

(To be advertised in the Employment News/Rozgar Samachar Dated the 1<sup>st</sup>-7<sup>th</sup> June,2013)

**STAFF SELECTION COMMISSION (SOUTEHRN REGION) CHENNAI**

**Logo**

**No.4/3/2012-SR**

**Website : [www.sscsr.gov.in](http://www.sscsr.gov.in)**

**ADVERTISEMENT No.:SSC/SR/2/2013**

**Closing Date : 01.07.2013**

Applications are invited for the following (Group`B' and Group`C) posts in various Offices :

**CATEGORY No.SR-01**

<b>Advt.No.SSC/SR-2/ 2013 Cat No.SR-01</b>	:	<b>Scientific Assistant-I in Directorate of Plant Protection, Quarantine &amp; Storage</b>	
Classification	:	General Central Service, Group-C (Non- Gazetted, Non- Ministerial)	
No. of Vacancies	:	<b>UR-1 (One); OBC-1 (One) &amp; SC-1(One).</b> The post is not identified suitable for OH/HH/VH candidates. Hence, these candidates need not apply.	
Scale of Pay	:	<b>PB-1 Rs. 5200 – 20200 with Grade Pay of Rs.2800/-</b>	
Initial Place of Posting	:	Regional Plant Quarantine Station, Chennai	
Age Limit	:	18-25 years	
	:	Upper Age Limit is relaxable by	3 Years for OBC candidates
	:		5 years for SC candidates
	:		Upto 40 years for UR+Central Govt. Employees with not less than 3 years' regular and continuous service
	:		Upto 43 years for OBC+Central Govt. Employees with not less than 3 years' regular and continuous service
	:		Upto 45 years for SC+Central Govt. Employees with not less than 3 years' regular and continuous service
Fee payable	:	Rs.50/- (Rupees fifty only). SC/ST/Female and eligible EX-Serviceman are exempted from payment of fees.	
Essential Qualification	:	B.Sc (Agriculture)	
Desirable Qualification	:	NIL	
Job Responsibilities	:	<p>a) To carry out and assist in the inspection of plants and plant material meant for export as also the consignments of plant and plant materials received from abroad.</p> <p>b) To fumigate, treat and assist in fumigation and treatment of plants and plant materials imported from abroad if such treatment becomes necessary on examination of the imported consignments.</p> <p>c) To assist or carry out the fumigation of plants and plant material meant for export in cases where the importing country insists in fumigation prior to shipment of the consignment.</p> <p>d) To handle the fumigations and arrange for their storage and upkeep as these are deadly poisonous gases.</p> <p>e) To look after the proper upkeep and maintenance of fumigation equipment viz., fumigation chamber, electric blowers, applications etc.</p>	

**CATEGORY No.SR-02**

Advt.No.SSC/SR- 2/2013 Cat.No.SR-02	:	Photographer Grade-III in Zoological Survey of India, Chennai.
Classification	:	General Central Service, Group-C (Non- Gazetted, Non-Ministerial)
No. of Vacancies	:	<b>UR- 1 (One).</b> The post is not identified suitable for PH candidates.
Scale of Pay	:	Rs.5,200-20,200/- in Pay Band-1 with Grade Pay of Rs.2,400/-
Initial Place of Posting	:	Zoological Survey of India, Chennai with AISL.
Age Limit	:	18-25 years
	:	Upper Age Limit is relaxable upto 40 years for Government servants with not less than 3 years' regular and continuous service.
Fee Payable	:	Rs.50/- (Rupees fifty only). SC/ST, Female and eligible EX-Servicemen candidates are exempted from payment of fees.
Essential Qualification	:	<ol style="list-style-type: none"><li>1. Must have passed Matriculation or equivalent examination.</li><li>2. Knowledge of practical experience of photography and photomicrography, developing, printing, enlarging, copying and preparation of lantern slides.</li><li>3. Two year experience of taking indoor and outdoor photographs of zoological objects.</li></ol>
Desirable Qualification	:	Experience of cine photography.
Job Responsibilities	:	<ol style="list-style-type: none"><li>1. All photography jobs of the organization</li><li>2. Indoor and outdoor photography</li><li>3. Developing printing enlarging etc. of films</li><li>4. Preparation of projection slides</li><li>5. Photocopying</li><li>6. Microphotography</li><li>7. Care and maintenance of equipment &amp; photographic store</li><li>8. Maintenance of job records</li><li>9. Maintenance of records of positive and negative films</li><li>10. Any other work assigned.</li></ol>

**CATEGORY No.SR-B-01**

<b>Advt.No.SR- 2/2013</b> <b>Cat.No.SR-B-01</b>	:	<b>Senior Scientific Assistant (Explosives) in Directorate of Forensic Science Services</b>	
Classification	:	General Central Service, Group-B Non-Gazetted, Non-Ministerial	
No.of Vacancy	:	OBC-1(One) OH candidates are eligible to apply.	
Scale of Pay	:	Pay Band-2 –Rs.9,300-34,800/- with Grade Pay Rs.4,200/-	
Initial Place of Posting	:	Central Forensic Science Laboratory, Hyderabad	
Age Limit	:	Not exceeding 30 years.	
		Upper age limit is relaxable by	3 years for OBC candidates
			8 years for OBC+OH candidates.
			8 years for OBC+ Central Govt. Employees with not less than three years of regular and continuous service.
Fee Payable	:	Rs.50/- (Rupees fifty only). Female, OH and eligible EX-Serviceman candidates are exempted from payment of fees.	
Essential Qualification	:	Master's degree in Chemistry/Forensic Science with Chemistry as one of the subjects at B.Sc. level from a recognized University or equivalent.	
Desirable Qualification(s)	:	NIL	
Job Responsibilities	:	To assist the scientific/reporting officers starting from collection of scientific evidence from crime scenes, receiving case property, making entry/documentation of case files, scientific analysis of the crime exhibits/other case related aspects like statistical interpretation of data etc.	

