

(TO BE UPLOADED ON THE WEBSITE OF THE COMMISSION ON 22-10-2018)



## **STAFF SELECTION COMMISSION**



### **NOTICE**

#### **STENOGRAPHER GRADE 'C' & 'D' EXAMINATION, 2018**

**Date for submission of online applications: 22-10-2018 to 19-11-2018**

**Last date for receipt of application: 19-11-2018 (up to 5.00 P.M.)**

**Last date for making online fee payment: 21-11-2018 (5.00 PM)**

**Last date for generation of offline Challan: 21-11-2018 (5.00 PM)**

**Last date for payment through Challan (during working hours of Bank): 26-11-2018**

**Date of Computer Based Examination: 01-02-2019 to 06-02-2019**

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

**F.No.3/3/2018-(P&P-II)**: The Staff Selection Commission will hold an open competitive Computer Based Examination for recruitment of Stenographer Grade ‘C’ (Group ‘B’, Non-Gazetted) and Stenographer Grade ‘D’ (Group ‘C’) for various Ministries/ Departments/ Organizations in the Government of India.

**Only those candidates who have required skills in stenography as explained in Para 13 (e) are eligible to apply.**

## **2. Vacancies:**

- (a) Vacancies will be determined in due course.
- (b) Vacancies of Stenographer Grade ‘C’ and Stenographers Grade ‘D’ are in Ministries/ Departments/ Organizations of Central Government, including their Attached and Subordinate offices located in various States and Union Territories all over the country.

## **3. Reservation and suitability of posts for Persons with Disabilities:**

- (a) Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Ex-Serviceman (ESM) and Persons with Disabilities (PwD) candidates, wherever applicable and admissible, would be as determined and communicated by the Indenting Ministries/ Departments/ Offices/ Cadres, as per extant Government Orders.
- (b) Vacancies for ESM are reserved for only Group “C” posts as per extant Government Order/ Instructions.

- (c) The posts of Stenographers Gr. 'C' have been identified suitable for the persons suffering from disabilities of One Arm (OA), One Leg (OL), Both Legs (BL), Blind (B) and LV (Low vision) as per guidelines of Ministry of Social Justice and Empowerment. However, for Border Roads Organization (BRO), suitability of posts and requirement of physical and medicals standards will be as per details given in Annexure-XV.
- (d) The posts of Stenographers Gr. 'D' have been identified suitable for the persons suffering from disabilities of One Arm (OA), One Leg (OL), One Arm and Leg (OAL), Both Legs (BL), Blind (B) and LV (Low vision) as per guidelines of Ministry of Social Justice and Empowerment. However, for Border Roads Organization (BRO), suitability of posts and requirement of physical and medicals standards will be as per detail given in Annexure-XV
- (e) **Please note that the posts of Stenographers are not identified suitable for Hearing Impaired persons.**

**Note:** As the "Rights of Persons with Disabilities Act, 2016" has come into force with effect from 19.04.2017 and new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities, etc have been included. Therefore, the candidates with such disabilities may also apply giving details of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitable for these categories as well as reporting of vacancies by the Indenting Departments. Candidates suffering from various disabilities as identified vide DoP&T OM No: 36035/02/2017-Estt (Res) dated 15-01-2018 (para-2.2) may select following PwD categories in the online Registration/ Application Form at <https://ssc.nic.in>.

S. No.	Type of Disability	Category of disability to be selected in Registration/ Application form
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	OH
(d)	Autism, intellectual disability, specific learning disability and mental illness.	Others
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.	

#### 4. Nationality / Citizenship:

A candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India, before the 1st January, 1962, with the intention of permanently settling in India, or

(e) a person of Indian origin who has migrated from Pakistan, Myanmar, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

## 5. Age Limit:

- (a) Stenographer Grade 'C': 18 to 30 years as on 01-01-2019 (i.e. candidates born on or after 02-01-1989 and born before or on 01-01-2001)
- (b) Stenographer Grade 'D': 18-27 years as on 01-01-2019 (i.e. candidates born on or after 02-01-1992 and born before or on 01-01-2001)
- (c) Permissible relaxation in upper age limit as specified in Para-5 (a) and 5 (b) above and category codes for claiming age relaxation are as follows:

Code No.	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ ST	5 years
02	OBC	3 years
03	PwD (Unreserved)	10 years
04	PwD (OBC)	13 years
05	PwD (SC/ ST)	15 years
06	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
07	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 <sup>st</sup> January 1980 to 31 <sup>st</sup> December 1989.	05 years
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	03 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST)	08 years

<b>Permissible relaxation in upper age limit for Group 'C' posts only</b>		
10	Central Govt. Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 40 years of age
11	Central Govt. Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications. (SC/ ST)	Up to 45 years of age
12	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age
13	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ ST )	Up to 40 years of age
14	Service Clerks in the last year of their colour service in the Armed Forces.	Up to 45 years of age
15	Service Clerks in the last year of their colour service in the Armed Forces (SC/ ST).	Up to 50 years of age
16	Retrenched census employees of the office of Registrar General of India (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies )	3 years plus length of service rendered by them in connection with census, before retrenchment and weightage of past service.

- (d) Candidates should note that the Date of Birth as recorded in the Matriculation/ Secondary Examination certificate or an equivalent certificate only, will be accepted by the Commission for determining the age eligibility and no subsequent request for its change will be considered or granted.
- (e) Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, he/ she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14<sup>th</sup> August 2014 issued by DoP&T.
- (f) The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.

(g) For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of ex-servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications (i.e. 19-11-2018) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application (i.e. 19-11-2018).

(h) **Explanation:** An 'ex-serviceman' means a person-

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

i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or

ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

iii. who has been released from such service as a result of reduction in establishment;

or

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

or

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

or

d. Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14<sup>th</sup> April, 1987;

or

- e. Gallantry award winners of the Armed forces including personnel of Territorial Army;
- or
- f. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
  
- (i) A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications (i.e. 19-11-2018) with Armed Forces of the Union shall be considered eligible for appointment to the Group 'C' posts against posts reserved for ESM only. Thus, those Matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts. Further, as per extant guidelines of Department of Personnel and Training deemed graduation of Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force on completion of 15 years in Armed Forces is not applicable for Group 'B' posts.
  
- (j) As per Supreme Court direction dated 24.02.1995 in Appeal No.731-69 of 1994, Age relaxation will be available for Group-'C' posts in the O/o RGI (Registrar General of India) for retrenched Census employees as under:-
  - a. Age relaxation by 3 years plus length of service rendered by them in connection with census, before retrenchment,
  - b. Weightage of past service.
  
- (k) **Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.**

## **6. Process of certification and format of certificates:**

- (a) Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format, whenever such certificates are sought by concerned Regional/ Sub Regional Offices at the time of Document Verification. Otherwise, their claim for SC/ ST/ OBC/ PwD/ ESM status will not be entertained and their candidature/ applications will be considered under Unreserved category. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format will not be accepted.
  
- (b) A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of online application i.e. **19-11-2018**.

- (c) Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ PwD/ ESM status.

## **7. Provision of Compensatory Time and assistance of scribe:**

- (a) **In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate. Since the posts are not identified suitable for persons with BA and cerebral palsy disabilities, therefore facility of scribe will not be admissible to such candidates.**
- (b) In case of other category of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at Annexure-XI.
- (c) The candidate will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.
- (d) In case the candidate opts for his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per proforma at Annexure-XII. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.
- (e) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at para 7 (a) and 7 (b) above.
- (f) The candidates referred at para 7 (a) and 7 (b) who are allowed use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- (g) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.

## **8. Educational Qualifications (As on 01.01.2019):**

- (a) The candidates must have passed 12<sup>th</sup> Standard or equivalent examination from a recognized Board or University.
- (b) As per Ministry of Human Resource Development Notification dated 10.6.2015 published in Gazette of India all the degrees/ diplomas /certificates including

technical education degree/ diploma awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grant Commission Act 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grant Commission.

- (c) All candidates who are declared qualified by the Commission for Document Verification will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for completion of Intermediate/ Higher Secondary/ 10+2/ Senior Secondary in original as proof of having acquired the minimum educational qualification on or before **01-01-2019**, failing which the candidature of such candidates will be cancelled by the Commission. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he/ she has been declared passed, will also be considered to meet the educational qualification.
- (d) Order/ letter in respect of equivalent Educational Qualifications will require to be produced by the candidates at the time of Document Verification or as and when required by the Commission, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of the Notice of examination.

