



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

(To be uploaded on the website of the Commission (<https://ssc.nic.in>) on 18.10.2021)

NOTICE

Junior Secretariat Assistant/ Lower Division Clerk Grade Limited Departmental Competitive Examination, 2018

Submissions of Applications: 18.10.2021 to 17.11.2021
Last date and time for receipt of Applications: 17.11.2021 (1800 hours)
Date and time of Examination: to be intimated later

F. No. 3/5/2021-P&P-II: The Staff Selection Commission will hold a Limited Departmental Competitive Examination on (to be intimated later) **at New Delhi, Prayagraj, Mumbai, Bengaluru, Guwahati, Kolkata, Chennai, Chandigarh and Raipur** for making additions to the Select List of Junior Secretariat Assistant/ Lower Division Clerk Grade {Pay Level-2 (Rs. 19,900 - Rs.63,200)} of the following Services/Cadres (subject to availability of number of vacancies):

Sl. No.	Name of Service/Cadre
1	Central Secretariat Clerical Service, DoPT
2	Railway Board Secretariat Clerical Service, Ministry of Railways,
3	Armed Forces Headquarters Clerical Service (AFHQ)
4	Ministry of External Affairs(Cadre Cell)
5	O/o Registrar General of India, M/o Home Affairs
6	Lal Bahadur Shastri National Academy of Administration(LBSNAA)
7	Bureau of Outreach and Communication (Field Publicity Division), M/o Information & Broadcasting
8	Central Passport Organization, M/o External Affairs

2. **Vacancies:** Vacancies will be intimated in due course. Vacancy position will be uploaded on the website of the Commission (<https://ssc.nic.in> >Candidate's Corner > Tentative Vacancy).

3. Place(s), centre(s), date and time of examination are liable to be changed at the discretion of the Commission. While every effort will be made to allot the candidates to centres of their choice for the examination, the Commission may at their discretion, allot a different centre to a candidate if circumstances so warrant. Changes of schedule of the examination, if any, would be uploaded on the website of SSC (NR) viz., <https://sscnr.nic.in>. There will be no Centre at any Indian Mission abroad. A candidate serving at an Indian Mission abroad will have to appear in this examination from any of the Examination Centres, mentioned above at his/ her own expense.

4. Applications from eligible candidates are invited for consideration subject to availability of vacancies in the respective Services/Cadres. Reservation of posts for Scheduled Caste/Scheduled Tribe candidates and Persons with Disability (Orthopedically Handicapped, Hearing Handicapped and Visually Handicapped only) candidates will be as per the vacancy position in respective categories reported by the indenting Services/Cadres to the Commission.

5. Candidates seeking admission to the examination must apply to the **Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003 through their Cadre Controlling Authorities**. Application must be submitted in the prescribed form (attached herein as **Annexure-II**). The candidates may use the format of the application form typed neatly in double space in A-4 size paper by downloading the same from the website of the Commission i.e. <https://ssc.nic.in>.

6. The completed application forms through the cadre controlling authorities must reach the **Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi 110003**, on or before **17.11.2021 (1800 hrs)**, and from candidates residing abroad, Andaman & Nicobar Islands and Lakshadweep by **24.11.2021 (1800 hrs)** accompanied by necessary documents, complete in all respects, in accordance with the '**Instructions to Candidates**' contained in **Annexure-I**. Applications received after closing date will not be entertained by the Commission.

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

NOTE-II Cadre Controlling Authorities of the Applicants must forward the application forms on or before the prescribed date and time, to the Commission. While forwarding the application(s) of the candidate(s), the authorities should certify that vacancy in relevant category in their Service/Cadre, for which the candidate has applied, is available. Applications submitted in the format, other than that prescribed in this Notice, shall be rejected summarily without any correspondence by the Commission.

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

- (i) Name and year of examination
- (ii) Name of candidate (in full and in block letters)

- (iii) Name of father/husband of candidate
- (iv) Roll number or date of birth (if roll number not received by the candidate)
- (v) Postal address as given in application

8. Communications, without above details as in para 7, will not be entertained. In all correspondence with the Staff Selection Commission related to this examination, candidates should invariably **superscribe** their envelope and correspondence(s) with the words and figures, **“Junior Secretariat Assistant/ Lower Division Clerk Grade Limited Departmental Competitive Examination, 2018”**.

