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STAFF SELECTION COMMISSION

Date of Exam: 08.06.2014

Closing Date : 18.04.2014



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

NOTICE

Junior Hindi Translators (in Subordinate Offices) and Hindi Pradhyapak(Central Hindi Training Institute) and Senior/Junior Translators in Ministry of Defence Examination, 2014

IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	Commission will hold a Combined All India Open Examination for recruitment to the posts of <u>Junior Hindi Translators (in Subordinate Offices) , Hindi Pradhyapak Pradhyapak in Central Hindi Training Institute and Senior/Junior Translators under Ministry of Defence.</u> The Examination will comprise of a Written Examination followed by Interview.
2.	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, the applications will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. prescribed for different posts and satisfy themselves that they are eligible for the posts before applying/ opting for them. Copies of supporting documents, however, should be sent along with the application. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature of such candidates will be cancelled and the Commission's decision shall be final.
3.	BEFORE APPLYING CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE AND ALSO AVAILABLE ON THE WEBSITE OF THE COMMISSION: http://www.ssc.nic.in. carefully before applying.
4.	Candidates seeking reservation benefits available for SC/ST/OBC/PH/EXS 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 prescribed by Government of India in support of their claim. OBC candidates should ensure that they are in possession of valid OBC certificate issued within the due date issued by the authority mentioned in the format.
5.	Candidates with visual disability of 40% and more only would be considered as VISUALLY HANDICAPPED (VH) for availing reservation for VH, wherever, such reservation is applicable.
6.	Central Government civilian employees <u>claiming age relaxation</u> should submit a certificate in the prescribed format from their office in respect of the length of continuous service which should be for not less than three years during the period immediate preceding the closing date for receipt of application. They should continue to have the status of Central Government civilian servants/employees from the day of application till the time of appointment, in the event of their selection.

7.	FEE: RUPEES ONE HUNDRED ONLY(Rs 100.00) Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped and Ex-Servicemen eligible for reservation, as per Govt.orders
8.	CLOSING DATE : 18.04.2014 (upto 5 P.M.). For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad – 25.04.2014(upto 5 PM). APPLICATIONS RECEIVED LATE WILL BE REJECTED AND NO CORRESPONDENCE WILL BE ENTERAINED IN THIS REGARD. COMMISSION WILL NOT BE RESPONSIBLE FOR POSTAL DELAY.
9.	Only a single application will be entertained. Candidature in respect of multiple applications will be summarily rejected.
10.	MOBILES AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES.THEIR 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 EXAMINATION UPTO 5(FIVE) YERS, AS MAY BE DECIDED BY THE COMMISSION.
11.	CANDIDATES SHOULD SEND/SUBMIT APPLICATION IN THE PRESCRIBED FORMAT ALONGWITH SUPPORTING DOCUMENTS, TO THE CONCERNED REGIONAL OFFICE OF SSC AS MENTIONED IN PARA 7 OF THE NOTICE. FACILITY OF ONLINE APPLICATION WILL NOT BE AVAILABLE FOR THIS EXAMINATION.
12.	Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/submitting applications : (i) SSC(NR), New Delhi - 01124363343,01124360840 (ii) SSC(CR), Allahabad - 05322460511,053226541021 (iii) SSC(SR), Chennai - 09445195946, 04428251139 (iv) SSC(WR), Mumbai - 09869730700, 07738422705 (v) SSC(ER), Kolkata - 09477461228, 09477461229 (vi) SSC(MPR) Raipur - 09407921504, 09407921505 (vii) SSC(KKR), Bangalore - 08025502520, 09483862020 (viii) SSC(NWR), Chandigarh - 09915509204, 09915509331 (ix) SSC(NER), Guwahati, - 09085073593, 09085015252
13.	Candidates must carry at least one photo bearing IDENTITY PROOF in original such as Driving License, Voter Card, Andhar Card, Identity Card issued by University/College, Income Tax Pan Card etc to the examination centre failing which THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.
14.	In case the scanned photograph(s) appearing in the Commission's copy of Admission Certificate and or on Attendance sheet is not clear invigilators are required to verify the identity of the candidate with reference to the photo ID Proof and get colour photographs pasted on the Commission's copy of Admission Certificate and/or on Attendance Sheet as case may be. Accordingly, candidates should bring passport size colour photographs for affixing it in the Commission's copy (Admission certificate) in the presence of Invigilator. Candidates not carrying photographs will not be allowed to appear in the examination.

