".

21. Proceed to make fee payment if you are not exempted from payment of fee.

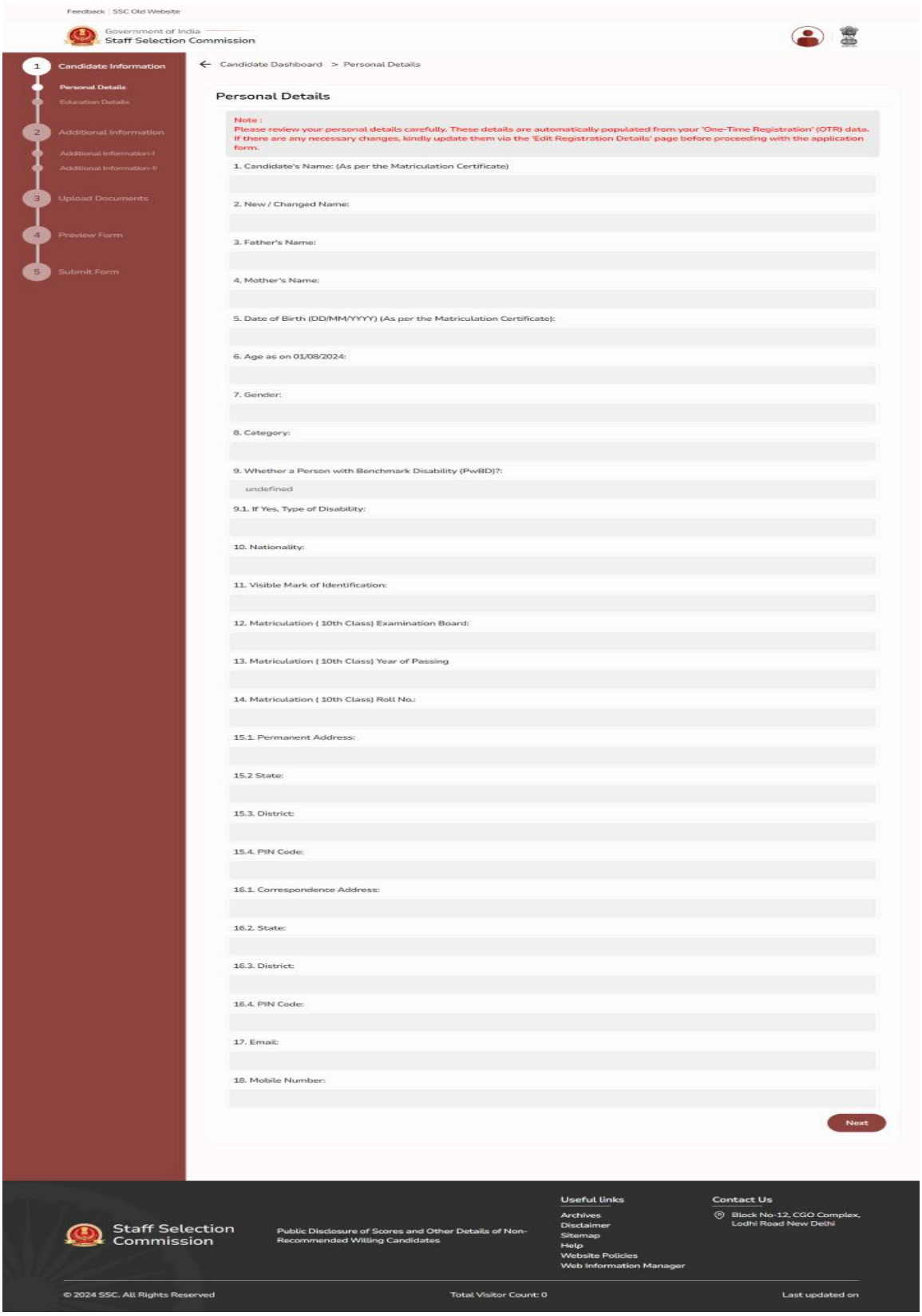
22. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro or RuPay Debit cards.