9. This examination is being conducted on the basis of clearance provided to the Commission by DoPT *vide* their letter No. 12/1/2020-CS.II (B) dated 03.09.2021 and is subject to the condition that results would be declared after the outcome of the litigation on the “reservation in promotion” and “own merit” issues are implemented.

Under Secretary (P&P-II)
Staff Selection Commission

INSTRUCTIONS TO CANDIDATES

1. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission; viz., Computer Based and Written Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification, at any time before or after the Computer Based and Written Examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.
2. Before filling in the Application Form as per **Annexure-II**, the candidates must carefully go through the Notice of the examination to ensure that they fulfill all eligibility conditions for the post applied. The conditions prescribed in the Notice shall not be relaxed under any circumstances.
3. The candidate must select among the centres mentioned in paragraph '1' of this notice at which he/she wishes to appear for the examination and indicate the same in his/her application. No request for change of Centre of Examination will be considered later under any circumstances. Hence, the candidates should select the center carefully and indicate the same correctly in their applications.
4. The Commission will endeavor to accommodate the candidates at the centre 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. The Commission, at its discretion, may direct the candidate to appear at any other place/centre. Commission also reserves the right to divert candidates of any centre to some other place/centre to take the examination.
5. The application form must be filled in candidate's own handwriting. Candidates must submit their application through the Head of their Department/Office concerned, well in time, who will complete the endorsement at the end of application form and forward it to the **Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003** so as to reach the same by the last date and time prescribed in the Notice.
6. Candidates are warned that they should not furnish any false/incorrect/misleading information or suppress any material information while filling the application form.
7. Candidate must send the following documents with his/her application:
 - (a) Certified true copy of the first page of the Service Book duly attested by the Head of Department or Head of Office in which the candidate is employed at the time of making the application showing the particulars of the Government Servant; viz., Name of the candidate in full, his/her Father's Name, Husband's Name in case of a married woman Government Servant, Nationality, Name of the Scheduled Caste/Scheduled Tribe in case of candidates belonging to such caste or tribe, date of birth by the Christian Era (both in figures and words), educational qualification and specimen signature of the candidate.
 - (b) Certified true copy of the particulars of service attested by the Head of Department or

Head of Office in which he/she is working at the time of making the application showing the posts held along-with scale of pay and the capacity i.e. substantive, officiating, permanent or temporary in which the post is held.

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

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

8. Candidates are warned that if an application is incomplete or wrongly filled in or is not accompanied with any of the documents mentioned under Para 7 above, the application is liable to be rejected and no appeal against its rejection will be entertained.

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

10. Candidates should further note that no correspondence will be entertained by the Commission from them to change any of the entries made in the application form.

11. Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the website of Northern Region of the Commission about two weeks before the date of examination. If any candidate does not find his/her details on the website of the Commission one week before the date of examination, he/ she must immediately contact the Northern Region of the Commission along with documentary evidence that he/she had applied for the examination. Failure to do so will deprive him/ her of any claim for consideration.

12. Admission certificates of candidates admitted to this examination will be uploaded on the website of the Northern Region of Staff Selection Commission; viz., <https://sscnr.nic.in> one week before the date of commencement of this examination. The candidate can download their admission certificate after providing requisite credentials. No paper admission certificate will be issued by the Commission.

13. A candidate must see that communications, if any, sent to him/her at the address stated in his/her application are redirected, if necessary; change in address should be communicated to the Commission at the earliest opportunity. Although the Commission makes every effort to take account of such changes they cannot accept any responsibility in the matter.

14. Candidates admitted to the examination will be required to produce their Departmental Identity Card (Original) issued by the employer of the Government Servant along with hard copy of Admission Certificate for appearing in the Examination.

15. Candidates are not entitled to receive any Travelling Allowance from Staff Selection Commission for attending the examination.

16. Admission Certificates for the Examination will be uploaded on the website of Northern Region of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the websites of the Commission (Headquarters), i.e., <https://ssc.nic.in> as well as Northern Region of the Commission, viz., <https://sscnr.nic.in>.