## **9. How to apply:**

- (a) Applications are required to be submitted in online mode only at the official website of SSC Headquarters i.e. <https://ssc.nic.in>. For detailed instructions, please refer to Annexure-I and Annexure-II of this Notice.
- (b) Last date for submission of online applications is **19-11-2018 (5.00 PM)**.

## **10. Application Fee:**

- (a) Fee payable: Rs 100/- (Rs one hundred only)
- (b) Fee can be paid through SBI Challan/ SBI Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit card.
- (c) Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with disability (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.
- (d) Online fee can be paid by the candidates up to **21-11-2018 (5.00 PM)**. However, candidates who wish to make the payment through challan of SBI, may make the payment at designated branches of SBI within the working hours of bank up to **26-11-2018** provided the challan has been generated by them before **21-11-2018 (5.00 PM)**.



(e) Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

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

## 11. Centres of Examination:

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

S. No	Examination Centres & Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices/ Website
1	Agra (3001), Allahabad (3003), Bareilly (3005), Gorakhpur (3007), Kanpur (3009), Lucknow (3010), Meerut (3011), Varanasi (3013), Bhagalpur (3201), Muzaffarpur (3205), Patna (3206)	<b>Central Region (CR)/</b> Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 21-23, Lowther Road, Allahabad, Uttar Pradesh-211002. <a href="http://www.ssc-cr.org">http://www.ssc-cr.org</a>
2	Gangtok (4001), Ranchi (4205), Jalpaiguri (4408), Kolkata (4410), Malda (4412), Siliguri (4415), Bhubaneswar (4604), Cuttack (4605), Sambalpur (4609), Port Blair (4802)	<b>Eastern Region (ER)/</b> Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1 <sup>st</sup> MSO Building, (8 <sup>th</sup> Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020 <a href="http://www.sscer.org">www.sscer.org</a>
3	Bangalore (9001), Dharwar (9004), Gulbarga (9005), Mangalore (9008), Mysore (9009), Kochi (9204), Kozhikode (Calicut) (9206), Thiruvananthapuram (9211), Thrissur (9212)	<b>Karnataka, Kerala Region (KKR)/</b> Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1 <sup>st</sup> Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru,

			Karnataka-560034  <a href="http://www.ssckkr.kar.nic.in">www.ssckkr.kar.nic.in</a>
4	Bhopal (6001), Chindwara (6003), Guna (6004), Gwalior (6005), Indore (6006), Jabalpur (6007), Khandwa (6009), Ratlam (6011), Satna (6014), Sagar (6015), Ambikapur (6201), Bilaspur (6202) Jagdalpur (6203), Raipur (6204), Durg (6205)	<b>Madhya Pradesh Sub-Region (MPR)/</b> Chhattisgarh and Madhya Pradesh	Dy. Director (MPR), Staff Selection Commission, J-5, Anupam Nagar, Raipur, Chhattisgarh-492007 <a href="http://www.sscmpr.org">www.sscmpr.org</a>
5	Itanagar (5001), Dibrugarh (5102), Guwahati(Dispur) (5105), Jorhat (5107), Silchar (5111), Kohima (5302), Shillong (5401), Imphal (5501), Churachandpur (5502), Ukhrul (5503), Agartala (5601), Aizwal (5701)	<b>North Eastern Region (NER)/</b> Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate-Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 <a href="http://www.sscner.org.in">www.sscner.org.in</a>
6	Almora (2001), Dehradun (2002), Haldwani (2003), Srinagar (Uttarakhand) (2004), Haridwar (2005), Delhi (2201), Ajmer (2401), Alwar (2402), Bharatpur (2403), Bikaner (2404), Jaipur (2405), Jodhpur (2406), Kota (2407), Sriganaganagar (2408), Udaipur (2409)	<b>Northern Region (NR)/</b> NCT of Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 <a href="http://www.sscnr.net.in">www.sscnr.net.in</a>
7	Anantnag (1001), Baramula (1002), Jammu (1004), Leh (1005), Rajouri (1006), Srinagar (J&K) (1007), Kargil (1008), Dodda (1009), Hamirpur (1202), Shimla (1203), Bathinda (1401), Jalandhar (1402), Patiala (1403), Amritsar (1404), Chandigarh (1601)	<b>North Western Sub-Region (NWR)/</b> Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir and Punjab	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 <a href="http://www.sscnwr.org">www.sscnwr.org</a>
8	Guntur (8001), Kurnool (8003), Rajahmundry (8004), Tirupati (8006), Vishakhapatnam (8007), Vijaywada (8008), Chennai (8201), Coimbatore (8202), Madurai (8204), Tiruchirapalli (8206), Tirunelveli (8207), Puducherry (8401), Hyderabad (8601), Nizamabad (8602), Warangal (8603)	<b>Southern Region (SR)/</b> Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 <sup>nd</sup> Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 <a href="http://www.sscsr.gov.in">www.sscsr.gov.in</a>

9	Ahmedabad (7001), Vadodara (7002), Rajkot (7006), Surat (7007), Bhavnagar (7009), Kutch (7010), Amravati (7201), Aurangabad (7202), Kolhapur (7203), Mumbai (7204), Nagpur (7205), Nanded (7206), Nashik (7207), Pune (7208), Thane (7210), Bhandara (7211), Chandrapur (7212), Akola (7213), Jalgaon (7214), Ahmednagar (7215), Alibaug (7216), Panaji (7801)	<b>Western Region (WR)/</b> Dadra and Nagar Haveli, Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 <a href="http://www.sscwr.net">www.sscwr.net</a>
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(b) No request for change of Centre of Examination will be considered later under any circumstances. Hence, the candidates should select the centers, carefully and indicate the same correctly in their applications.

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

## 12. Scheme of Examination

(a) The details of computer based examination are mentioned below:

Date of Exam	Part	Subject	No. of Questions	Maximum Marks	Total Duration
1-2-2019 to 6-2-2019	I	General Intelligence & Reasoning	50	50	2 Hours (2 hours and 40 minutes for the candidates who are allowed use of scribe as per Para-7 (a) and 7 (b) above)
	II	General Awareness	50	50	
	III	English Language and Comprehension	100	100	

(b) Question paper will be of Objective Type Multiple Choice. Questions will be set in Hindi and English except for Part-III.

(c) There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the question.

(d) Marks scored by candidates in the Computer Based Examinations, if conducted in multiple shifts, will be normalized and such normalized scores will be used to determine final merit.

### 13. **Indicative Syllabus for Computer Based Mode Examination:**

- (a) **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- (b) **General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.
- (c) For VH candidates of 40% and above visual disability opting for scribe there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper.
- (d) **English Language & Comprehension:** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/ her writing ability, would also be tested.
- (e) **Skill Test in Stenography:**
- (i) Candidates who obtain the qualifying marks in the Examination as may be prescribed by the Commission will be called for the Skill Test. Commission may also prescribe qualifying marks in each part of the Examination. The Skill Test will be of qualifying nature and the Commission will fix the qualifying standards in the Skill Test for different categories of candidates.
- (ii) The candidates will have to appear for the Skill Test in Stenography. The candidates will be given one dictation for 10 minutes in English/ Hindi at the speed of 100 word per minute (w.p.m) for the post of Stenographer Grade 'C' and 80 w.p.m. for the post of Stenographer Grade 'D'. The matter will have to be transcribed on computer. The transcription time is as follows:

S. No.	Post	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates who are allowed use of scribe in the CBE (Para-7)
1	Stenographer Grade 'D'	English	50	70
2	Stenographer Grade 'D'	Hindi	65	90
3	Stenographer Grade 'C'	English	40	55
4	Stenographer Grade 'C'	Hindi	55	75

(iii) **Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared by appointing departments. Candidates have to work as English/ Hindi stenographers as per the functional requirement of the User Office irrespective of the medium of Skill Test of candidate during the examination.**

- (iv) The skill test will be held at the Commission's Regional/ Sub Regional Offices or at other Centre(s) as may be decided by the Commission.
- (v) Detailed instructions regarding Skill Test will be sent by the concerned Regional/ Sub Regional Offices of the Commission to the candidates called for the Skill Test.