23. Refer to Para 8 of the Notice of Examination for further information on the payment of the fee.

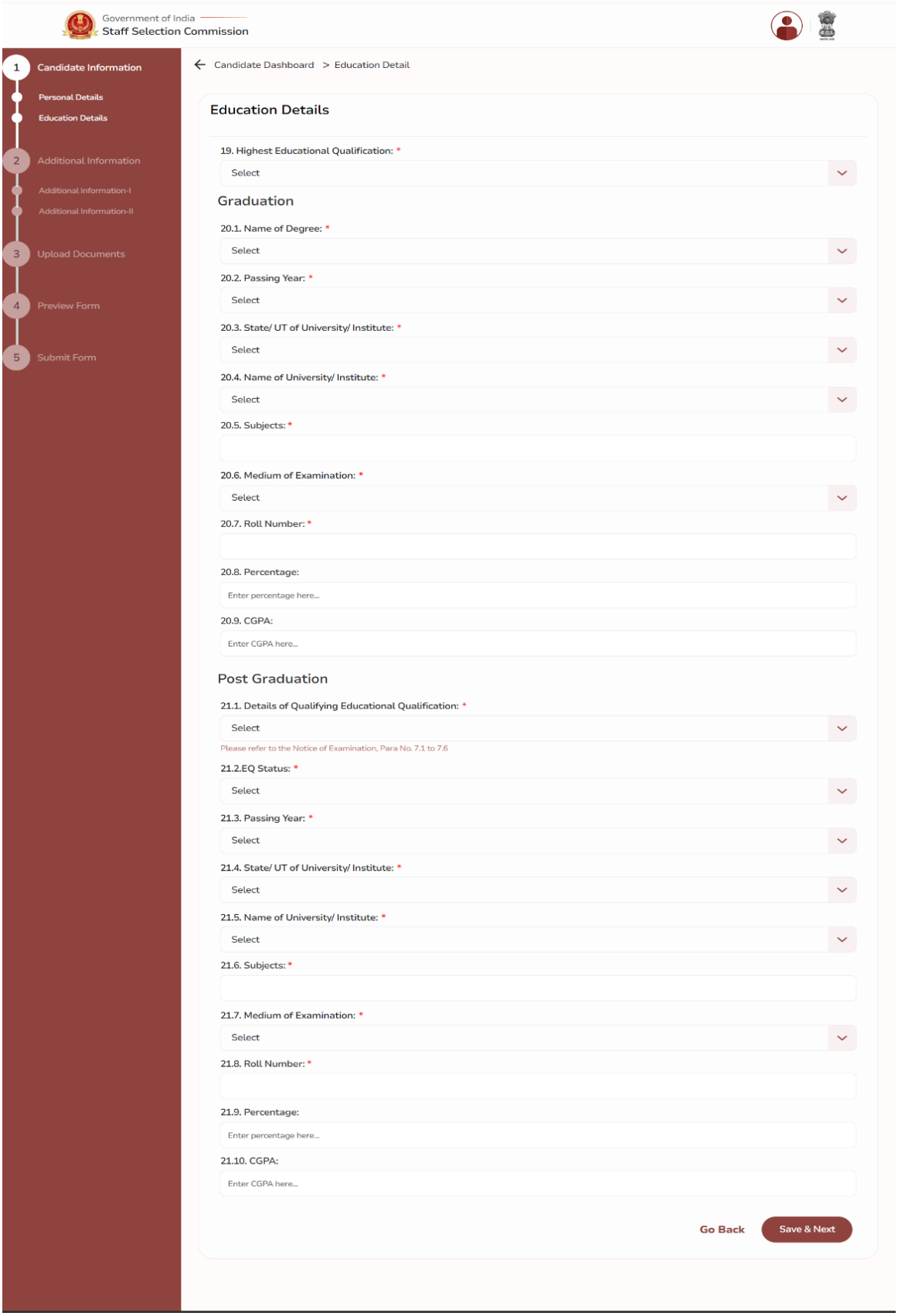
24. When the application is successfully submitted, it will be accepted provisionally. Candidates should take a printout of the application form for their own record.