17. The Rules for the examination are as below: (candidates may refer to the respective RRs/Regulations, etc. for details):

Sl. No.	Services/ Cadres	Conditions of eligibility (As specified in the respective Rules/Regulations, etc.)
1	Central Secretariat Clerical Service	<p>Any permanent or regularly appointed temporary Group 'C' employee having Grade Pay of Rs. 1800 who satisfies the following shall be eligible to appear at the examination:-</p> <p>(a) Length of Service:- He should have on the crucial date, rendered not less than three years' regular service as a Group 'C' employee with Grade Pay of Rs. 1800.</p> <p>Note-I: A group 'C' employee who is on deputation to ex-cadre post with the approval of the competent authority shall be eligible to be admitted to the examination, if otherwise eligible.</p> <p>Note-II: A Group 'C' employee who has been appointed to an ex-cadre post or to another service on transfer and continuous to have a lien in the Group 'C' post for the time being shall also be eligible to be admitted to the examination. If otherwise eligible.</p> <p>(b) Age: He should not be more than 45 years (50 years in case of the candidate belonging to the Scheduled Castes and the Scheduled Tribes) of age on the crucial date:</p> <p>Provided that the upper age limit may be relaxed in respect of such categories of persons as may be notified from time to time in his behalf by the Central Government to the extent and subject to the conditions notified in respect of each category.</p> <p>(c) Educational Qualifications:- He must have passed the 12th standard examination from a recognised Board or equivalent.</p> <p>Type writing Test:- (i) The candidates shall have to pass if not already passed one of the periodical type-writing tests in English or Hindi held by Staff Selection Commission a minimum speed of 30 words per minute (w.p.m) in English or 25 w.p.m. in Hindi on manual typewriter or typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer {(35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depressions Per Hour (KDPH)/9000 KDPH on an average of 5 key depressions for each word} or Hindi typing test in accordance with these norms held by the Department of Official Language within a period of one year from the date of appointment, failing which no annual increments shall be allowed to them until they have passed the said test.</p> <p>(ii) The candidates who do not pass the said type-writing test within the period of probation shall be liable to be</p>

		<p>reverted to their substantive appointment or temporary posts held by them before their appointment to Lower Division Grade.</p> <p>(iii) Notwithstanding anything contained in clauses (i) and (ii) above, a candidate, who has been declared by the competent medical authority, <i>i.e.</i>, the Civil Surgeon, to be permanently unfit to pass the type-writing test because of a physical disability, may in consultation with the Department of Personnel and Training be exempted from the requirement of passing the type-writing test and, in the event of his being so exempted, the provisions of clauses (i) and (ii) shall cease to be applicable to him from the date of such exemption.</p>
2	Railway Secretariat Service Board Clerical	<p>Any permanent or regularly appointed temporary Group 'C' employee having Grade Pay of Rs. 1800 who satisfies the following shall be eligible to appear at the examination:-</p> <p>(a) <u>Length of Service</u>:- He should have on the crucial date, rendered not less than three years' regular service as a Group 'C' employee with Grade Pay of Rs. 1800.</p> <p>Note-I: A group 'C' employee who is on deputation to ex-cadre post with the approval of the competent authority shall be eligible to be admitted to the examination, if otherwise eligible.</p> <p>Note-II: A Group 'C' employee who has been appointed to an ex-cadre post or to another service on transfer and continuous to have a lien in the Group 'C' post for the time being shall also be eligible to be admitted to the examination. If otherwise eligible.</p> <p>(b) <u>Age</u>: He should not be more than 45 years (50 years in case of the candidate belonging to the Scheduled Castes and the Scheduled Tribes) of age on the crucial date:</p> <p>Provided that the upper age limit may be relaxed in respect of such categories of persons as may be notified from time to time in his behalf by the Central Government to the extent and subject to the conditions notified in respect of each category.</p> <p>(c) <u>Educational Qualifications</u>:- He must have passed the 12th standard examination from a recognised Board or equivalent.</p> <p><u>Type writing Test</u>:- (i) The candidates shall have to pass if not already passed one of the periodical type-writing tests in English or Hindi held by Staff Selection Commission a minimum speed of 30 words per minute (w.p.m) in English or 25 w.p.m. in Hindi on manual typewriter or typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer {(35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depressions Per Hour (KDPH)/9000 KDPH on an average</p>