#### **14. Document Verification (DV):**

- (a) All the candidates qualified for Document Verification are required to come for Document Verification. Those who fail to do so will not be considered for any post at the time of final selection. Candidates will have to submit copies of various documents like Matriculation Certificate, educational qualification, caste certificate, relevant document, if any relaxation is taken, etc. Candidates will be required to produce all documents in original for verification at the time of document verification. Information about the required documents will be provided while calling candidates for DV. Detailed options for various posts and Departments will be taken from candidates either online or at the time of document verification.
- (b) **While giving preference of the posts/ Departments either online or at the time of Document Verification, the candidates may note that the Border Roads Organization (BRO) have specific requirement of Physical Standards, Physical Tests and Medical Standards. Candidates must ensure that they fulfill all the requirement of BRO before giving their preferences/ options. Measurement of Physical Standards and Physical and Medical Tests will be conducted by the**

**BRO after final selection and nomination of candidates to BRO. Notification with regard to Physical/ Medical Standards, etc issued by BRO is placed at Annexure XV.**

## **15. MODE OF SELECTION:**

- (a) All the candidates whose online applications are found to be in order will be called to appear in the Computer Based Examination. Admit Cards for calling candidates to appear in Computer Based Examination as well as all subsequent stages of examination will not be sent by post. Admit Cards for all stages of examination will be issued online on the websites of concerned Regional/ Sub-Regional Office of the Commission. Candidates are advised to regularly visit the websites of the Commission Headquarters (i.e. <https://ssc.nic.in>) and concerned Regional/ Sub-Regional office of the Commission i.e. the website of Regional/ Sub-Regional Office under whose jurisdiction the examination centres opted by the candidate is located (detail at para-11).
- (b) In the online application form, candidate will have to indicate the posts for which they are applying i.e. Stenographer Grade 'C' or Stenographer Grade 'D' or the both.
- (c) Based on the marks scored in the Computer Based Examination, candidates will be shortlisted, category-wise, to appear in the Skill Test(s) for the post(s) they have applied for.
- (d) Skill Test is mandatory but qualifying in nature. The Commission will fix category-wise qualifying standard in the Skill Test for each post. The candidates who qualify the Skill Test will be considered for final selection on basis of their merit in the Computer Based Examination.
- (e) Final selection and allocation of Ministries/ Departments will be made on the basis of the performance of candidates in the Computer Based Examination and the preference of Posts/ Departments exercised by them at the time of Document Verification.
- (f) Once the candidate has been allotted his/ her first available preference, as per his/ her merit, he/ she will not be considered for any other option. Candidates are, therefore, advised to exercise preference of Posts/ Departments very carefully. The option/ preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Post/ Department by candidates will not be entertained under any circumstances.
- (g) The Commission makes final allotment of posts on the basis of merit-cum-preferences of Posts/ Departments given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example if a candidate has given higher preference for a post and is selected for that post; in that case, if he/ she fails to meet the medical/ physical/ educational standards, his/ her candidature will be rejected and he/ she will not be considered for other preferences.

- (h) SC, ST, OBC, ESM and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/ unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, ESM and PwD candidates.
- (i) SC, ST, OBC, ESM and PwD candidates who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his/ her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- (j) A person with disability who is selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- (k) Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
- (l) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- (m) Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.
- (n) Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).

## **16. Resolution of Tie Cases:**

In case where more than one candidate secure the equal aggregate marks in the Computer Based Examination, tie will be resolved by applying the following methods

one after another:

- a. Marks in Part-I (i.e. General Intelligence & Reasoning)
- b. Marks in Part-II (i.e. General Awareness)
- c. Date of birth, with older candidate placed higher.
- d. Alphabetical order in which names of the candidates appear.

## **17. Admission to the Examination:**

- (a) All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers, which will be communicated to them at the time of calling them for Computer Based Examination (CBE).
- (b) Admit Cards/ Admission Certificates (ACs) for the Examination will be uploaded on the website of the concerned Regional/ Sub-Regional Office of the Commission. **Admit Cards will not be issued by post for any stage of examination.** Information about the Examination indicating the time table and City/ Centre of examination for each candidate will be uploaded on the websites of the concerned Regional/ Sub-Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail on the website of the Commission, one week before the date of examination, he/ she must immediately contact the concerned Regional/ Sub Regional Office of the Commission with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration. Facility for download of Admit Cards will be available at least one week before the examination on the website of concerned Regional/ Sub-Regional Office. Candidates are advised to visit the website of concerned Regional Office and SSC HQ regularly for updates and information about the examination.
- (c) Candidate must write his/ her Registration-ID, registered Email-ID and Mobile Number along with his/ her name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.
- (d) It is compulsory to carry at least one original Photo ID such as Voter's ID, Aadhaar Card, Driving License, PAN, ID Cards issued by University / College / Government or any other Offices where the candidate may be working. Candidates without such ID cards will not be allowed entry into the Examination Halls/ Skill Test venues.
- (e) Candidates must bring 3 passport size photographs for affixing it in the Commission's copy of Admission Certificate in the presence of Invigilator, if required. Candidates not carrying photographs will not be allowed to appear in the examination. Candidates are advised to keep 10 copies of the same photograph, which was uploaded in the online Application Form, with them till the completion of entire examination process.



(f) Applications with blurred photograph and/ or signature will be rejected.

## 18. Action against candidates found guilty of misconduct:

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

S No	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as OMR sheets, Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	3 Years
3	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
4	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
5	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
6	Possession of Mobile Phone in 'switched on' or 'switched off' mode.	3 Years
7	Appearing in the same examination more than once in contravention of the rules.	3 Years
8	A candidate who is also working on examination related matters in the same examination.	3 Years
9	Damaging examination related infrastructure/ equipments.	5 Years
10	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
11	Possession of fire arms/ weapons during the examination.	5 Years
12	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	7 Years
13	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
14	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
15	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
16	Impersonate/ Procuring impersonation by any person.	7 Years
17	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
18	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	7 Years
19	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

## 19. COMMISSION'S DECISION FINAL

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & force allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

20. In accordance with the directions issued by DoP&T vide its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings in the said open Competitive Examinations conducted by the Commission available on its website or on the website of National Career Service (NCS), Ministry of Labour and Employment in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate. (ii) Father/ Husband's name (iii) Date of Birth (iv) Category (Gen/ SC/ ST/ OBC/ PwD/ ESM) (v) Gender of the candidate. (vi) Educational Qualifications. (vii) Total Marks obtained in the qualifying examination (viii) Ranking by which the merit is decided. (ix) Complete address (x) E-mail address However, the candidate will have the option, at the time of filling up of his/her application form, from opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details will be made available on the website of the Commission/ NCS.

## 21. COURTS JURISDICTION

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

## 22. IMPORTANT INSTRUCTIONS TO CANDIDATES

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
(b)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
(c)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ PwD/ ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
(d)	Candidates with physical disability of 40% and more only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities.

(e)	Central Government Civilian Employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should be for not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment in the event of their selection.
(f)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is not required to be submitted to the Commission at any stage.
(g)	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, the Commission will consider latest application. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Commission as per rules.
(h)	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
(i)	Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
(j)	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
(k)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
(l)	The candidates must carry at least one latest photo bearing identification proof such as Driving License, Voter Card, Aadhaar Card, PAN Card, Identity Card issued by University/ College/ Government or any other office where the candidate may be working, etc in original to the Examination Venue, failing which they will not be allowed to appear for the same.
(m)	Mobiles and other electronic gadgets including Bluetooth devices are banned within the premises of the Examination Centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from commission's examinations, as may be decided by the commission.
(n)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
(o)	All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
(p)	If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year after declaration of result, he/ she must communicate immediately thereafter with the concerned User Department.
(q)	Fee payable: Rs 100/- (Rs one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with disability (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.