**CATEGORY No.SR-B-02**

<b>Advt.No.SR- 2/2013</b> <b>Cat.No.SR-B-02</b>	:	<b>Post Graduate Teacher (Chemistry) in Cordite Factory, Aruvankadu</b>
Classification	:	Civilian in Defence Service -Group-B Non-Gazetted, Non-Ministerial
No.of Vacancy	:	UR-1(One). OH candidates are eligible to apply.
Scale of Pay	:	PayBand-2-Rs.9,300-34,800/- with Grade Pay Rs.4,800/-
Initial Place of Posting	:	Cordite Factory, Aruvankadu
Age Limit	:	Not exceeding 30 years
		Upper age limit is relaxable by 5 years for OH candidates. 5 years for Central Government Employees with not less than 3 years of regular and continuous service.
Fee Payable	:	Rs.50/- (Rupees fifty only). SC/ST/OH/Female and eligible EX-Serviceman candidates are exempted from payment of fees.
Essential Qualification	:	<p>i. Master's degree in Chemistry from a recognized University or equivalent.</p> <p>ii. Degree or Diploma in Teaching or Education from a recognized University or institute or equivalent.</p> <p>Note: Qualifications are relaxable at the discretion of the S.S.C in case of candidates otherwise well qualified.</p>
Desirable Qualification(s)	:	Proficiency in Teaching both in English and Regional Language.
Job Responsibilities	:	<p>(i) To teach Chemistry to class-XI &amp; XII for the Tamilnadu Board in English medium.</p> <p>(ii) Capable of organizing/managing co-curricular activities.</p> <p>(iii) To attendvarious departmental trainings and do the Board exams duty.</p>

**CATEGORY No.SR-B-03**

<b>Advt.No.SR- 2/2013</b> <b>Cat.No.SR-B-03</b>	:	<b>Trained Graduate Teacher (Tamil) in Cordite Factory, Aruvankadu</b>
Classification	:	General Central Service- Group-B Non-Gazetted, Non-Ministerial
No.of Vacancy	:	UR-1(One). OH candidates are eligible to apply.
Scale of Pay	:	PayBand-2-Rs.9,300-34,800/- with Grade Pay Rs.4,600/-
Initial Place of Posting	:	Cordite Factory, Aruvankadu
Age Limit	:	Not exceeding 30 years
		Upper age limit is relaxable by
		5 years for OH candidates
		5 years for Central Government Employees with not less than 3 years of regular and continuous service.
Fee Payable	:	Rs.50/- (Rupees fifty only). SC/ST/OH/Female and eligible EX-Serviceman candidates are exempted from payment of fees.
Essential Qualification	:	(i) Graduate or Degree in Tamil from a recognized University.  (ii) Degree or Post Graduate or Diploma in Education or Teaching from a recognized University or Institution.
Desirable Qualification(s)	:	i. Post qualification teaching experience of (full time) atleast two years from a recognized school in the class VI to X and relevant subject (Tamil) in regular capacity.  ii. Competent to teach both in Hindi or English and medium of instruction of the School.
Job Responsibilities	:	i. To teach Tamil to the classes-VI to X to Tamil medium and English medium students. ii. To organize/manage co-curricular activities. iii. To attend various departmental trainings and do the Board examination duty.

### CATEGORY No.SR-B-04

Advt.No.SR- 2/2013 Cat.No.SR-B-04	:	Assistant Field Officer in Soil and Land Use Survey of India, Department of Agriculture & Co-operation
Classification	:	General Central Service, Group-B Non-Gazetted, Non-Ministerial
No.of Vacancy	:	UR-8(eight); OBC-3(three); SC-2(two); One post is reserved for HH. HH candidates are eligible to apply.
Scale of Pay	:	Pay Band-2 –Rs.9,300-34,800/- with Grade Pay Rs.4,200/-
Initial Place of Posting	:	New Delhi(1); Bangalore(2); Kolkata(2); Nagpur(2); Noida, UP(2); Ahmedabad(2); Hyderabad(1) & Ranchi(1)
Age Limit	:	Not exceeding 30 years.  Upper age limit is relaxable by (i) 3 years for OBC candidates (ii) 5 years for SC candidates (iii) 5 years for HH candidates & (iv) 5 years for Central Govt. Employees with not less than three years of regular and continuous service
Fee Payable	:	Rs.50/- (Rupees fifty only). SC/ST/HH, Female and eligible EX-Serviceman candidates are exempted from payment of fees.
Essential Qualification	:	M.Sc. degree in Soil Science, Agriculture Chemistry or Agriculture with specialization in Soil Science of a recognized University or equivalent.  Note : Qualifications are relaxable at the discretion of Staff Selection Commission in case of candidates otherwise well qualified.
Desirable Qualification(s)	:	NIL
Job Responsibilities	:	1. Interpretation and procurement of data. 2. To carry out soil survey in the field, prepare draft soil survey reports and finalization of field soil maps. 3. Physical and chemical analysis of soil, rock and water samples. 4. Interpretation of analytical results 5. To analyse the different Remote Sensing Data, GIS, machine aided image analysis for generation of soil and land related maps.