		<p>of 5 key depressions for each word} or Hindi typing test in accordance with these norms held by the Department of Official Language within a period of one year from the date of appointment, failing which no annual increments shall be allowed to them until they have passed the said test.</p> <p>(ii) The candidates who do not pass the said type-writing test within the period of probation shall be liable to be reverted to their substantive appointment or temporary posts held by them before their appointment to Lower Division Grade.</p> <p>(iii) Notwithstanding anything contained in clauses (i) and (ii) above, a candidate, who has been declared by the competent medical authority, <i>i.e.</i>, the Civil Surgeon, to be permanently unfit to pass the type-writing test because of a physical disability, may with the prior approval of the Central Government in the Ministry of Railways, be exempted from the requirement of passing the type-writing test and, in the event of his being so exempted, the provisions of clauses (i) and (ii) shall cease to be applicable to him from the date of such exemption.</p>
3	Armed Forces Headquarters Clerical Service	Minimum three years regular service in Group 'C' (erstwhile Group 'D') grade with the Grade Pay of 1800.
4	Ministry of External Affairs	Multi-Tasking staff who have passed the 12 th Standard Examination from a recognized Board or equivalent and have rendered not less than 3 years regular service as Group 'C' employee having pay in Level I in the Pay Matrix and undergone and successfully completed such mandatory training programme (s) as may be prescribed by the Ministry of External Affairs shall be eligible to participate subject to such regulations as may from time to time made by the controlling authority.
5	O/o Registrar General of India	Group 'C' Staff in level-I in the pay matrix (Rs. 18000-56900) and who possess 12 th Class pass or equivalent qualification from a recognized Board or University and have rendered minimum three years regular service in the Grade. The maximum age limit for eligibility for examination is 45 years (50 years of age for the Scheduled castes and the Scheduled Tribes).
6	Lal Bahadur Shastri National Academy of Administration	<p>Group 'C' Staff in the Grade pay of 1800 and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the Grade.</p> <p>The maximum age limit for examination is forty-five years (Fifty years of age for the Scheduled Castes and Scheduled Tribes)</p>
7	Bureau of Outreach & Communication (Field	Group 'C' employees of the Directorate in the Grade pay of 1800 and who possess 12 th Class pass or equivalent

	Publicity Division), Ministry of information & Broadcasting	qualification from a recognized Board or university and have rendered 3 years regular service in the Grade. The maximum age limit for eligibility for examination is 45 years (50 years of age for the Scheduled Castes and Scheduled Tribes)
8	Central Passport Organization, Ministry of External Affairs	Office Assistant in Level-I who possess 12 th Class pass or equivalent qualification from a recognized Board or university and have rendered 3 years regular service in the Grade. The maximum age limit for eligibility for examination is forty-five years (Fifty years of age for the Scheduled Castes and Scheduled Tribes)

18. Reservation for member of Scheduled Castes (SC), Scheduled Tribes (ST) and Persons with Disabilities (PwD) shall not be available for those Services/Cadres in which the quota exceeds 75% for Direct Recruitment.

19. The Commission makes selection of candidates in pursuance to the vacancies reported by the concerned 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 come under the domain of the User Departments.

20. **Crucial Date: 1st day of July, 2018 (01.07.2018).**

Note:- Permanent or regularly appointed Multi-Tasking Staff who are on deputation to ex-cadre posts for a specified period with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible and the service rendered by them during the period of deputation will qualify towards the length of service in their respective Services/Posts. This, however, does not apply to Multi-Tasking Staff who have been appointed to ex-cadre posts or to another Service on "transfer" and do not have a lien in their respective Services/Posts.

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

22. **Age:-** Candidate should not be more than **45 years of age on 01.07.2018**. Where an upper age-limit not exceeding 50 years is prescribed for promotion to a service/post, it shall be relaxed by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. This, however, would not apply to posts which have arduous field duties or are meant for operational safety and to posts in para-Military Organizations.

23. The disabled Defence Services personnel will be eligible for appointment to Group 'C' posts, which are filled on results of competitive examinations conducted by the Staff Selection Commission and other bodies provided they are educationally qualified. For appearing at the examination, they would be allowed a relaxation of the age limit up to three years (eight years in the case of disabled Defence Services personnel belonging to SC/ST) in excess of the prescribed upper age limit, subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or a group of services, than the maximum number of chances permissible to any general candidate under the age limit. For the purposes of claiming the age concessions, a certificate from the Director General, Resettlement, Ministry of Defence will be accepted as documentary evidence in support of the claim of disabled Defence Service personnel.