**(Procedure for filling online Application)**

The process of filling online application for the examination consists of two parts:

- I. One Time Registration
- II. Filling of online Application for the Examination

**Part-I (One-Time Registration)**

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.
2. Before proceeding with One-Time Registration, keep the following information/documents ready:
  - a. Mobile Number (to be verified through OTP)
  - b. Email ID (to be verified through OTP). User ID of the candidate will be his/her Email ID provided at the time of registration.
  - c. Aadhaar Number or Aadhaar Enrollment Number. If Aadhaar Number or Aadhaar Enrollment Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
    - i. Voter ID Card
    - ii. PAN
    - iii. Passport
    - iv. Driving License
    - v. School/ College ID
    - vi. Employer ID (Govt./ PSU/ Private)
  - d. Information about the Board, Roll Number and Year of Passing the Matriculation (10<sup>th</sup>) Examination.
  - e. Scanned colour passport size photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). **Applications with blurred photograph will be rejected.**
  - f. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 3.5 cm (width) x 3.0 cm (height). **Applications with blurred signature will be rejected.**
  - g. If Aadhaar Number or Aadhaar Enrollment Number is not provided, scanned Left hand Thumb Impression (LTI) in JPEG format (10KB to 30 KB). Image dimension of the required impression should be about 3.0 cm (width) x 3.0 cm (height). **Applications with blurred impression will be rejected.**
  - h. If you are suffering from any specific disability (40% or more) identified suitable for government jobs, then scanned Disability Certificate in JPEG/ PDF format (20KB to 50KB).
3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on <http://ssc.nic.in>.
4. One-Time Registration process requires filling up of following information:
  - a. Basic Details
  - b. Additional Details
  - c. Contact Details
  - d. Photo Signature and LTI
5. For filling up the 'One-Time Registration Form', please follow the following steps:

- a. Few critical details (e.g. Aadhaar Number, name, father's name, mother's name, date of birth etc) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data column, indication will be given in red text.
- b. S No-1, provide information about Aadhaar Number/ Aadhaar Enrollment Number/ Identity Card and its Number. Any one of these Numbers are required to be given.
- c. S No-2: Fill your name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate. In case, you have made any changes in your name after matriculation, please also indicate the same at S No-2c and 2d.
- d. S No-3: Fill your father's name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- g. S No-6: Matriculation (10<sup>th</sup> Class) Examination Details which include:
  - i. Name of Education Board
  - ii. Roll Number
  - iii. Year of passing
- h. S No-7: Gender
- i. S No-8: Level of Educational Qualification (Highest).
- j. S No-9: Your Mobile Number. This must be a working mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Commission may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.
- k. S No-10: Your Email ID. This must be a working Email ID as it will be verified through OTP. **Your Email ID will be your Username for login to the SSC online system.** It may also be noted that any information which the Commission may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password, if required.
- l. Provide detail of State/ UT of your Permanent Address.
- m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your Registration ID and Password will be provided to you on your mobile number and Email ID.
- n. You have to complete the Registration Process within 7 days failing which your Registration Details saved so far will be deleted.
- o. Login using your registered email id as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.
- p. After successful password change, you need to login again using changed password.
- q. Now proceed further to complete your registration.
- r. S No-11: Provide information about your Category.
- s. S No-12: Provide information about your Nationality
- t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of

- examination.
- u. S No-14: Provide information about disabilities, if any. If you are suffering from any specific disability (40% or more) identified suitable for government jobs, then provide Disability Certification Number and upload Disability Certificate.
  - v. Save the information and proceed further to provide Contact Details.
  - w. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.
  - x. S No: 19 to 22: Upload your recent Photo and Signature as specified at S No-2 above. If you do not have Aadhaar Number or Aadhaar Enrolment Number, then you have to upload the scanned impression of Left Hand Thumb. In case a candidate does not have left hand thumb, impression of right hand thumb or Left great toe or right great toe may be used in that order.
  - y. Save the information provided. You have the facility to take draft printout and to send the draft information to your registered email ID. Review the information provided thoroughly, before 'Final Submit'.
  - z. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter the respective OTPs to complete the Registration Process.
    - aa. After submission of Basic Information, if the registration process is not completed within 7 days, your data will be deleted from the system.
6. After completion of registration process, 'Basic Details' can be changed only once. **THEREFORE BE EXTREMELY CAUTIOUS WHILE MAKING ONE TIME REGISTRATION.**
7. **YOU ARE AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAIL SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**

**Part-II (Online Application Form)**

1. Login to online system through your registered Email ID and password.
2. Click 'Apply' link in 'Stenographer Grade 'C' & 'D' Examination 2018' section under 'Latest Notifications' tab.
3. Information in columns at S No-1 to 12 will be automatically filled from your One-Time Registration Data which is non-editable.
4. S No-13: Select whether you possess the knowledge of Stenography or not. You will be allowed to fill the application only if you possess the knowledge of Stenography.
5. S No-14: Give your preference for Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference.
6. S No-15: If you are an ex-serviceman, fill up the required information. **Wards of servicemen/ ex-servicemen are not treated as ex-servicemen.**
7. S No-16: Information in columns at S No-16 and 16.1 will be filled from your One-Time Registration data.
8. S No-17: If you are eligible for availing the facility of scribe as per Para-7 of the Notice of examination, provide information about the requirement of scribe.
9. S No-18: Select medium of Skill Test i.e. English or Hindi. Choice of medium of Skill Test cannot be changed subsequently.
10. S No-19: Select the Posts you are applying for i.e. (i) Stenographer Grade 'C' or (ii) Stenographer Grade 'D' or (iii) Both. No change in the posts you are applying for will be allowed subsequently.
11. S No-20: If you are seeking age relaxation, select appropriate age-relaxation category.
12. S No-21: Please see Notice of Examination, Para No: 20 and fill up accordingly.
13. S No-22: Please indicate your highest qualification.
14. S No-23, 24 and information with regard to Photo/ Signature/ Biometric impression will be filled up automatically from the One-Time Registration Data.
15. Complete your declaration by clicking on "I agree" check box, fill up captcha code.
16. Preview and verify the information provided by you and Submit the Application.
17. Proceed to make fee payment if you are not exempted from payment of fee.
18. Fee can be paid through SBI Challan/ SBI Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards.
19. Refer Para-10 of the Notice of Examination for further information on the payment of fee.
20. When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is not required to be submitted to the Commission at any stage.

ANNEXURE-III

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

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

*(Please see Para 5 of the Notice)*

It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding the post of \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the grade as on closing date.

This office has no objection for his/ her appearing in the Stenographer Grade 'C' & 'D' Examination 2018.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office Seal

Place:

Date:

*(\*Please delete the words which are not applicable.)*



**ANNEXURE- IV**

Form of Certificate for serving Defence Personnel (*Please see Para-5 (g) of Notice for the Examination*)

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

(Signature of Commanding Officer)

Office Seal

Place:

Date:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I understand that, if selected on the basis of the recruitment/ examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/ retired/ discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

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

I further submit the following information:

- a) Date of appointment in Armed Forces \_\_\_\_\_
- b) Date of discharge \_\_\_\_\_
- c) Length of service in Armed Forces \_\_\_\_\_
- d) My last Unit / Corps \_\_\_\_\_

(Signature of the Candidate)

Place:

Date:

FORMAT FOR SC/ ST CERTIFICATE

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

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division \* \_\_\_\_\_ of the State/ Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/ Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_  
The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_  
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.  
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.  
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.  
The Constitution (Pondicherry) Scheduled Castes Order 1964@  
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @  
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@  
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @  
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @  
The Constitution (Sikkim) Scheduled Castes Order 1978@  
The Constitution (Sikkim) Scheduled Tribes Order 1978@  
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@  
The Constitution (SC) orders (Amendment) Act, 1990@  
The Constitution (ST) orders (Amendment) Ordinance 1991 @  
The Constitution (ST) orders (Second Amendment) Act, 1991 @  
The Constitution (ST) orders (Amendment) Ordinance 1996@  
The Scheduled Caste and Scheduled Tribe Orders (Amendment ) Act 2002@  
The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@  
The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@  
The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

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

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

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

Signature \_\_\_\_\_  
\*\* Designation \_\_\_\_\_  
(with seal of office)

Place \_\_\_\_\_  
Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Dy. Collector/ 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.

**ANNEXURE-VII**

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

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter  
of \_\_\_\_\_ of village/ town \_\_\_\_\_  
in District/Division \_\_\_\_\_ in the State/ Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_  
Community which is recognized as a backward class under the Government of  
India, Ministry of Social Justice and Empowerment's Resolution No.  
\_\_\_\_\_ dated \_\_\_\_\_. \* Shri/Smt./Kumari  
\_\_\_\_\_ and/or his/her family ordinarily reside(s) in  
the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to  
certify that he/she does not belong to the persons/ sections (Creamy Layer)  
mentioned in Column 3 of the Scheduled to the Government of India,  
Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated  
8.9.1993\*\*.

District Magistrate

Deputy Commissioner etc.

Dated:

Seal:

---

\* The authority issuing the certificate may have to mention the details of  
Resolution of Government of India, in which the caste of the candidate  
is mentioned as OBC.