**CATEGORY No.SR-B-05**

Advt.No.SR- 2/2013 Cat.No.SR-B-05	:	Library & Information Assistant in Zoological Survey of India,Chennai
Classification	:	General Central Service, Group-B (Non-Gazetted, Non-Ministerial)
No.of Vacancy	:	UR-1(one). The post is not identified suitable for OH/HH/VH candidates. Hence such candidates need not apply.
Scale of Pay	:	Pay Band-2 –Rs.9,300-34,800/- with Grade Pay Rs.4,200/-
Initial Place of Posting	:	Zoological Survey of India, SRC Chennai
Age Limit	:	18-25 years
		Upper age limit is relaxable by 5 years for Central Govt. Employees with not less than three years of regular and continuous service
Fee Payable	:	Rs.50/- (Rupees fifty only). SC/ST, Female and eligible EX-Serviceman candidates are exempted from payment of fees.
Essential Qualification	:	<ol style="list-style-type: none"><li>1. Bachelor's Degree in Arts/Science/Commerce; and</li><li>2. Bachelor's Degree in Library Science of a recognized University or equivalent.</li></ol>
Desirable Qualification(s)	:	NIL
Job Responsibilities	:	<ol style="list-style-type: none"><li>1. Care and maintenance of Library holdings</li><li>2. Procurement of books and journals</li><li>3. Accession of books and journals</li><li>4. Attending to enquiries</li><li>5. Preparation of Reports and Bibliography</li><li>6. Issue of books and journals</li><li>7. Placing back the books and journals</li><li>8. Supervision of Cataloguing</li><li>9. Arranging fumigation of Library holdings</li><li>10. To look after Stock taking</li><li>11. To arrange for binding of journals/books</li><li>12. Documentation including Major operation</li><li>13. Any other job assigned.</li></ol>

### CATEGORY No.SR-B-06

Advt.No.SSC/SR- 2/2013 Cat.No.SR-B-06	:	Zoological Assistant in Marine Biology Regional Centre in Zoological Survey of India, Chennai.	
Classification	:	General Central Service, Group-B (Non- Gazetted, Non- Ministerial & Non – Technical)	
No. of Vacancies	:	<b>UR- 1 (One); ST-1(One)</b> The post is not identified suitable for PH candidates.	
Scale of Pay	:	Rs. 9300-34800 in Pay Band-2 with Grade Pay of Rs.4200/-	
Initial Place of Posting	:	Marine Biology Regional Centre in Zoological Survey of India, Chennai with AISL.	
Age Limit	:	18-25 years	
	:	Upper Age Limit is relaxable by	5 years for ST candidates
			5 years for UR+Government servants with not less than 3 years' regular and continuous service.
			10 years for ST+Government servants with not less than 3 years' regular and continuous service.
Fee Payable	:	Rs.50/- (Rupees fifty only). SC/ST, Female and eligible EX-Serviceman candidates are exempted from payment of fees.	
Essential Qualification	:	Second Class B.Sc (Hons.) or B.Sc with Zoology with not less than 55% of marks in aggregate.	
Desirable Qualification	:	i) Experience in arranging Zoological Exhibits of a museum/ Experience in field collection of exhibits. ii) Aptitude in Systematic Zoology.	
Job Responsibilities	:	<ol style="list-style-type: none"> <li>1. Maintenance and development of collection.</li> <li>2. Field Survey</li> <li>3. Research Work on problem assigned.</li> <li>4. Sorting &amp; Identification of Zoological Specimens.</li> <li>5. Labeling and Registration of identified specimens.</li> <li>6. Card Cataloguing of collection</li> <li>7. Preparation of Sectional report</li> <li>8. Attending to scientific enquiries relating to the sections.</li> <li>9. Maintenance of Sectional Stores &amp; Stationary articles.</li> <li>10. Maintenance of record of incoming and outgoing specimens.</li> <li>11. Preparation of reference cards.</li> <li>12. Any other work assigned.</li> </ol>	



### CATEGORY No.SR-B-07

Advt.No.SSC/SR- 2/2013 Cat.No.SR-B-07	:	Senior Radio Technician in Directorate of Lighthouses & Lightships, Chennai	
Classification	:	General Civil Service, Group-B (Non- Gazetted, Non-Ministerial)	
No. of Vacancies	:	<b>UR- 1 (One)</b> The post is identified suitable for OH/HH candidates. VH candidates need not apply for the post.	
Scale of Pay	:	Rs. 9300-34800 in Pay Band-2 with Grade Pay of Rs.4200/-	
Initial Place of Posting	:	In Tamilnadu initially with AISL	
Age Limit	:	Not exceeding 30 years	
	:	Upper Age Limit is relaxable by	5 years for OH/HH candidates 5 years for Government servants with not less than 3 years' regular and continuous service.
Fee Payable	:	Rs.50/- (Rupees fifty only). SC/ST,OH/HH, Female and eligible EX-Serviceman candidates are exempted from payment of fees.	
Essential Qualification	:	Degree in Electronics or Electrical Communication Engineering from a recognized University or equivalent <b>OR</b> (i) Diploma in Electronics/Electrical Communication or Radio Engineering from a recognized University or equivalent. (ii) 3 years experience in installation/maintenance of Electrical/Wireless equipments such as Wireless Transmitters, Receivers and Aerial Systems. Note : Qualifications are relaxable at the discretion of the Commission in case of the candidate otherwise well qualified.	
Desirable Qualification	:	NIL	
Job Responsibilities	:	Share the operational, watch keeping and other duties at DGPS station/Other electronic navigational aids at the station along with the Radio Technicians and Assistant Light Keepers. In the absence of Assistant Executive Engineer/Assistant Engineer (Electronics) of the station, he will look after the routine duties of the Assistant Executive Engineer (Electrical)/Assistant Engineer (Electronics) in addition to his normal duties.	