24. A candidate who is or has been declared by the Commission to be guilty of:-

Sl. No.	Types of malpractices
1	Obtaining support for his/her candidature by any means, or
2	Impersonating, or
3	Procuring impersonation by any person, or
4	Submitting fabricated documents or documents which have been tampered with, or
5	Making statements which are incorrect or false or suppressing material information, or
6	Resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
7	Using unfair means in the examination hall, or
8	Misbehaving in the examination hall, or
9	Writing irrelevant matter, including obscene language or pornographic matter in the script(s); or
10	Found in possession of mobile phones/cellular phones/pagers and other unauthorized electronic gadget after commencement of the examination inside the examination hall whether in use or not, will be deemed to have been using unfair means; or
11	Harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination; or
12	Violating any of the instructions issued to the candidates along with their Admission Certificates permitting them to take the examination; or
13	Taking away answer books/typing script with him/her from the examination hall; or

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

- (a) disqualification by the Commission from the examination for which he/she is candidate, or
- (b) Debarment either permanently or for a specified period:-
 - (i) By the Commission from any examination or selection held by them;
 - (ii) By the Central Government from any employment under them, and
- (c) Disciplinary action under the appropriate rules and other appropriate legal action.

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

26. After the examination, the candidates will be arranged by the Commission, in separate lists depending upon the number of participating units, in the order of merit as disclosed by the aggregate marks finally awarded to each candidate and in that order as many candidates as are found by the Commission to be qualified in the examination shall be recommended for inclusion in the Select List for the Junior Secretariat Assistant/Lower Division Clerk Grade upto the required number.

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

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

Note: Candidates should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in the Select List for Junior Secretariat Assistant/Lower Division Clerk Grade on the results to the examination is entirely within the competence of Government to decide. No candidate will, therefore, have any claim for inclusion in the select list on the basis of his/her performance in this examination as a matter of right.

27. The form and manner of communication of the result of the examination to individual candidates shall be decided by the Commission in its discretion and the Commission will not enter into correspondence with them regarding the result.

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

Provided that the decision as to whether a particular candidate recommended for selection by the Commission is not suitable shall be taken in consultation with the Department of Personnel and Training.

29. The Examination shall be conducted according to the following plan:

Subject	Paper	No. of Questions	Maximum marks	Time duration
Short Essay	I	-----	100 marks	1 hour and 30 minutes (2 hours as per para '30' of Annexure-I)
(a) Language (General English or Samanya Hindi)	II	50 Questions	50 marks	2 hours (2 hours and 40 minutes as per para '30' of Annexure-I)
(b) General Knowledge		50 Questions	50 marks	

Note:-1 Questions in Paper-I will be of descriptive type whereas Paper-II will be of Objective Type Multiple Choice only. There will be **negative** marking of **0.25** marks for each wrong answer in computer based examination in Paper-II.

Note:- 2 The syllabus for the examination will be as given at Para No.31 of **Annexure-I**.

Note:- 3 Candidates are allowed option to answer Paper- I (Short Essay) either in English or in Hindi.

Note:-4 Candidates desirous of exercising the option to answer Paper-I in Hindi (Devanagri) or in English should indicate clearly in column 8 of the application form, otherwise, it would be presumed that they would answer the Paper in English.

Note:-5 The option once exercised shall be final and no request for alteration in column 8 of the application form would be entertained.

Note:-6 Questions in respect of Paper-I and Paper-II will be supplied both in English and in Hindi.

Note:-7 No credit for Paper-I will be given for an answer written in a language other than the one opted by the candidate.

Note:-8 For Visually Handicapped (VH) candidates, no question paper shall be provided in BRAILLE and there will be no option for answering replies in BRAILLE.

Note:-9 The Commission, at its discretion may fix individual qualifying marks in any paper or part thereof.

30. **Provision of Compensatory Time and Assistance of Scribe:**

(a) 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. Scribe will be provided by the Commission on request made by such candidates in the application form.

(b) Candidates will not be allowed to bring their own scribe.

(c) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe. The candidates who are allowed use of scribe but are not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

(d) No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

(e) 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 and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

31. Syllabus of the written examination shall be as follows:-

Paper-I	Short Essay	One Essay of 400-500 words to be written on any of the several specified subjects.
Paper-II	(a) Language (General English or Samanya Hindi)	Candidate will be tested in simple composition, and Applied Grammar.
	(b) General Knowledge	Knowledge of current events, matters of every day observation, experience and general information about India.