\*\* As amended from time to time.

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

**ANNEXURE-VIII**

Form-V

Certificate of Disability

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

[See rule 18(1)]

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

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

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female - \_\_\_\_\_ registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

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

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

Nature of Document	of Issue	ls of authority issuing certificate

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

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

**ANNEXURE-IX**

Form - VI  
 Certificate of Disability  
 (In cases of multiple disabilities)  
 [See rule 18(1)]

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

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

Certificate No. \_\_\_\_\_

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

This is to certify that we have carefully examined Shri/Smt./Kum.  
 \_\_\_\_\_ son/wife/daughter of Shri  
 \_\_\_\_\_ Date of Birth (DD/MM/YY)  
 \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_.

Registration No. \_\_\_\_\_ permanent resident of House No.  
 \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_  
 District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above,  
 and am satisfied that:

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

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

	Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures : - ----- percent

In words :- ----- percent

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

3. Reassessment of disability is :

(i) not necessary,

or

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

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

# e.g. Single eye

£ e.g. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

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



**ANNEXURE-X**Form – VII  
Certificate of Disability(In cases other than those mentioned in Forms V and VI)  
(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

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

Certificate No. \_\_\_\_\_

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

This is to certify that I have carefully examined  
Shri/Smt/Kum \_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_ Date  
of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female  
\_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of House  
No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office  
\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_,  
whose photograph is affixed above, and am satisfied that he/she is a case of  
\_\_\_\_\_ disability. His/her extent of percentage  
physical impairment/disability has been evaluated as per guidelines  
(.....number and date of issue of the guidelines to be specified) and is  
shown against the relevant disability in the table below:

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

	Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD/MM/YY) \_\_\_\_\_

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

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

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

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

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

**ANNEXURE-XI**

**Essential Educational Qualification Code**

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

**ANNEXURE-XII**

**Subject Code for Educational Qualification**

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

**Annexure-XIII**

**Certificate regarding physical limitation in an examinee to write**

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

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/ PMR).

Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State/ UT). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/ her qualification is \_\_\_\_\_. In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

(TO BE PUBLISHED IN PART II, SECTION 4, OF THE GAZETTE OF INDIA)



Government of India  
Ministry of Defence  
Department of Defence (Border Roads)  
(Border Roads Organisation)

New Delhi, the..... 2017


## Notification

S.R.O. \_\_\_\_\_.- In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President, hereby makes the following rules regarding the method of Physical Efficiency Test, Physical Standards and Medical Standards as a part of recruitment to all posts classified as Group 'B' (Non Gazetted), and Group 'C' in the General Reserve Engineer Force (Border Roads Organisation) under the Ministry of Defence:-

1. **Short title and commencement.**
  - (1) These rules may be called the General Reserve Engineer Force (Border Roads Organization), conduct of Physical Efficiency Tests, Physical Standards and Medical Standards of Group 'B' (Non Gazetted) and Group 'C' posts, Rules 2017.
  - (2) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.** In these rules, unless the context otherwise requires:-
  - (a) 'BRO' means Border Roads Organisation;
  - (b) 'GREF' means General Reserve Engineer Force;
  - (c) 'RMO' means the Regimental Medical Officer;
  - (d) 'BOO' means Board of Officers detailed by the Competent Authority;
  - (e) 'Force' means the General Reserve Engineer Force;
3. **Application.** These rules shall apply to the posts specified in column (I) of the schedule of Recruitment Rules for direct recruitment to Group 'B' (Non Gazetted) and Group 'C' posts in General Reserve Engineer Force (Border Roads Organisation).
4. **Physical Efficiency Test.**
  - (i) Criteria for Physical Efficiency Tests are placed as 'Schedule-I' of the Notification. The Physical Efficiency Tests will be conducted at GREF Centre or respective Recruitment Centre as applicable, by a Board of Officers, detailed by the Headquarters, Director General Border Roads. These tests will be equally applicable to candidates being recruited through Staff Selection Commission and through direct recruitment by the department directly.
  - (ii) No physical efficiency test of any sort will be conducted for female DD Case candidates.
5. **Physical Standards.** Region wise requirement of Physical Standards of personnel for recruitment in GREF (Border Roads Organisation) is placed as 'Schedule-II' of the Notification.

Contd. P/2.

CFC

  
 (MD Gopi Krishnan)  
 Lt Col  
 OIC Rtg  
 For Commandant

(A) **Medical Standards.** The specified Medical Standards are requirement for recruitment of candidates for their service in GREF (BRO) as per their job profile, charter of duties and anticipated deployment, including extreme remote areas, high altitude areas and difficult areas of hilly terrain etc. Medical Standards have been specified in 'Schedule-III' of the Notification.

(B) **Medical Examination & Medical Tests.** Medical examination and medical tests will be carried out as per guidelines of this Notification for each provisionally selected candidate. The Medical Examination will be carried out by a Medical Board nominated by HQ DGBR. The guidelines to be followed for conduct of Medical Examination and the procedure for declaring candidates as Temporary or Permanent UNFIT are enumerated in succeeding sub-para:-

- (i) After detailed checking of all documents, Officer-In-Charge Recruiting Section will handover medical papers (duly affixed with passport size photograph) of selected candidates to Medical Board of respective Recruitment Centre, including GREF Centre, and the candidates will report as per schedule decided. Medical examination of provisionally selected candidates will be carried out by two Medical Officers at each Recruitment Centre including GREF Centre.
- (ii) Recruitment Medical Board will examine the medical fitness of the candidates as per guidelines of this Notification.
- (iii) Candidates found medically fit or unfit will be informed of their medical result by the Medical Board themselves so that the candidates are clear about their position.
- (iv) Where the medical officer needs the opinion of a Specialist, the case will be referred to Military Hospital or any service/Army Hospitals in proximity of respective Recruitment Centre or GREF Centre. Based on the day of the OPD of concerned Specialist, doctor would personally brief the candidate about the conduct of medical examination at Military Hospital and subsequent procedure.
- (v) Medical papers in respect of fit and unfit candidates will be given to Recruiting Section/Mobile Regional Recruitment Team by MI Room after completion of medical examination preferably on the same day of medical examination but not later than 5 days from the date of examination.
- (vi) Details about cases referred to Military Hospitals or any Service/Army Hospitals will also be informed by Medical Board to Recruiting Section simultaneously.
- (vii) Referred cases returned by Medical Specialist duly reviewed by concerned Specialist will be disposed of by Regimental Medical Officer expeditiously according to the remarks of Specialist and Recruiting Section be informed simultaneously by Regimental Medical Officer.

CTC

Contd..P/3

  
**(MD Gopi Krishnan)**  
**Lt Col**  
**OIC Rtg**  
**For Commandant**



(viii) Temporarily Unfit. Candidates declared temporarily UNFIT will be divided in two categories.

(a) Temporarily Unfit due to Medical Reasons. Candidates who are declared Temporary UNFIT due to medical reasons will be informed of their disability in writing by Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Such candidates have a right to appeal against the medical examination conducted by the Recruitment Centre Medical Board and such appeal should be made within the period of 60 days from the date of being declared temporarily unfit initially by the Medical Board of Recruitment Centre. Such candidates should report for medical examination by Specialist 05 (five) days in advance with an appeal and will be referred to concerned Specialist of nearest Military Hospital/Service Hospital on Review Certificate in duplicate. Such candidates will not be required to deposit Rs 40/- as fees for re-medical examination. If such candidates are found UNFIT again on review, no further chance will be given for re-medical examination and their candidature shall stand cancelled automatically. After re-medical examination if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(b) Temporarily Unfit for being Below Physical Standards. Candidates declared Temporary UNFIT due to physical standards will also be informed of their disability or shortcoming in writing by the Medical Board and Officer-In-Charge Recruiting or Board of Officer or Mobile Regional Recruitment Team. Candidates protesting in writing against Physical measurements will be once again measured by Medical Board of Recruitment Centre in the presence Commandant or Officer-In-Charge Recruiting in case Medical Examination is carried out at GREF Centre and in the presence of Board of Officers in case it is carried out at Mobile Regional Recruitment Team Centre within 24 hrs of the Medical Examination. Candidates declared Temporary UNFIT for being Below Physical Standards in weight or Chest measurement only will be given a reasonable time not exceeding two months from the date of initial Medical Examination for attaining the desired standards. After re-measurement if candidate is found FIT the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

Contd..P/4.