ANNEXURE-IVA

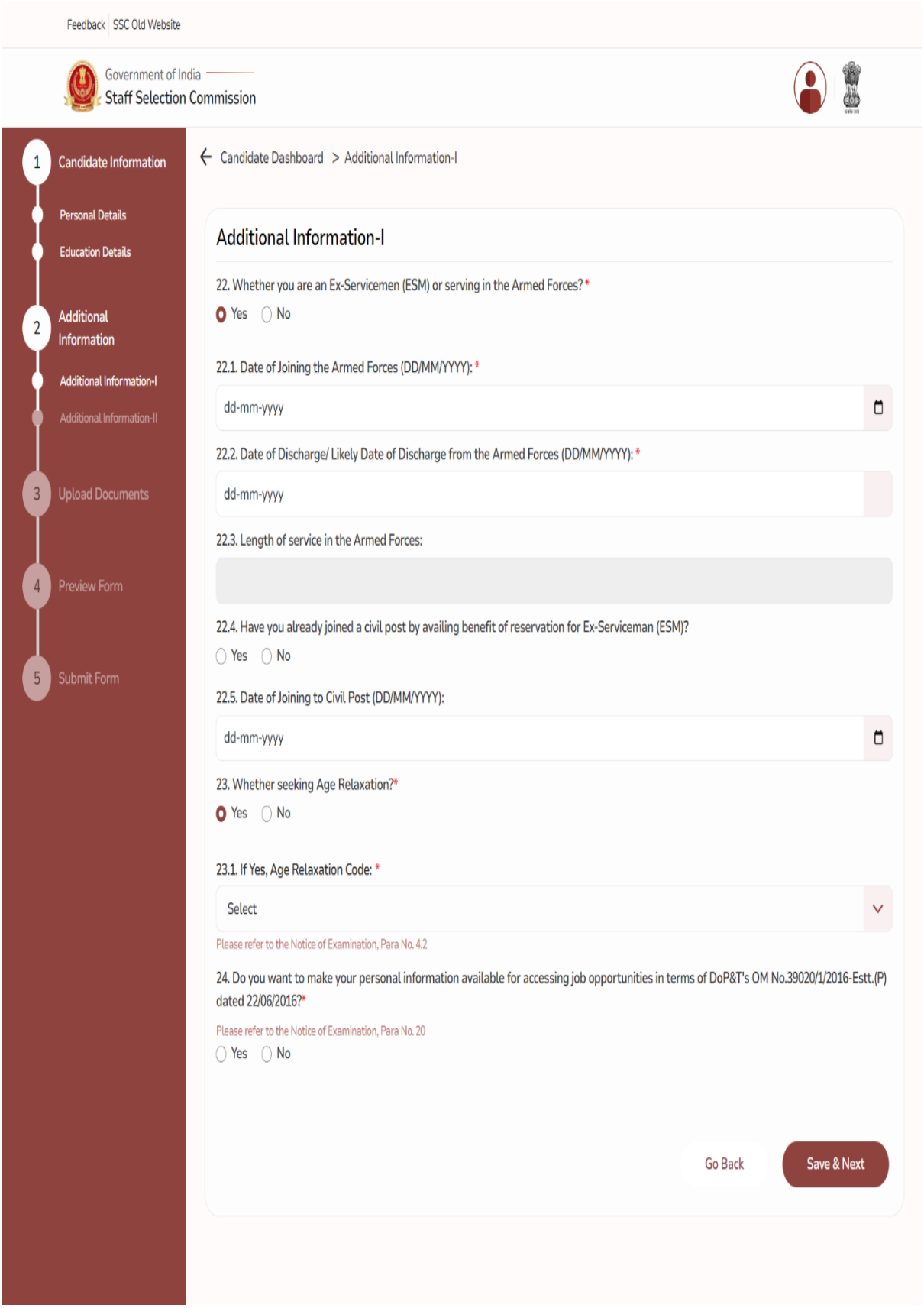
1. Personal Details



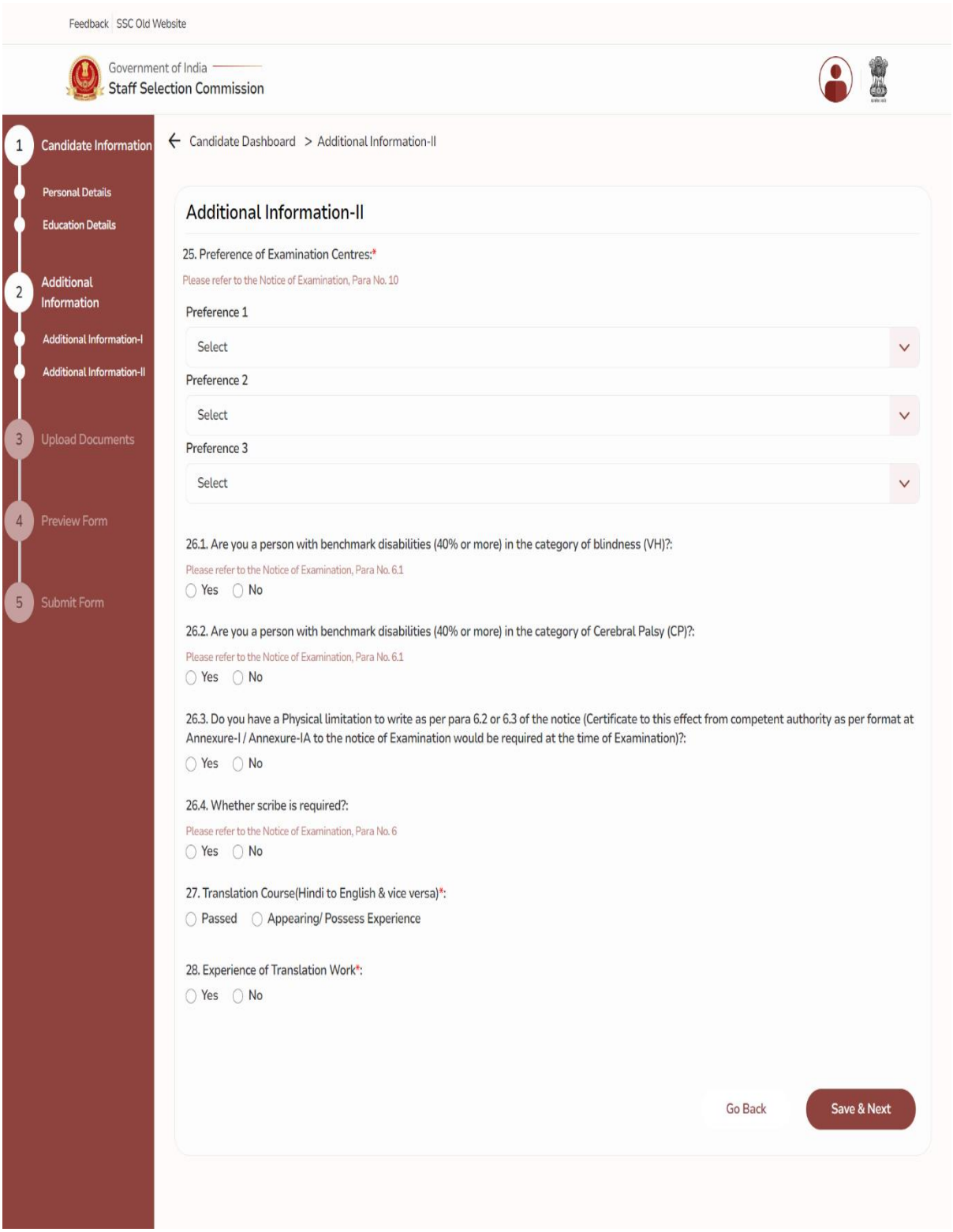
2. Educational Details



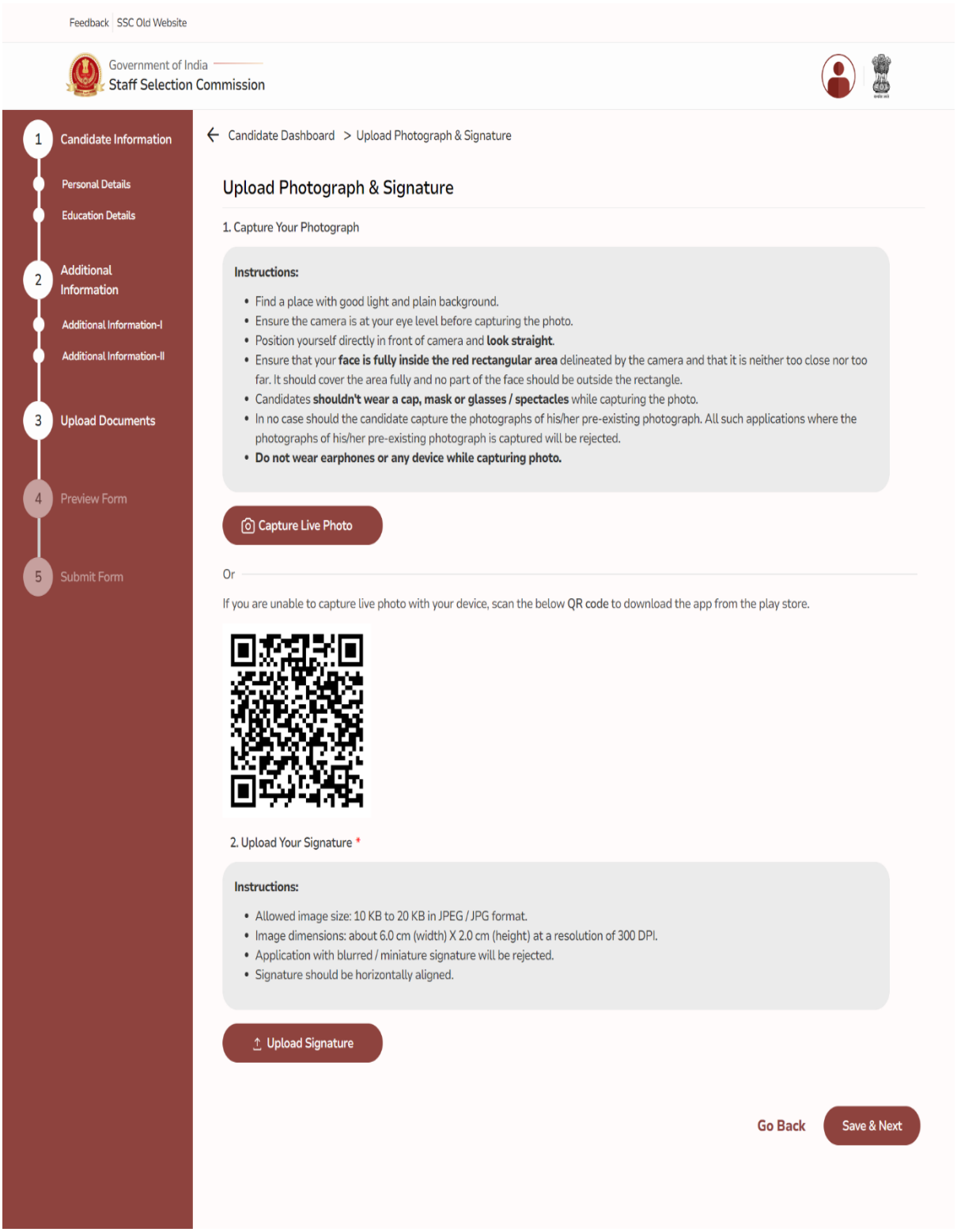
3. Additional Information I



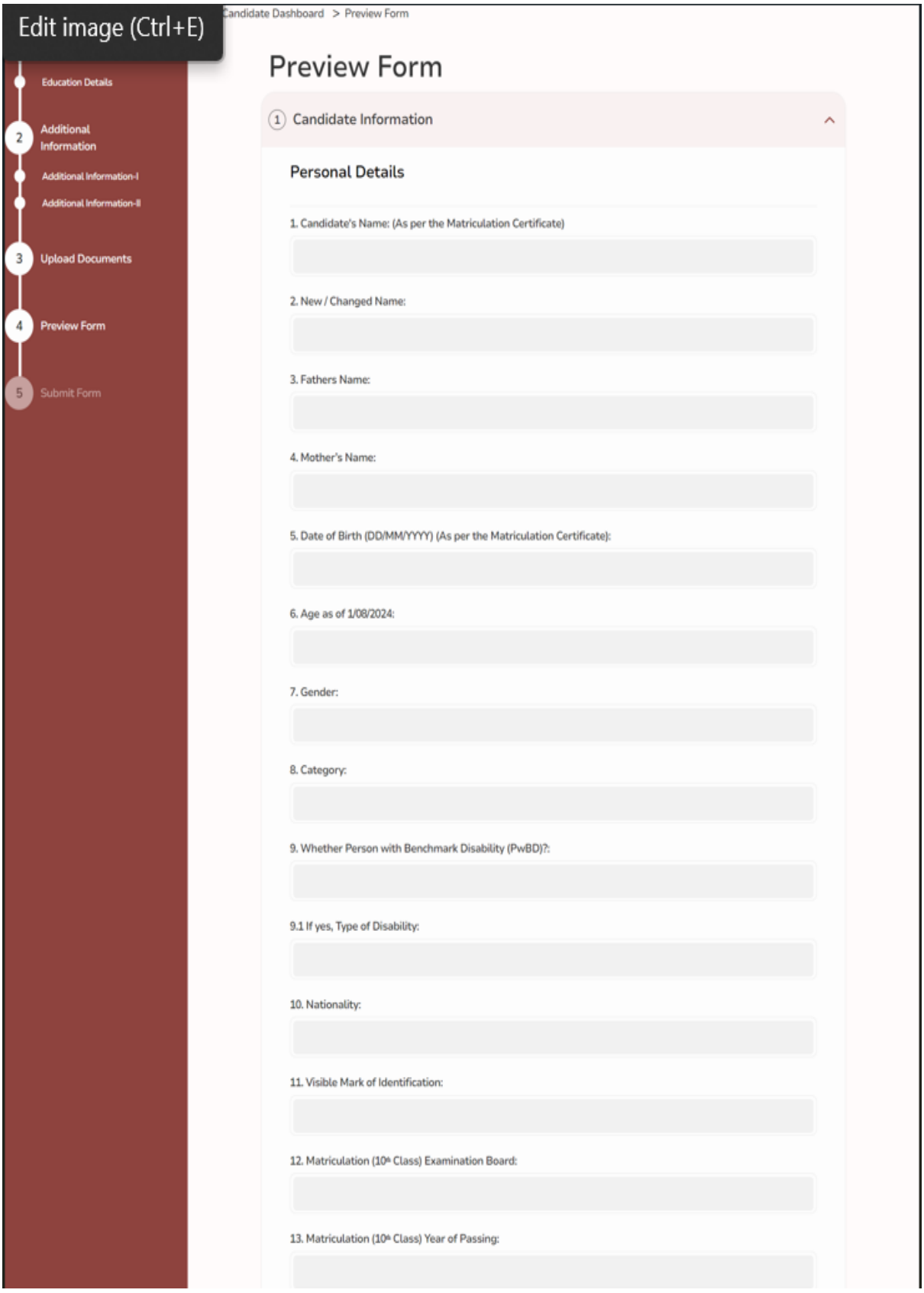
4. Additional Information II



5. Upload Documents



6. Preview Page



14. Matriculation (10th Class) Roll No.:

15.1. Permanent Address:

15.2 State:

15.3 District:

15.4 PIN Code:

16.1. Correspondence Address:

16.2. State:

16.3 District:

16.4 PIN Code:

17. Email:

18. Mobile Number:

Educational Details

Edit

19. Highest Educational Qualification:

Graduation

20.1 Name of Degree:

20.2. Passing Year:

20.3.State/ UT of University/ Institute:

20.4. Name of University/ Institute:

20.5. Subjects:

20.6. Medium of Examination:

20.7. Roll Number:

20.8. Percentage:

20.9. CGPA:

Post Graduation

21.1 Details of Qualifying Educational Qualification:

21.2. EQ Status:

21.3. Passing Year:

21.4. State/ UT of University/ Institute:

21.5. Name of University/ Institute:

21.6. Subjects:

21.7. Medium of Examination:

21.8. Roll Number:

21.9. Percentage:

21.10. CGPA:

2 Additional Details

Additional Information-I

Edit

22. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces?:

22.1. Date of Joining the Armed Forces (DD/MM/YYYY):

22.2. Date of Discharge / Likely Date of Discharge from the Armed Forces (DD/MM/YYYY):

22.3. Length of service in the Armed Forces:

22.4. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM)?:

22.5 Date of Joining to Civil Post (DD/MM/YYYY):

23. Whether seeking Age Relaxation?:

23.1. If Yes, Age Relaxation Code:

24. Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM No. 39020 / 1 / 2016-Estt.(P) dated 21/06/2016?:

Additional Information-II

Edit

25. Preference of Examination Centres:

25.1. Preference 1:

25.2. Preference 2:

25.3. Preference 3:

26.1. Are you a person with benchmark disabilities (40% or more) in the category of blindness (VH)?:

26.2. Are you a person with benchmark disabilities (40% or more) in the category of Cerebral Palsy (CP)?:

26.3. Do you have a Physical limitation to write as per para 7.2 or 7.3 of the notice (Certificate to this effect from competent authority as per format at Annexure-I / Annexure-IA to the notice of Examination would be required at the time of Examination)?:

26.4. Whether scribe is required?:

26.5. Will you make your own arrangement of Scribe?:

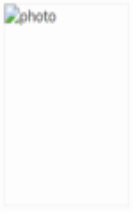
26.6. If Scribe is to be arranged by SSC, then indicate medium:

27. Translation Course(Hindi to English & vice versa):

University/Institute	Duration of Course	Roll No.	Year of Passing	Percentage	CGPA

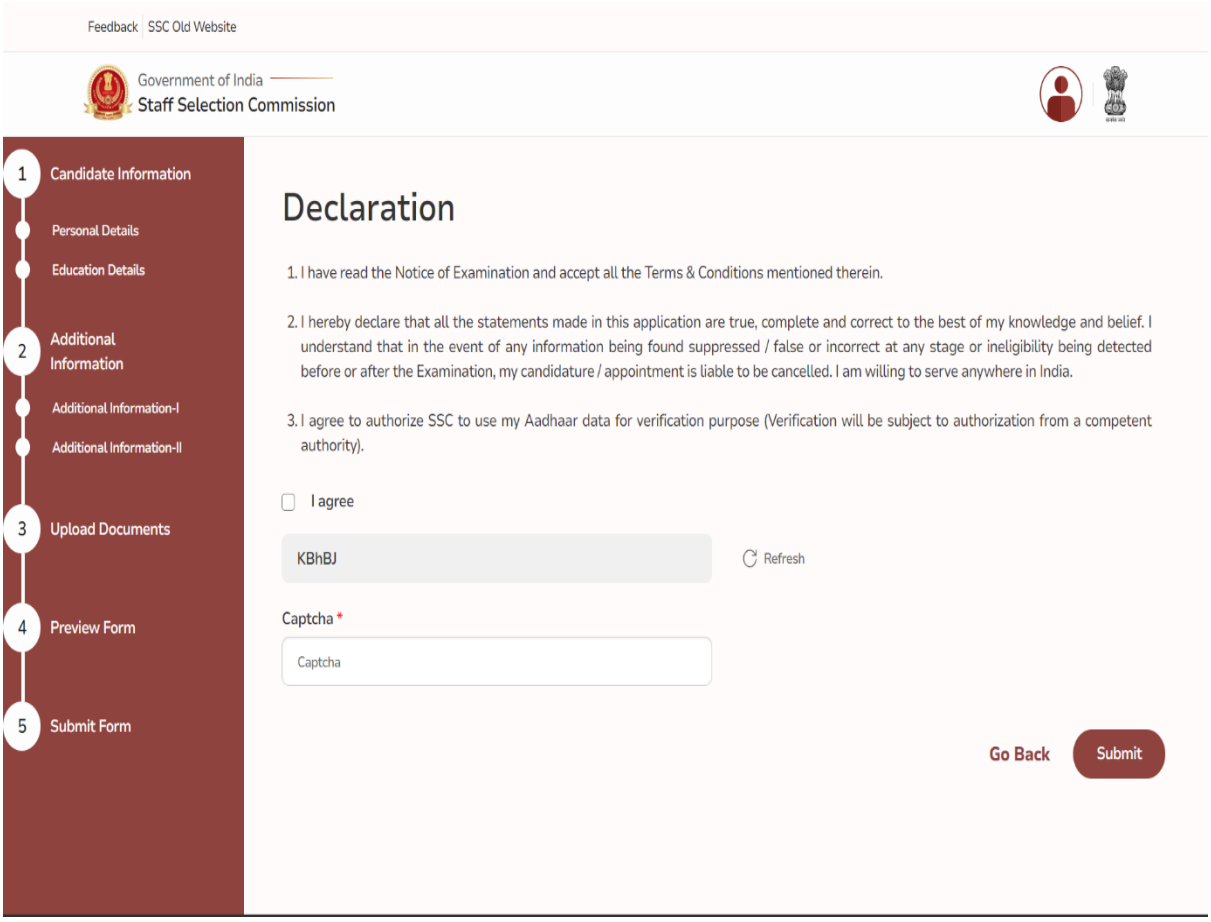
28. Experience of Translation Work:

3 Uploaded Documents:

Photo	Signature
	

Go Back Save & Next

7. Declaration



Annexure-V

FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

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

(Signature of Commanding Officer)

Office Seal

Place:

Date:

Annexure-VI

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I ……..,bearing Roll No…….,appearing for the Document Verification of the …….Examination, 20… ..... , do hereby undertake that:

(a) 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.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group "C" and "D" posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ……on… ..... in the office of …… I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ……on… ..... in the office of ……. Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements 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, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:	.....
Name:	…….
Roll Number:	.....
Date:	…….
Date of appointment in Armed Forces:	…….
Date of Discharge:	…….
Last Unit/ Corps:	…….
Mobile Number:	…….
Email ID:	…….

Annexure-VII

FORMAT FOR SC/ ST CERTIFICATE

The form of 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/* _____ 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; the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ 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 (Uttar Pradesh) Scheduled Tribes 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 Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 2002
@The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

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 recognizedas a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of_issued bythe_____dated_____

%3. Shri/Shrimati/Kumari*_____and /or * his/her family ordinarily reside(s) in village/ town*_____of_____District/ Division* of the State/ Union Territory* of_____.

Signature_____

**Designation _____

(with seal of office)State/ Union Territory*

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 section20 of the Representation of the People Act, 1950.

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

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Dy. Collector/ Ist Class Stipendiary Magistrate/ +Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.

+ (not below of the rank of 1st Class Stipendiary Magistrate).

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

(**i**) Revenue Officers not below the rank of Tehsildar.

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

(v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).

Annexure-VIII

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

This is to certify that Shri / Smt. / Kumari_____son/daughter of _____ of village/town _____in District/Division_____in the State/Union Territory_____belongs to the_____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerments 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, O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No.36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature……

Designation… .....$

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.

$- List of Authorities empowered to issue Other Backward Classes certificate will be thesame as those empowered to issue Scheduled caste/ Scheduled Tribe Certificates.

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

Annexure-IX

Government of .....

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLYWEAKER SECTIONS

Certificate No. _____ Date _____

VALID FOR THE YEAR ___

This is to certify that Shri/Smt./Kumari_____son/daughter/wife of _____permanent resident of _____, Village/Street_____Post Office_____ _____District_____in the State/ Union Territory_____Pin Code_____Whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her „family"** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year His/ her family does not own or possess any of the following assets *** :

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III Residential plot of 100 sq. yards and above in notified municipalities;
IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari_____belongs to the _____caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office_____

Name_____

Designation_____

Passport size attested photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc. e 2: The term „Family" for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. te 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Annexure-X

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

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

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

Certificate No. Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____son/wife/daughter of Shri_____Date of Birth (DD/MM/YY)_____Age_____years, male/female _____ registration No._____permanent resident of House No. _____ Ward/Village/Street_____Post Office_____District _____State_____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

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

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 certificate of disability is issued

Annexure-XI

Form - VI
Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

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

Certificate No. Date:

This is to certify that we have carefully examined Shri/Smt./Kum. _____son/wife/daughter of Shri _____Date of Birth (DD/MM/YY) _____ Age_____years, male/female_____.

Registration No._____permanent resident of House No. _____ Ward/Village/Street_____Post Office _____District_____State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (…..... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological			

	Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures.....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
£ 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	Name and Seal of Member	Name and Seal of the Chairperson

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

Annexure-XII

Form – VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

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

(See rule 18(1))

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

Certificate No. Date:

This is to certify that I have carefully examined Shri/Smt/Kum_____son/wife/daughter of Shri _____Date of Birth (DD/MM/YY)_____ _____ _____ Age _____ years, male/female _____ Registration No. _____permanent resident of House No._____Ward/Village/Street _____Post Office_____District _____ State_____, whose photograph is affixed above, and am satisfied that he/she is a case of_____disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (… .....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:
(i) not necessary, or
(ii) is recommended/after_____years_____months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - eg. Left/Right/both arms/legs# -
eg. Single eye/both eyes
€ - eg. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

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

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

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

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

ANNEXURE - XIII

Essential Educational Qualification Code

Educational Qualification	Code
Certificate in Translation	03
Diploma in Translation	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