32 Resolution of Tie Cases:

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

- (i) Marks obtained in Paper-I
- (ii) Marks obtained in part (a) of Paper-II
- (iii) Date of birth, with older candidates placed higher

**Staff Selection Commission
Junior Secretariat Assistant/ Lower Division Clerk Grade Limited Departmental
Competitive Examination, 2018**

APPLICATION FORM

(Each and every column of the application should be duly filled up with requisite information. Suppression of fact/ furnishing of false information shall lead to the rejection of the application)

Affix signed Passport Size
(5cms x 7cms approx)
photograph

Signature of candidate

Part-I

(To be filled in by the candidate in his own handwriting)

Centre of Examination	
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1.	Name in full (in Block Letters) (Shri/Smt./Ms.)	
2	Name of Father/Husband (in Block Letters)	
3	Name and full postal address of the Ministry/Department/Office in which you are working at the time of applying. (in Block Letters)	

4	Complete correspondence Address			
5	Educational Qualifications (enclose self attested copy of 12 th standard or equivalent certificate as on 01.07.2018)			
6	Date of Birth (by Christian era)	Date	Month	Year
7(i)	Are you a member of Scheduled Caste? (Yes/No)			
ii	Are you a member of Scheduled Tribe? (Yes/No)			
(iii)	(a) Are you Persons with Disability (OH/HH/VH)? (Yes/No)			
	(b) Are you applying for the examination under age concession? (Yes/ No)			
	(c) If the answer to (b) above is 'Yes' then produce certificate as per Annexure-III of this Notice. (Please refer para 23 of Annexure-I of this Notice).			
(iv)	(a) Do you belong to persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy? (Yes/ No)			
	(b) If yes, whether you desire to engage SCRIBE (Yes/ No)			
8	Medium for Paper-I (English/Hindi)			

9. Give in chronological order complete details of the service rendered under Government in different offices and in different Grades.

Name of the Deptt./ Office	Post held & Scale of pay	State whether post held permanently/ on probation/ temporary	From___ to___

10	(a) Are you a permanent, regular or regularly appointed temporary Junior Secretariat Assistant/ Lower Division Clerk Grade of the Central Secretariat Clerical Service; Railway Board Secretariat Clerical Service; Ministry of Railways; Armed Forces Headquarters Clerical Service; Ministry of External Affairs(Cadre Cell); O/o Registrar General of India; Lal Bahadur Shastri National Academy of Administration (LBSNAA); Bureau of Outreach and Communication (Field Publicity Division), M/o Information & Broadcasting; Central Passport Organization, M/o External Affairs? (Yes/ No)	
(i)	Indicate the name of the Cadre to which you belong.	
	(b)If the answer to (a) above is 'Yes'	
(i)	If permanent, date of confirmation in the Junior Secretariat Assistant/ Lower Division Clerk Grade.	
(ii)	If your appointment is temporary, date of appointment as Junior Secretariat Assistant/ Lower Division Clerk Grade.	
(iii)	Rank and the year of the examination if appointed on the basis of Clerk Grade Examination (By Direct Recruitment/ By Promotion/ By LDCE etc.)	
11	From which date have you been continuously employed a Junior Secretariat Assistant/ Lower Division Clerk Grade in Central Secretariat Clerical Service; Railway Board Secretariat Clerical Service; Ministry of Railways; Armed Forces Headquarters Clerical Service; Ministry of External Affairs (Cadre Cell); O/o Registrar General of India; Lal Bahadur Shastri National Academy of Administration (LBSNAA); Bureau of Outreach and Communication (Field Publicity division), M/o Information & Broadcasting; Central Passport Organization, M/o External	