MD  
(MD Gopi Krishnan)  
Lt Col  
OIC Rtg  
For Commandant

(ix) **Permanently Unfit.** Candidates declared Permanent UNFIT also will be divided in two categories.


(a) **Permanently Unfit due to medical reasons.** Candidates who are declared Permanent UNFIT by the Medical Board will be informed of their disability in writing by the Medical Board and **Officer-In-Charge Recruiting or Board of Officers.** Such candidates have a right to appeal against the present medical examination within a period of 60 days of their being declared permanently unfit. In case such candidates should report at GREF Centre or Recruitment Zone 05 (Five) days in advance with an appeal for re-medical examination, the Medical Board will refer such candidates to the nearest **service hospital** on Review certificate in duplicate. Such candidates will be required to deposit a sum of Rs 40/- in Govt treasury at SBI before the re-medical examination by the **service Specialist** is done. All such cases which are declared UNFIT again on review by the concerned Specialist, will not be given any further chance for re-medical Examination/Review and their candidature shall stand cancelled automatically. After re-medical examination if candidates are found FIT, the whole process of induction shall be completed within a period of six months from the date of initial medical examination. In case induction is not completed within a period of six months from the date of initial medical examination, candidature of such a candidate for recruitment shall stand cancelled automatically, where delay is due to acts attributable to the candidate himself.

(b) **Permanently Unfit for being Below Physical Standards.** For candidates declared Permanent UNFIT by Medical Board due to being below physical standards with respect to height, no appeal can be made against physical measurements. However candidates protesting against physical measurements will be once again measured by Medical Board in presence of **Officer-In-Charge Recruiting or Commandant GREF Centre or Board of Officers or Mobile Regional Recruitment Team (MRRT)** as the case may be on the very same day.

(x) **Visual standards.** Visual acuity not less than 6/12 each eye or Right eye 6/6, Left 6/24. Corrective spectacles are permitted during the visual test. Unaided vision in case of corrected vision will not be below 6/60 in each eye and on correction will be same as laid down for other recruits.

(xi) **Surgery:** Any candidate who have recently undergone abdominal surgery (e.g.: in Hernia, Muscle defect, Nephrolithotomy, Cholelithiasis, Cholecystotomy) are liable to be made Unfit for one year as per existing rules. However, the provision of medical appeal for permanent unfit cases remains the same i.e. within 2 months. In such cases same criterion as for eye surgery cases should be followed as above.

Contd. P/5.

OTC  
  
 (MD Gopi Krishnan)  
 Lt Col  
 OIC Rtg  
 For Commandant

(C) **Medical Fitness.** Notwithstanding anything contained in these rules, only those persons who are medically fit shall be eligible for appointment under the provisions of these rules.

(i) Border Roads Organisation is a Central Govt Organisation with all India transferable liabilities. BRO is governed by Central Civil Services Rules. However, certain provisions of Army Act-1950 are also applicable to members of the Force.

(ii) The final selection of the candidates selected by Staff Selection Commission and GREF Centre will be subject to pass the Medical fitness test. Medical Board detailed by Headquarters Director General Border Roads will carry out the medical fitness test of the candidates declared selected by SSC and GREF Centre.

(iii) Candidates declared medically 'FIT' by the Medical Board, will be inducted in General Reserve Engineer Force (BRO) subject to fulfillment of all other criteria and have to undergo initial training at GREF Centre, Dighi Camp, Pune-15.

(iv) After imparting training at GREF Centre, they will be posted anywhere in India as per available vacancies.

(v) In respect of DD cases, the same procedure as per guidelines in preceding Paras under the heading 'Medical Examination' will be followed. In the case of female candidates for DD cases, the physical standards are not applicable during medical checkup.

(vi) The RMO/Medical Board of the Centre to ensure that all instructions and communication with the candidates regarding their fitness referrals etc would be done by him personally so as to avoid any exploitation by the staff under him.

7. **Cancellation of candidature.** If any, candidate is absent on the date of reporting for Medical Examination or during Medical Examination or does not report for Medical Review within prescribed time limit, his candidature shall be cancelled automatically. No representation/appeal in this regard will be entertained by the department.

8. **Power to relax rules.** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

9. **Saving.** Nothing in these rules shall effect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

CTC

Contd. P/6

(MD Gopi Krishnan)  
Lt Col  
OIC Rtg  
For Commandant

**CRITERIA : PHYSICAL EFFICIENCY TEST MULTI SKILL WORKER PIONEER**

S/ NO	Activity	Maximum Marks	DISTRIBUTION OF MARKS															
			TIME	LESS THAN 5 MIN 40 SEC	5 MIN- 41 SEC TO 5 MIN- 50 SEC	5 MIN- 51 SEC TO 6 MIN	6 MIN- 01 SEC TO 6 MIN- 10 SEC	6 MIN- 11 SEC TO 6 MIN- 20 SEC	6 MIN- 21 SEC TO 6 MIN- 30 SEC	6 MIN- 31 SEC TO 6 MIN- 40 SEC	6 MIN- 41 SEC TO 6 MIN- 50 SEC	6 MIN- 51 SEC AND ABOVE						
1.	ONE MILE RUN	20 MARKS	MARKS	20	16	12	10	08	06	04	02	00						
2.	PULL UPS	10 MARKS	NO OF PULL UPS	1	2	3	4	5	6	7	8	9	10	11	12	13	AND ABOVE	
			MARKS	0	0	1	2	3	4	5	6	7	8	9	9	10		
3.	9 FEET DITCH JUMPING	10 MARKS	A CANDIDATE JUMPING OVER 9 FEET DITCH WILL GET 10 MARKS AND IF HE FAILS HE WILL GET '0' (ZERO) MARKS.															
4.	20 FEET VERTICAL ROPE CLIMBING	10 MARKS	A CANDIDATE WILL GET 10 MARKS IF HE CLIMBS A 20 FEET ROPE, TOUCHES THE HOOK/ KNOT AT THE TOP AND COMES DOWN WITH THE HELP OF ROPE, OTHERWISE HE WILL GET '0' (ZERO) MARKS															

**NOTE:** (i) CANDIDATES WILL HAVE TO EARN 40 MARKS OUT OF 50 MARKS FOR QUALIFYING IN PHYSICAL TEST  
 (ii) QUALIFYING IN PHYSICAL TEST IS MANDATORY FOR APPEARING IN SUBSEQUENT WRITTEN TEST.

**CRITERIA : PHYSICAL EFFICIENCY TEST (FOR GROUP 'B' NON-GAZETTED POSTS/TRADES AND ALL GROUP 'C' POSTS/TRADES EXCEPT MULTI SKILL WORKER PIONEER)**

S/No	ACTIVITY	MAXIMUM MARKS	TIME AVAILABLE
1.	ONE MILE RUN	ONLY PASSING THE TEST IS MANDATORY	10 MINUTES

**NOTE :** (i) ONE MILE RUN TO BE COMPLETED WITHIN THE SPECIFIED TIME.  
 (ii) PASSING OF TEST IN ONE MILE RUN IS MANDATORY FOR APPEARING IN SUBSEQUENT WRITTEN/ PRACTICAL TEST WHEN RECRUITMENT IS CARRIED OUT DEPARTMENTALLY.  
 (iii) CANDIDATES QUALIFYING THROUGH STAFF SELECTION COMMISSION WILL HAVE TO MANDATORILY PASS THE TEST IN ONE MILE RUN TO BE HELD AT GREF CENTRE, PUNE TO UNDERGO FURTHER MEDICAL EXAMINATION.