## IMPORTANT NOTE ON EDUCATIONAL QUALIFICATIONS

Degree/Diploma etc. obtained by candidates from open Universities/Distance Education will not be accepted unless the same is accompanied by a certificate to the effect that the course is recognized by Distance Education Council in terms of Ministry of Human Resource Development Notification No. 44 published in Gazette of India dated 08.04.1995 for the relevant period when the candidate has acquired the relevant qualification.

### 2. Age and relaxation in upper age limit:

**Date of birth will be reckoned as on normal closing date (i.e 01.07.2013).**

- Should be within the age limit prescribed as on the closing date **01.07.2013**. Age relaxation is available for Ex- serviceman candidates. The Ex-Servicemen should have been discharged or are likely to be discharged from the Armed Forces within the stipulated period of **one year** from the closing date **01.07.2013** on completion of his assignment. Necessary certificate/undertaking should be submitted by the Ex-Serviceman candidate in the form prescribed in D/o Personnel & Training's O.M.No. 36034/2/91-Estt(SCT) dated 3.4.91. (Appendix I and II) Ex-S fulfilling the conditions laid down by the Government from time to time shall be allowed to deduct military service from their actual age and such resultant age should not exceed the prescribed age-limit by more than three years for Group "C" Posts and for Group "B" Posts, 5 years relaxation is available for Ex-servicemen.
- SC/ST candidates should submit their certificate in the format prescribed by the Commission as given in **Appendix – III**.
- Other Backward Class (OBC) for the purpose of Age Relaxation and Reservation will mean "Persons of OBC category not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT), dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 and 14.10.2008.
- Candidates claiming the benefit of reservation under OBC Category not covered under the Creamy Layer must ensure that they furnish the OBC Certificate duly signed by the competent Authority on or before **01.07.2013 (closing date)** in the **format prescribed** by the Commission in the Notice as in Appendix IV. The closing date for receipt of application will be treated as the date for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer. Candidate claiming OBC status may note that certificate on Creamy Layer Status should have been obtained **within three years before** the closing date i.e.**01.07.2013**.
- **The candidates claiming OBC status may note that certificate of creamy layer status should have been obtained within three years before the closing date (i.e.)01.07.2013.** Any deviation of the OBC Certificate from the present prescribed format will not be accepted by the Commission and will lead such applications to be

treated as belonging to General (UR) category in case such candidates are within the age limit for General (UR) category. Otherwise, such applications shall be rejected.

- The closing date for receipt of application will be treated as the date of reckoning for considering the OBC status of the candidate and also, for assuming that the candidate does not fall in the Creamy layer. Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained. The Commission will however have the discretionary power to reduce/waive off any of the provisions in exceptional and deserving cases.

**NOTE : 1. No relaxation in the upper age-limit is admissible for SC/ST/OBC candidates applying for UR vacancies.**

**2. Candidates who wish to be considered against vacancies reserved/or seeking age relaxation must submit requisite certificate from the Competent Authority, in the prescribed format.**

- No age-relaxation is admissible to sons and daughters of Ex- Servicemen.
- All persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.89 shall be eligible for relaxation in the upper age-limit by five years in support of which the proof of residence may be submitted along with the application to that effect.
- Upper age limit is relaxable upto the age of 35 years in the case of widows, divorced women and women who are judicially separated from their husbands and who are not remarried.
- Central Government Civilian Employees applying for these posts should submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the Recruitment. The Central Government Civilian Employees/ Departmental candidates seeking age relaxation (in upper age-limit) should submit a certificate from the Office where they are employed as per Appendix –VI & VII. They should continue to have the status of Central Government Civilian Employees at the time of appointment in the event of selection.

**3. Fee Payable & Mode of Payment:**

Rs.50/= (Rupees fifty only) in the form of Central Recruitment Fee Stamps which are available in all Post Offices. Any other mode of payment viz., cash, money order, cheque, DD & Postal order will not be accepted. Fee should be paid separately for each category for which applications are submitted separately.

**Fee Exemption :**

- All Female candidates
- SC/ST / PH Candidates.
- Ex-Servicemen who have not already secured employment under the Central Govt. in civil side after availing the benefit given to them as ExS for their re-employment.

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

4. **MODE OF SELECTION:** Candidates fulfilling, the minimum prescribed qualifications will be shortlisted on the basis of their educational qualifications, academic records, percentage of marks etc, **or** through a screening test at the discretion of the Commission. Candidates, thus, selected may be required to undergo a written proficiency test wherever applicable/required or considered necessary by the Commission at its discretion.

The Commission holds the discretion to fix different qualifying standards for different categories in the proficiency test wherever applicable. Candidates qualified on the basis of merit of proficiency test if any held, would be required to appear at the Interview. Final select list would be prepared in order of merit as disclosed by the aggregate marks (marks of Proficiency Test wherever applicable and Interview/skill test as the case may be) finally awarded to each candidate taking into account the number of vacancies advertised and in that order so many candidates as are found suitable by the Commission would be recommended. Provided further that SC/ST and OBC candidates who are selected on their own merit without relaxed standards along with candidates belonging to other communities will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs and OBCs which will thus comprise SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standards.

5. **How to Apply:**

The applications duly filled in ((Please refer to "Guidelines for filling in the Application Form" given separately.) should be submitted to the Southern Regional Office of the Commission **on or before 01.07.2013 (Closing date)** at the following address:

**The Regional Director (SR)**

**Staff Selection Commission,  
2<sup>nd</sup> Floor, EVK Sampath Building,  
College Road, Chennai - 600 217.**

(In the case of residents of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad the closing date shall be **08.07.2013**)

**Applications Received After The Specified Time Of Closing Date Will Not Be Entertained Under Any Circumstances.** The Commission will not be responsible for postal delay.