	Affairs?	
12	(a) Are you holding an ex-cadre post? (Yes/ No)	
	(b) If the answer to (a) above is 'Yes'	
	(i) Whether the deputation to the ex-cadre post has the approval of the competent authority. (Yes/ No)	
	(ii) Are you holding ex-cadre post on deputation basis or on transfer basis	
	(iii) Do you continue to hold lien on post of Junior Secretariat Assistant/ Lower Division Clerk Grade in the Central Secretariat Clerical Service; Railway Board Secretariat Clerical Service, Ministry of Railways; Armed Forces Headquarters Clerical Service; Ministry of External Affairs(Cadre Cell); O/o Registrar General of India; Lal Bahadur Shastri National Academy of Administration(LBSNAA); Bureau of Outreach and Communication (Field Publicity division), M/o Information & Broadcasting; Central Passport Organization, M/o External Affairs? (Yes/ No)	
13	(a) Have you passed the Monthly/Quarterly Typewriting Test held by the Staff Selection Commission for Confirmation in the post of Junior Secretariat Assistant/ Lower Division Clerk Grade? (Yes/ No)	
	(b) If the answer to (a) above is 'Yes' please indicate the date of Typewriting test and your Roll Number.	
	(c) If the answer to (a) above is 'No' then have you been exempted from passing the Typewriting Test? (Please quote the number and date of the order under which you were granted exemption from passing The Typewriting Test).	

14	(a) Have you ever been debarred or disqualified by any Public Service Commission/Institution of Secretariat Training & Management/Subordinate Service Commission/ Staff Selection Commission for any of the Examination/selection? (Yes/ No)	
	(b) If the answer to (a) above is 'Yes' give details of the case.	
15	Give a list of documents attached to the application form (Please see paragraph 7 of Annexure-I of this Notice)	

Signature_____

Name_____

Mob. No_____

E-mail_____

Date_____

Place_____

Declaration to be signed by the candidate

I hereby declare that:-

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

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

Signature _____

Name _____

Mob. No. _____

E-mail _____

Date _____

Place _____

Note-I Unsigned application will be summarily rejected.

Note-II PwD candidates unable to sign may put left hand thumb impression.

PART-2

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

(A) Certified that:-

- (1) The information given by Shri/Shrimati/Kumari* in column 1 to 7 and 9 to 15 of the application have been verified with reference to his/her service record and are correct.
- (2) *It has been verified from his/her* service records that he/she* belong to Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe*.
- (3) *It has been verified from his/her service record that he/she belongs to OH/HH/VH Category.
- (4) There are no circumstance rendering him/her* unsuitable for promotion to the post of Junior Secretariat Assistant/ Lower Division Clerk in the Central Secretariat Clerical Service; Railway Board Secretariat Clerical Service; Ministry of Railways; Armed Forces Headquarters Clerical Service; Ministry of External Affairs (Cadre Cell); O/o Registrar General of India; Lal Bahadur Shastri National Academy of Administration (LBSNAA); Bureau of Outreach and Communication (Field Publicity Division); M/o Information & Broadcasting; Central Passport Organization, M/o External Affairs.
- (5) He/She* is a regularly appointed temporary/quasi-permanent/permanent LDC of the Central Secretariat Clerical Service; Railway Board Secretariat Clerical Service Ministry of Railways; Armed Forces Headquarters Clerical Service; Ministry of External Affairs(Cadre Cell); O/o Registrar General of India; Lal Bahadur Shastri National Academy of Administration (LBSNAA); Bureau of Outreach and Communication (Field Publicity Division), M/o Information & Broadcasting; Central Passport Organization, M/o External Affairs with effect from_____and continuous to be so employed.
- (6) He/She* is on deputation to Ex-Cadre post held by him/her *with the approval of the competent authority.
- (7) He/She * is appointed against a 'transfer' post and continue to have lien on the post.
- (8) It has been verified from his/her* service records that he/she* has passed the Typewriting Test held by ISTM/Department of Official Language under Hindi Teaching School/ Staff Selection Commission.
- (9) It has been verified from his/her* service record that he/she has been exempted from passing the typewriting test *vide*_____ (Quote relevant order).

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

Signature_____

Name _____

Designation_____

Department/Office_____

Complete Postal Address_____

Date_____

Tel. No._____

E-mail (Department/Office)_____

***Strike out whichever is not applicable.**

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

Note-2: The complete application form of the candidate which will be forwarded by the Department to the Commission after the closing date must accompany the Departments certificate that “The Application was submitted to the Department by the Candidate on or before the closing date”. However, no application after a fortnight from the closing date will be accepted under any circumstances.

Form of certificate to be produced by the candidate

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

Signature _____

Name _____

Designation _____

Mob. No. _____

Date _____

Place _____

***Strike out whichever is not applicable.**