Contd. P/7

**(MD Gopi Krishnan)**  
 Lt Col  
 OIC Rtg  
 For Commandant

**GUIDE LINE REGION-WISE PHYSICAL STANDARDS OF PERSONNEL**

Sl/No	Region	States/Region included	Physical Standards		
			Minimum Height	Chest	Minimum Weight
(a)	Western Himalayan	J&K, Himachal Pradesh, Punjab Hills (Area South and west of the Inter State Border between Himachal Pradesh and Punjab and North and East of Road of Mukerian Hoshiarpur, Garh Shankar, Ropar and Chandigarh), Uttarakhand.	158 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(b)	Eastern Himalayan Region	Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam & Hill region of West Bengal (Darjeeling and Kalimpong districts and Andaman Nicobar)	152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs
(c)	West Plain Region	Punjab, Haryana, Chandigarh, Delhi, Rajasthan, Western UP	162.5 Cms	Minimum 76 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(d)	Eastern Plain	Eastern UP, Bihar, West Bengal & Orissa and Jharkhand	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(e)	Central Region	Gujrat, Maharashtra and Madhya Pradesh, Dadar Nagar & Haveli, Daman & Diu and Chaattisgarh	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 Kgs
(f)	Southern Region	Andhra Pradesh, Karnataka, Tamil Nadu, Kerala, Goa and Pondicherry, Telangana	157 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	50 kgs
(g)	Relaxation to sons of serving/Ex-GREF personnel)		2 Cms	1 Cm	2 Kgs
(h)	Relaxation in DD cases (this will be applicable to own son adopted son and not any other relative		2 Cms	1 Cm	2 Kgs
(j)	Gorkhas (Indian Domicile)		152 Cms	Minimum 75 Cm (Unexpanded) and expansion by 5 Cm	47.5 Kgs

etc

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**(MD) Gopi Krishnan**  
 Lt Col  
 OIC Rtg  
 For Commandant

MEDICAL STANDARDS OF RECRUITMENTS FOR GREFGeneral

1. Every recruit must be sufficiently intelligent, free from nervous instability and be in possession of sound health. He shall have no constitutional or acquired disability as may in the opinion of Recruiting Medical Officer render him unfit for duties, in the organization, particularly at high altitude and hard areas.

General examination

2. It is absolutely essential in all cases to have the recruits stripped while carrying out medical examination. Due regard be paid to privacy and decency. It is not sufficient that the clothing be only partially removed. An underwear may be permitted except when the examination is being carried out involving private parts. Every part of the body must be examined and if a recruit does not submit to this even after persuasion, he will be rejected. Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/Comdt GREF Centre will take a final decision on acceptability/unacceptability of such tattoo. The decision of the DDG (Pers)/Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

Responsibility for physical fitness

3. The examining Medical Board is responsible for checking the physical fitness of the recruits, the likelihood of their physical development and for their identification marks. The Board will also enter on the enrolment form any minor defects insufficient to cause rejection. In the case of fit recruits the Board will make the necessary entry on the enrolment form, the wording used being Fit-category GREF-I and return it to the enrolling officer. The signature of the examining Medical Officer on the enrolment form will be accepted as equivalent to a declaration that he has personally examined the recruit in question according to the existing instructions and that the recruit has no blemish or defect except those noted on the enrolment form. Remarks relating to any defects in the recruit will be endorsed in the medical examiner's own handwriting. When there are no distinctive marks this must be stated.

Medical History Sheet GREF/MED/2A

4. This is a document of great importance which is linked to claims for disability pension on soldier's discharge from the service. Medical items in table No. 1 of GREF/MED/2A will be completed by the Medical Board. GREF/MED/2A is placed at Annexure-I to Schedule-III of Notification.

5. Any failure of officers concerned to give attention to the preparation and maintenance of these documents, and inaccuracy in or insufficiency of the entries therein may cause considerable delay, much expense and grave injustice to the person recruited. Medical Officers will, therefore, take every care to ensure that all necessary entries are carefully and accurately made at the time of examination.

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 (MD Gopi Krishnan)  
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Marks and small defects are to be noted concisely and clearly in the space allotted for the purpose in order to facilitate the men's future identification. Special attention should always be drawn to any defects which may influence decision on possible claims for pension in the future.

**RULES GOVERNING MEDICAL INSPECTION OF CANDIDATES IN GREF**

**Principal points in Medical Examination of Candidates**

7. Principle points in medical examination of recruits. In the inspection of candidates the principle points to be attended to, are as under:-

- a) That the candidate is sufficiently intelligent (Any defect may be observed during the examination).
- b) That his bearing is good and that there is no sign of disease of ear, nose and throat.
- c) That his vision with either eye is up to the required standard, his eyes are bright, clear and with no obvious squint, nystagmus or other abnormality. Movement of eye balls should be full and free in all directions.
- d) That his speech is without impediment.
- e) That he has no glandular swelling.
- f) That his chest is well formed, and that his heart and lungs are sound.
- g) That his limbs are well formed, and fully developed.
- h) That there is free and perfect action of all the joints.
- i) That his feet and toes are well formed.
- j) That he has no congenital malformation or defects.
- k) That he does not bear traces of previous acute or chronic diseases pointing to an impaired constitution.
- l) That he possesses sufficient number of sound teeth for efficient mastication.
- m) That he has no disease of the genitor-urinary tract.

Contd..P/10

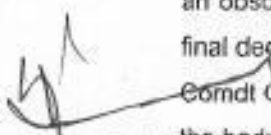
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**For Commandant**

Ground for permanent rejection

8. Candidates presenting with following conditions will be rejected:-
- a) General impaired Constitution with frail health (BMI less than 18).
  - b) Abnormal Gait.
  - c) Abnormal Posture (Kyphosis, Scoliosis or Lordosis).
  - d) Gross physical deformity of chest, (pigeon chest, Barrel shaped chest, pectus excavatum, Harrison's sulcus & joints (Knock knee bow, leg, flat feet etc).
  - e) Defective Intelligence.
  - f) Deafness.
  - g) Pronounced Stammering.
  - h) Mental and nervous instability includes coarse Digital Tremors, palmar & plantar Hyperhydrosis and Tachycardia (Pulse rate more than 100/min).
  - i) Sexually Transmitted diseases
  - k) Any degree of squint or nystagmus
  - l) Cases of colour blindness
  - m) Corneal Opacities effecting binocular vision of the individual
  - n) Perforation of Tympanic membrane
  - o) Chronic Suppurative Otitis Media/Mastoiditis
  - p) Loss or decay of teeth to such an extent as to interfere with proper mastication. Dental points less than 14
  - q) Chronic Lung Infection
  - r) Endocranial Disorder
  - s) Cardiac murmur or Hypertension (BP > 140/95 mm Hg)
  - t) Gross degree myopia & cases of corneal surgery for refractive error.
  - u) Healed fracture with implants or ankylosis of effected joints due to fracture.
  - v) Any amputation effecting in the working efficiency of individual.
  - w) Permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/back (dorsal) side of hand. However, in case of an obscene, vulgar or objectionable tattoo, the DDG (Pers)/Comdt GREF Centre will take a final decision on acceptability/unacceptability of such tattoo. The decision of the DDG (Pers)/Comdt GREF Centre in the matter shall be final. Permanent body tattoos on any other part of the body is not acceptable and candidate will be barred from further screening.

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 For Commandant

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Grounds for Temporary Rejection.

9. Following are the grounds for temporary rejection:-
- (a) Pterygium.
  - (b) Conjunctivitis.
  - (c) Defective Vision (corrected with glasses, 6/6 in both eyes is acceptable)
  - (d) Trachoma Grade III.
  - (e) Deviated Nasal Septum.
  - (f) Chronic Tonsillitis.
  - (g) Few decayed teeth (corrected with denture is acceptable).
  - (h) Pityriasis Versicolor.
  - (j) Tinea Cruis, Scabies, Eczema etc.
  - (k) Planter Warts.
  - (l) Hydrocele, Hernia, Vericocele.
  - (m) Vericose Veins
  - (n) Phimosis, Fissure in ano or abscess, Haemorrhoids.
  - (o) Acute infection of respiratory tract.
  - (p) Gynaecomastia.
  - (q) Anaemia.
  - (r) Hepatosplenomegaly.
  - (s) BMI above 30 (Should bring down BMI to below 30 within 3 months will be accepted).

Acceptance of Candidates with Minor Defects.

10. Candidates presenting with mild degree of following defects may be accepted:-
- (a) Mild Flat Feet but flexible and Hammer toes.
  - (b) Mild knock knee (Inter malleolic distance 5 cms).
  - (c) Mild Bow Legs (Inter condylar distance 7 cms).
  - (d) Mild Degree of Sephena varix.
  - (e) Slight degree of Vericocele, or undescended testis (Not arrested in inguinal region).
  - (f) Healed perforation of Ear drums.
  - (g) Healed Trachoma without residual gross deformity.
  - (h) Slight stammering.