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

## 6. GUIDELINES FOR FILLING IN THE APPLICATION FORM

*INDICATE CLEARLY THE NAME OF THE POST, ADVERTISEMENT NO.& CATEGORY NO. ON THE ENVELOPE WHILE SENDING THE APPLICATION*

1. **Separate application should be submitted for each category.** Each application should be submitted alongwith specified fees if he/she wishes to apply for more than one category.
2. **Do Not Enclose Any Original Certificate With The Application**
3. Ensure that the format of the Application form is exactly the same in contents and size as published.
4. Fill in the Application Form in your own hand writing using a Ball point pen without leaving any column blank Write 'not applicable' wherever necessary.
5. Candidate should send only one application for a particular psot. There should be only one application in one envelope.
6. Ensure payment of Recruitment fee through Central Recruitment Fee Stamps (CRFS) only which is to be pasted in the space provided in the Application form and duly cancelled by the Post Office.
7. Serving Defence Personnel likely to be released within one year of the closing date can also apply.
8. **Closing date** for receipt of applications: **01.07.2013 (5.00 p.m.).**

## 7. Documents To Be Attached with each Application:

1. Central Recruitment Fee Stamps (CRFS) of Rs.50/- affixed and duly cancelled in the relevant place on the application form.
2. One recent passport size photograph, duly signed and pasted (NOT STAPLED) in the space provided in Application Form. Two copies of the same photo should be retained by the candidate for pasting on the Attendance Sheet/Bio-data form.
3. Attested copies of certificates and Mark Sheets pertaining to all the years showing age, educational and technical qualifications with subjects studied. (Only certificates issued by the Competent Authority, viz .the Universities / Boards of Education concerned would be accepted as proof of possessing the minimum educational, technical qualification and Date of Birth.)
4. Attested copies of certificates in support of claim of SC/ST/OBC/PH/Ex-S.
5. Others who claim age relaxation should submit certificates in support of their claim.
6. Documents in support of Experience.
7. Undertaking by the Central Government Employee/Departmental Candidate to the effect that they have informed, in writing, their Head of Office that they have applied for the post. Depttl./Central Government Employees claiming age relaxation should submit necessary certificate from the employer as in Appendix-VI & VII .

Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over Chennai.

## 8. Important Instructions :

**The application will be summarily rejected in case it is:**

- a. Incomplete or illegible. Applications without mentioning the respective Advt.No.& Category No.of the post.
- b. Application not in the prescribed format.
- c. An application filled in a language other than Hindi/English.
- d. Under age /over-age as on closing date **(i.e.01.07.2013)**
- e. Not having the requisite Essential Qualification (E.Q) as on crucial date **(i.e.01.07.2013)**
- f. Multiple applications received for the same category of the post and in the same envelope from different applicants.
- g. An envelope containing multiple applications received for the different categories of post or from different applicants.
- h. Application received after the closing date **(i.e.01.07.2013)**
- i. **Documents in proof of DOB, EQ, Category etc., are not attached with the application. If necessary documents as mentioned in Para 7 are not submitted along with the application, the application will be rejected summarily** at any stage of the recruitment process and no request for revival will be considered.

### NOTE :

1. The vacancies advertised are provisional and liable to vary. In case the vacancy position indicated in the Advertisement is reduced to any number or even to nil, Commission is not liable to compensate the applicant for any consequential damage/loss. More vacancies in Equivalent/comparable posts may also be filled through this advertisement.

2. Candidates must have already passed the qualifying examination as on the crucial date. Candidates who have appeared for the qualifying examination but whose results are not declared by the crucial date, **are not eligible.**

**GENERAL INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR  
SELECTION POSTS**

1. It may be noted that the Commission uses Common Application Form for all its recruitments. Please go through the notice for the Recruitment and also these instructions carefully before applying for any the posts mentioned in the Notice. You must satisfy yourself that you are eligible for the post for which you are applying.
2. Use only blue/black pen for filling up the Application Form.
3. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available or require further clarification, further instructions given below may be gone through carefully.
4. As the advertisement pertains to various posts in different Offices, the Name of the post and Advt.No. and Category No. (Col. 1 & 2 ) of the post for which the application is being submitted may be indicated in the application form.
5. Column 10 may be filled up carefully. Ex-Servicemen candidates are also required to fill up columns 10 and 10.1.
6. Column No.12.1 – The category code for filling up this column is available in Annexure VIII and also in the Commission's website : <http://ssc.nic.in>.
7. Column No.12.2 – Age as on closing date for receipt of applications should be indicated.
8. Col.No.13 relating to preference of posts may be left blank.
9. Column 17 Educational Qualification : The list of Educational qualification and subjects mentioned in Appendix VII is not exhaustive. Candidates who possess any educational qualification or studied any subject other than those mentioned in the list at Appendix - VIII may use 'Others' for qualifications and/or subject code.
10. Candidates should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfill the same. Documents in support of Essential Qualifications should invariably be furnished alongwith the application, failing which the applications will be summarily rejected.
11. Column No.19 : Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black ball pen. Do not forget to write 6 digit PIN in the boxes.
12. Column 20 : Paste your recent photography of size 4cm x 5 cm. Do not staple and do not get the photo attested. Please note that your application without photograph shall be rejected summarily.
13. Column No.21 and 22 : Please do sign in running hand. Unsigned applications will be rejected. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Variations in the signature will render the application liable to be rejected .

कर्मचारी चयन आयोग Staff Selection Commission

APPLICATION FORM/आवेदनपत्र

कृपया परीक्षा के नोटिस में दिए गए अनुदेशों/संलग्न विवरणिका को सावधानी पूर्वक पढ़ लें। बाँक्सों (□) में लिखने के लिए नीले या काले बॉल पेन का प्रयोग करें।  
Please read instructions in the Notice of the Examination / Brouchure carefully. Use Blue or Black ball pen to write in the boxes (□).

1. विज्ञापन सं/Advertisement No. :  2. श्रेणी सं/CATNo :

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

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

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

6. जन्म की तारीख/Date of Birth :     
दिन/Day माह/Month वर्ष/Year

7. लिंग/Gender :   
(Write 2-Female & 1- Male)

8. राष्ट्रियता/Nationality :   
(Write 1-Indian & 2- Others)

9. शुल्क/Fees :   
(Write 1-Fee paid & 2-Exemption claimed)

10. श्रेणी/Category :   
(Write 9-General, 1-SC, 2-ST & 6-OBC)

10.1 क्या आप भूतपूर्व सैनिक हैं/Whether Ex-Serviceman :   
(Write 3 Ex-Serviceman)

11. क्या आप शारीरिक विकलांग हैं?/Whether PH? :   
(Write 1-Yes, 2-No)

11.1. यदि हाँ, कोड अंकित करें If Yes, indicate Code :   
(Write 4-OH, 5-HH, 7-VH)

12. क्या आप आयु सीमा में छूट चाहते हैं? Whether seeking Age relaxation? :   
(Write 1- Yes, 2- No)

12.1 यदि हाँ, कोड अंकित करें If Yes, indicate Code :   
(Write two digit Numeric Code)

12.2 अवेदन प्राप्ति की सामान्य अन्तिम तिथि को आयु Age as on normal closing date :     
Years Months Days

13. पदों की वरीयता/Preference for Posts :

14. भूतपूर्व सैनिक के लिए/For Ex-Servicemen सेवा समाप्ति तिथि/Date of Discharge :   
सेवा अवधि/Length of Service :        
(in Years) D D M M Y Y

15. क्या आप अल्पसंख्यक हैं Whether belong to Minority Communities as per Govt. Orders (श.1, नहीं 2) :   
(Write 1-Yes, 2-No)

16. यदि दृष्टि बाधित विकलांग हैं तो क्या आपको प्रलिपिक की आवश्यकता है? If VH, whether scribe is required? (श.1, नहीं 2) :   
(Write 1-Yes, 2-No)

16.1. यदि हाँ, तो माध्यम अंकित करें, अंग्रेजी के लिए 1, हिन्दी के लिए 2

If yes, indicate medium. Write 1 for English, 2 for Hindi  
←←← यहाँ से मोड़ें FOLD HERE यहाँ से मोड़ें FOLD HERE →→→

17. शैक्षिक कोड Educational Qualification Code :

विषय कोड Subject Code :

अंक का प्रतिशत Percentage of Marks :

माध्यम Medium :

अंग्रेजी के लिए 1 लिखें, हिन्दी के लिए 2 लिखें व अन्य के लिए 3 लिखें  
Write 1 for English, 2 for Hindi & 3 for Others

18. कार्य अनुभव का विवरण/Details of work Experience

संस्था का नाम Name of the organisation(s)	पद का नाम Designation	कार्य का विवरण Nature of Duty(ies)	कार्य की अवधि /Period of Service	
			से/From	तक/To

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

नाम Name :

पता Address :

पिन PIN :

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

अनुक्रमांक (केवल कार्यालय प्रयोग हेतु)  
Roll Number (for Office use only)

21. उम्मीदवार के हस्ताक्षर (केवल घसीट हस्ताक्षर में)  
Signature of Candidate (Only in running Hand)

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

19.1 मोबाइल/Mobile No. :   
ई-मेल/E-mail ID :



## 22. घोषणा/Declaration

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

23. के.ग. शुल्क टिकट कि लिए स्थान  
Space for CRF Stamp

अपेक्षित मूल्य वर्ग का के. ग.  
शुल्क टिकट यहाँ ठीक ढंग  
से चिपकाएँ तथा डाकघर से  
रद्द करा दें जहाँ से यह

खरीदा गया है।  
(स्टेपल न करें)

Paste here firmly CRF Stamp  
of requisite denomination  
and get it cancelled from the  
post office from where purchased.  
(Do not Staple)

- (i) मैंने इस भर्ती के लिए कोई और आवेदन पत्र नहीं भेजा है मुझे यह मालूम है कि यदि मैं इस नियम का उल्लंघन करता / करती हूँ तो आयोग द्वारा मेरा आवेदन सरसरी तौर पर अस्वीकृत कर दिया जायेगा।  
I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.
- (ii) मैंने विज्ञप्ति में दी गई शर्तों को ध्यानपूर्वक पढ़ लिया है और मैं एतद्द्वारा उनका पालन करने का वचन देता/देती हूँ।  
I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.
- (iii) मैं यह भी घोषणा करता/करती हूँ कि मैं इस परीक्षा में प्रवेश के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता आदि संबंधी पात्रता की सभी शर्तों को पूरा करता/ करती हूँ।  
I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.
- (iv) मैं यह भी घोषणा करता/करती हूँ कि मुझे आज तक कर्मचारी चयन आयोग/संघ लोक सेवा आयोग द्वारा किसी भी परीक्षा में बैठने से नहीं रोका गया है तथा मुझे किसी भी विधि न्यायालय द्वारा कभी भी दोषी नहीं पाया गया है।  
I also declare that I do not stand debarred by SSC/UPSC/CPWD/MES/Dept. of Posts as on date and have never been convicted by any court of law.
- (v) \*आयु सीमा में छूट चाहने वाले केन्द्र सरकार के असेैनिक कर्मचारी के लिए  
मैं यह घोषणा करता हूँ कि मैं एक केन्द्र सरकार का एक असेैनिक कर्मचारी हूँ एवं नियमित आधार पर 3 वर्ष की सेवा या सेवाकाल अवधि जैसा की परीक्षा नोटिस में निर्धारित है, आवेदन पत्र जमा करने की अंतिम तिथि या उससे पूर्व,,