  
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 Lt Col  
 OIG Rtg  
 For Commandant

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-12:-

- (j) Mild hyperhidrosis
- (k) Mild degree phimosis or Hypospadiasis.
- (l) Perforation in the ear drums which has healed and closed leaving a firm healthy scar (Tympanoplasty done).
- (m) Slight curvature of leg.
- (n) Slight hammer toe.
- (o) Mild degree of varices
- (p) Tinea versicolor (Only after treatment)
- (q) DNS (Acceptable after treatment)
- (r) Any other slight defects which in the opinion of Recruiting Medical Officer will not interfere with work efficiency of the candidate in future provided the candidate conforms to the prescribed standards in all respects. The mild problem if any must be recorded in the documents. An undertaking from the candidate be taken that there is no past history of seizure, leprosy, diabetes, tuberculosis or HIV infection. All cases of past healed operations carried out will be noted in medical case sheet.

The foregoing relaxation is permissible only in the case of recruit who conform to the prescribed standards of measurements.

#### Visual standard for Drivers & Operators

11. Should not be colour blind (must be CP-II) and the vision with glasses corrected to be 6/6 in both eyes can be accepted.


#### Time limit for clearance of any unfit by Higher Reviewing Authority

12. (a) All cases of permanent unfit may be reviewed by higher medical authority and should declare him unfit/fit within 01 month duration since the time of unfit declaration.
- (b) All temporary unfit cases may be reviewed by higher medical authority within 3 months (90 days) to clear him fit/unfit since the time of unfit declaration.

13. In all cases where a recruit is suffering from a minor defect is accepted, the Medical Board will fully satisfy themselves that the defect will not, in any way, affect the efficiency of the recruit as a subordinate serving in BRO.

14. Whenever recruits who are suffering from minor defects as mentioned in Para 10 above are accepted, the defects will invariably be noted in the <sup>etc</sup> medical history sheet GREF/MED/2A.

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**(MD Gopi Krishnan)**  
 Lt Col  
 OIC Rtg  
 For Commandant

15. Recruits suffering from minor health problems of ordinary nature such as simple sores, shoe bite, common cold coughs and similar other minor ailments which usually last only a few days may be accepted. Medical Board before accepting such a recruit must fully satisfy themselves that the disease is likely to be cured in a few days without indoor treatment. Normally, unless the recruit is required to meet some urgent demand which cannot be met readily, he should be advised to get himself treated and come again. If recruit who is suffering from a minor disease of any nature is accepted, no entry need to be made of the disease in the medical history sheet GREF/MED/2A.

16. The decision of the Medical Board in all cases of rejection due to not meeting the required medical standards will be final.

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Lt Col  
OIC Rtg  
For Commandant

**BORDER ROADS ORGANISATION**  
**GENERAL RESERVE ENGINEER FORCE**  
**PRIMARY MEDICAL EXAMINATION REPORT**

**PART-I**

**(To be completed by Recruiting Officer)**

Advt No. : \_\_\_\_\_  
 TT Centre : \_\_\_\_\_  
 TT Date : \_\_\_\_\_  
 Category : \_\_\_\_\_  
 GS No. : \_\_\_\_\_  
 Trade : \_\_\_\_\_  
 Unit : \_\_\_\_\_

Affix Photograph  
 of Candidate.  
 To be attested by  
 Recruiting Officer.

1. Name in Block Letters : \_\_\_\_\_
2. Father's Name in Block Letters : \_\_\_\_\_
3. Name of NOK with relationship : \_\_\_\_\_
4. Permanent Home address in Block Letter
  - (a) House No. : \_\_\_\_\_
  - (b) Village/Town : \_\_\_\_\_
  - (c) Post Office : \_\_\_\_\_
  - (d) Tehsil/Taluka : \_\_\_\_\_
  - (e) Telegraph Office : \_\_\_\_\_
  - (f) Thana/Police Station : \_\_\_\_\_
  - (g) District : \_\_\_\_\_
  - (h) State : \_\_\_\_\_
  - (i) PIN : \_\_\_\_\_
  - (k) Nearest Railway Station : 0-10 \_\_\_\_\_
  - (l) Distance from nearest Railway Station : \_\_\_\_\_

Contd... P/2

  
**(MD Gopi Krishnan)**  
 Lt Col  
 OIC Rtg  
 For Commandant

- 5. Nationality : \_\_\_\_\_
- 6. Educational Qualification : \_\_\_\_\_
- 7. Date of Birth/Age as per School Certificate : \_\_\_\_\_
- 8. Region (for establishing physical standards) : \_\_\_\_\_

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

Sign of candidate

OIC Rtg/RO Rtg

For Commandant

CTC

  
**(MD Gopi Krishnan)**  
**Lt Col**  
**OIC Rtg**  
**For Commandant**

**PART-II****(To be completed by Recruiting Medical Officer)**

1. Identification marks:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_

2. Declaration by the candidate:-


I declare that

- (a) I have never been rejected medically as unfit for GREF/Armed Forces/Para Military Forces before. None of my family members suffer from Diabetes, TB, Leprosy, Fits, Asthma or Mental problems. I have never been operated upon nor hospitalized for any injury. I have not been tested for HIV (AIDS Virus)/Hepatitis B or C. I do not suffer from STD. I do not suffer from any discharge from the ears. I do not have enlarged glands or swelling in the neck. I have had no fever for prolonged duration accompanied by cough or spitting of blood or loss of weight. I have not suffered from joint pain. I do not have night blindness. I do not suffer from epilepsy (fits).
- (b) I further certify that :-
- (i) I will be medically examined as per the standard required for recruitment in GREF.
- (ii) The medical standards for GREF are at variance as compared to the civil medical standards because of service requirement of serving person to serve in any part of the world, in any type of weather terrain.
- (iii) The recruiting Medical Officers and other specialists of BRO/Armed Forces are the final authority for such matters for declaring me FIT/UNFIT.

(Left Thumb Impression of candidate)

(Signature of the candidate)

CTC

  
**(MD Gopi Krishnan)**  
**Lt Col**  
**OIC Rtg**  
**For Commandant**

Contd...P/2

Physical Development

- (a) Height \_\_\_\_\_ Cms
- (b) Weight \_\_\_\_\_ Kgs
- (c) Chest (i) Full expiration \_\_\_\_\_ Cms (ii) Range of Expansion \_\_\_\_\_ Cms

4. Skin Examination

5. Mental Capacity and Emotional Stability

6. Locomotion System

- (a) Upper Limb
- (b) Lower Limb
- (c) Neck
- (d) Trunk

7. Teeth

- (a) No. of Dental points \_\_\_\_\_
- (b) Condition of gums \_\_\_\_\_
- (c) Any Malocclusion \_\_\_\_\_

8. Eyes

- (a) Distant Vision Without Glasses
- With Glasses
- (b) Near Vision

Right	Left
Right	Left

CP

- (c) Any evidence of trachoma, its complications or other diseases like: corneal opacity, cataract, nystagmus etc.

9. ENT

- (a) Hearing (i) Right Ear \_\_\_\_\_ (ii) Left Ear \_\_\_\_\_
- (b) Any evidence of Otitis Media
- (c) Nose and Throat

10. Cardiovascular System

- (a) Pulse \_\_\_\_/min
- (b) BP \_\_\_\_ mm of Hg
- (c) Heart Sound \_\_\_\_
- (d) Murmur \_\_\_\_

11. Abdomen

- (a) Liver
- (b) Spleen
- (c) Hernia/Hydrocele

etc

Contd...P/3

  
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**Lt Col**  
**OIC Rtg**  
**For Commandant**

12. Genitourinary System

(a) Urine (i) Albumin \_\_\_\_\_ (ii) Sugar \_\_\_\_\_ (iii) Sp Gr \_\_\_\_\_

(b) Abnormalities/evidence of STD

13. (a) HIV Status & Hepatitis B or C status

KNOWN / NOT KNOWN

(b) Blood Group

14. Slight defects not sufficient to cause rejection

15. Disease/Disability/Below physical standards

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Medical category


\_\_\_\_\_

Place : Pune - 411015

Date :

CTC

(Signature of MO with stamp)

  
**(MD Gopi Krishnan)**  
**Lt Col**  
**OIC Rtg**  
**For Commandant**



PART-III

1. Review Details


REVIEWED ON _____
DECLARED FIT/UNFIT BY _____
GRADED/CLASSIFIED SPECIALIST _____
AT MH KHADKI CH (SC) PUNE

2. Final Medical Category

Dated: \_\_\_\_\_

(Signature of RMO with Stamp)

CTC

  
**(MD Gopi Krishnan)**  
**Lt Col**  
**OIC Rtg**  
**For Commandant**