पूर्ण कर ली है।

\*For Central Govt. Civilian Employee seeking age relaxation

I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length of service stipulated in the Notice of the examination on or before date of closing of submitting application form given in the Notice.

- (vi) \*अन्य पिछड़ा वर्ग से संबंधित अभ्यर्थी के लिए

मैं यह घोषणा करता/करती हूँ कि मैं उस समुदाय से संबंधित हूँ जिसे कार्मिक एवं प्रशिक्षण विभाग के दिनांक 8.9.1993 के का.जा. सं.- 36012/22/93 स्था. (एससीटी) में विहित आदेशों के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण के प्रयोजन हेतु पिछड़ा वर्ग माना गया है। यह भी घोषणा की जाती है कि मैं भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग के विभिन्न संशोधनों जो कि नोटिस में उल्लेखित है, उसके तहत उपरोक्त कार्यालय ज्ञापन सं. कॉलम 3 में उल्लिखित व्यक्तियों / वर्गों (क्रोमीलेयर) से संबंधित नहीं हूँ मैं यह भी घोषणा करता/करती हूँ कि मेरे पास परीक्षा नोटिस में निर्धारित प्रारूप में अन्य पिछड़ा वर्ग का प्रमाण पत्र है।

\*For Candidate belonging to OBC

I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No. 36012/22/93- Esst. (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate in the prescribed format given in the Notice of the examination.

- (vii). भूतपूर्व सैनिकों के लिए

मैं घोषणा करता/करती हूँ कि मैं परीक्षा विज्ञप्ति के अनुसार भू.पु. सैनिक सम्बन्धित पात्रता की सभी शर्तों को पूरा करता/ करती हूँ।

For Candidate belonging Ex-Serviceman

I declare that I fulfill all the eligibility condition relating to Ex-Serviceman as per notice of exam.

- (viii) मैं एतद् द्वारा घोषणा करता/करती हूँ कि इस आवेदन पत्र में दिए गए सभी विवरण मेरी अधिकतम जानकारी और विश्वास के अनुसार सत्य, पूर्ण एवं सही है। मैं समझता/समझती हूँ कि परीक्षा से पहले या बाद में कोई भी सूचना छुपाई हुई/झूठी या असत्य पाई जाने पर या अपात्रता का पता लगने पर मेरी अभ्यर्थिता/नियुक्ति निरस्त की जा सकती है।

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

स्थान / Place .....

उम्मीदवार के हस्ताक्षर (केवल घसीट हस्तलिपि में)  
Signature of Candidate (only in running hand)

D D M M Y Y  
तारीख/ Date :

\*यदि लागू न हो तो यह लाईन काट दें।  
\*Strike off this sentence if not applicable.

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

**APPENDIX – I**

**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

Place :

Date :

Office Seal:

**APPENDIX – II**

(Undertaking to be given by the Ex-S candidates )

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released / retired / discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-service men (Re-employment in Central Civil Services & Posts) Rules, 1979, as amended from time to time.

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

Signature of candidate

Place :

Date :

**APPENDIX - III**

**FORMAT FOR SC/ST CERTIFICATE**

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

The form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

This is to certify that Shri/Shrimati/ Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town\* in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognised 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 Reorganisation Act, 1960 & the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

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

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

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962.  
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962 @.  
The Constitution (Pondicherry) Scheduled Castes Order 1964 @.  
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order 1967 @.  
The Constitution (Goa, Daman & Diu) Scheduled Castes Order 1968 @.  
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @.  
The Constitution (Nagaland) Scheduled Tribes Order 1970 @.  
The Constitution (Sikkim) Scheduled Castes Order 1978 @.  
The Constitution (Sikkim) Scheduled Tribes Order 1978 @.

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989 @.

The Constitution (SC) Orders (Amendment) Act, 1990 @.

The Constitution (ST) Orders (Amendment) Ordinance, 1991 @.

The Constitution (ST) Orders (Second Amendment) Act, 1991 @.

The Constitution (ST) Orders (Amendment) Ordinance, 1996

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

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

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

Place \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_\*\* Designation \_\_\_\_\_

(with seal of office) State/Union Territory

\* Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraph which is not applicable.

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

List of authorities empowered to issue Caste/Tribe Certificates:

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

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

APPENDIX – IV

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR  
APPOINTMENT TO POSTS UNDER THE GOVT. OF INDIA**

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ Son/Daughter of  
Shri/Smt. \_\_\_\_\_ of Village/Town \_\_\_\_\_ District / Division  
\_\_\_\_\_ in the \_\_\_\_\_ State belongs to the \_\_\_\_\_ Community  
which is recognized as a backward class under :

- (I) Resolution No.12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (II) Resolution No.12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (III) Resolution No.12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (IV) Resolution No.12011/96/94-BCC dated 09/03/96.
- (V) Resolution No.12011/44/96-BCC dated 06/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (VI) Resolution No.12011/13/97-BCC dated 03/12/97.
- (VII) Resolution No.12011/99/94-BCC dated 11/12/97.
- (VIII) Resolution No.12011/68/98-BCC dated 27/10/99.
- (IX) Resolution No.12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No.270 dated 06/12/99.
- (X) Resolution No.12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No.71 dated 04/04/2000
- (XI) Resolution No.12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No.210 dated 21/09/2000

Shri/Smt./Kum. \_\_\_\_\_ and/or his family ordinarily  
reside(s) in the \_\_\_\_\_ District/Division of \_\_\_\_\_ State. This  
is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned  
in Column 3 of the Schedule to the Government of India. Department of Personnel & Training  
O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93.

Dated : \_\_\_\_\_ District Magistrate/ Deputy Commissioner, etc.  
Seal

**NOTE :**

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate / Additional Magistrate/ Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar; and
  - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

**APPENDIX – V**

**FORM OF PHYSICALLY DISABLED CATEGORY**

1. Dr. \_\_\_\_\_ Regn no. \_\_\_\_\_ examined Shri /Smt/ Kum. \_\_\_\_\_

whose Particulars are given below and hereby certify that he/she is a permanent physically disabled person of the following category:-

- (i) BL – Both legs affected but not arms.
- (ii) BA- Both Arms affected
  - (a) Impaired reach
  - (b) Weakness of grip
- (iii) BLA – Both legs and both arms affected
- (iv) OL - One leg affected (right or left)
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- (v) OA- One arm affected
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- (vi) BH- Stiff Back and hips (Cannot sit or stoop)
- (vii) MW- Muscular weakness and limited Physical endurance
- (viii) B-Blind
- (ix) PB- Partially Blind
- (x) D- Deaf

(Delete the category whichever is not applicable)

1. The percentage of disability in his/her case is \_\_\_\_\_

2. Shri/Smt/Kum \_\_\_\_\_ meets the following physical requirements for discharge of

his/her duties:-

- (i) F- Work performed by manipulating with fingers.
- (ii) PP-Work performed by pulling and pushing.
- (iii) L- Work performed by lifting.
- (iv) KC-Work performed by kneeling and crouching.
- (v) B – Work performed by bending.
- (vi) S –Work performed by sitting.
- (vii) ST –Work performed by Standing
- (viii) W – Work performed by walking.
- (ix) SE – Work performed by seeing.
- (x) H- Work performed by hearing/speaking.
- (xi) RW- Work performed by reading and writing.

(Delete whichever is not applicable)

3. Percentage of disability in his/her case is \_\_\_\_\_ percent.

4. Shri/Smt/Kum\_\_\_\_\_ does not suffer from disease (communicable otherwise) constitutional weakness or bodily infirmity that may interfere with the efficient discharge of his/her duties as an Officer under the Govt. Of India.

- (i) Name of the candidate\_\_\_\_\_
- (ii) Father's name\_\_\_\_\_
- (iii) Identification marks\_\_\_\_\_
- (iv) Sex\_\_\_\_\_
- (v) Age)\_\_\_\_\_

Signature of the candidate

Signature of the Surgeon/Medical Officer  
Designation\_\_\_\_\_  
Office stamp\_\_\_\_\_  
Address\_\_\_\_\_

Note: The disability certificate should be issued by a Govt.Hospital.

**APPENDIX - VI**

**Form of Certificate to be submitted by Central Government Employees claiming age relaxation**

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

It is certified that Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding a Group 'C' technical/non technical post of \_\_\_\_\_ from \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the Grade as on \_\_\_\_\_ (Closing date).

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office seal \_\_\_\_\_

Place: \_\_\_\_\_

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

**APPENDIX VII**

**Form of Certificate to be submitted by Central Government Civilian Employees**

It is certified that Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian Employee holding a Group 'C' technical/non technical post in the pay scale of Rs. \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office seal \_\_\_\_\_

Place: \_\_\_\_\_

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



**APPENDIX – VIII****Essential Educational Qualification Code**

<b>Essential Qualification</b>	<b>Code</b>
Matriculation	01
Intermediate	02
Certificate	03
Diploma	04
B.A.	05
B.A.(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.Library Science	20
B.Pharma	21
ICWA	22
CA	23
PG Diploma	24
M.A.	25
M.Com	26
M.Sc	27
M.Ed	28
LLM	29
ME	30
M.Tech	31
M.Sc (Engg.)	32
MCA	33
MBA	34
Others	35

### Subject Code for Educational Qualification

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

Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malayalam	40
Telugu	41
Kannada	42
Tamil	43
Marathi	44
Gujarati	45
Urdu	46
Sanskrit	47
OTHERS	48
Aeronautical Engineering	49
Chemical Engineering	50
Microbiology	51
Forensic Science	52
Space Engineering	53
Rocketry	54
Telecommunication Engineering	55
Social Work	56
Sociology	57
Criminology	58
Bio-Physics	59
Bio-Chemistry	60
Bio-Technology	61
Communication	62
Electronics	63
Radio Engineering	64
Radio Communication	65
Metallurgy	66

Textile Technology	67
Rubber Technology	68
Plastic Engineering	69
Polymer & Rubber Technology	70
Physical Education	71
Agronomy	72
Plant Breeding	73
Genetics	74
Automobile Engineering	75
Marine Engineering	76
Naval Architecture	77
Operations Research	78
Instrumentation Engineering	79
Biology	80
Diary Chemistry	81
Oil Technology	82
Food Technology	83
Geology	84
Geo-Physics	85
Meteorology	86
Hydro-meteorology	87