F.No.3/4/2014-P&P-II. Staff Selection Commission will hold an All India Open Competitive Examination for recruitment to the post of Junior Hindi Translators etc in subordinate and other offices of Central Government on **Sunday, 08-06-2014.**

- (i) **Junior Hindi Translators (in Subordinate Offices)(Group ‘B’ Non-Technical) in the pay scale of Rs. 9300-34800 with Grade Pay Rs. 4200/-**, in various Central Government Ministries/ Departments / Offices.
- (ii) **Senior Translator(Group ‘B’ Non-Gazetted) in the pay scale of Rs.9300-34800 with Grade Pay of Rs.4600/- in Ministry of Defence.**
- (iii) **Junior Translator (Group ‘B’ Non-Gazetted) in the pay scale of R 9300-34800 with Grade Pay of Rs 4200/-, in Ministry of Defence.**
- (iv). **Hindi Pradhyapak (Group ‘B’ Non-Gazetted) in the pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4800/-, in Central Hindi Training Institute (D/o Official Language) located all over India.**

2. VACANCIES / RESERVATION

- (i) **Firm number of vacancies will be determined in due course.**
- (ii) Reservation for SC/ST/OBC/PH etc. categories is available as per extant Government orders. As per Notification No. S.O.946(E) dated 09.04.2009 of DOPT, posts carrying grade pay of Rs.4200/- and above are categorized as Group-“B” posts.
- (iii) All the posts carry **All India Service Liability (AISL)** i.e. the candidate, on selection, may be asked to serve anywhere in the country.
- (iv) The post of Junior Hindi Translators (in Subordinate offices)_ have been identified suitable for the persons suffering from disabilities of **forty percent and above** of One Arm(OA),One Leg(OL), Both Legs(BL), Partially Blind(PB), Blind(B), Partially Deaf(PD) and Deaf(D).
- (v) The posts of Hindi Pradhyapak have been identified suitable for the persons suffering from disabilities of **forty percent and above** of One Leg (OL) and Partially Blind (PB).
- (vi) The posts of Senior Translator in Ministry of Defence have been identified suitable for persons suffering from disabilities of **forty percent and above** of One Leg (OL), Both Legs and Arms affected (BLA), Partially Blind (PB).
- (vii) The post of Junior Translator in Ministry of Defence have been identified suitable for the persons suffering from disabilities of **forty percent and above** of Partially Blind (PB).

3. 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, Burma, 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.

4(A) AGE LIMIT: Not exceeding 30 years as on 01.01.2014 .

Note I : Candidate should note that the Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate only, available on the date of submission of application will be accepted by the Commission for determining the Age eligibility and no subsequent request for its change will be considered or granted .

4.(B) Permissible relaxation of Upper age limit prescribed under para 4(A) above. Category codes for claiming age relaxation as on 01-01-2014:-

Code No.	Category	Age-Relaxation permissible beyond the Upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PH	10 years
04	PH + OBC	13 years
05	PH + SC/ST	15 years
06	Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on the closing date.
07	Ex-Servicemen (OBC)	6(3 years+ 3 years) after deduction of the military service rendered from the actual age as on the closing date.
08	Ex-Servicemen (SC/ST)	8years(3 years + 5 years) after deduction of the military service rendered from the actual age as on the closing date.
12	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on Closing date	05 years
13	Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on Closing date	08 (5+3) years

14	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on Closing date	10(5+5) years.
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)	5 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (OBC)	8 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (SC/ST)	10 years
27	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (Unreserved/General)	5 years
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC)	8 (5+3) years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)	10 (5+5) years

NOTE-I : Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are **NOT** eligible for fee concession or claiming benefits of reservation under Ex.Serviceman category. However, they are eligible for age relaxation only as per rules.

NOTE-II : 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.

NOTE-III There is no reservation for Ex-Servicemen category for Group-“B” (Non-Gazetted Posts) mentioned in para-1 of the Notice. However, benefit of age-relaxation will be admissible to eligible Ex-S candidates as per extant Government orders.

NOTE- IV:: AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

EXPLANATION 1: An Ex-Serviceman **means** a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and

- (i) who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or
- (ii) who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or

(iv) who has been released from such service after completing the specific period of engagements, 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 of the following categories, namely:-

- (a) Pension holders for continuous embodied service,
- (b) Persons with disability attributable to military service; and
- (c) Gallantry award winners.

***EXPLANATION 2:** The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of “ex-serviceman” may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.*

NOTE-I V: AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

4(C) : PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:

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 when such certificates are sought by concerned Regional/Sub Regional Offices at the time of interview document verification. Otherwise, their claim for SC/ST/OBC/ExS status will not be entertained and their candidature/applications will be considered under **General (UR)** category. The formats of the certificates are annexed. Certificates obtained in any other format will not be accepted. Candidates claiming OBC status may note that certificate on creamy layer status issued by the competent authority as prescribed by DOP&T should have been obtained **within three years** before the closing date for receipt of applications i.e. **18.04.2014 in the prescribed format only**. Certificates issued up to the last tier of examination i.e. interview will also be accepted by the Commission.

NOTE I : Candidates are warned that they may be permanently debarred from the examination conducted by the Commission in case they fraudulently claim SC/ST/OBC/ExS/PH status.

4(D) Visually handicapped (VH) candidates with visual disabilities **of forty percent and above** can avail the assistance of a **SCRIBE** in the Written Examination subject to such requests being made in the application form. Question Papers and Answer Sheets will not be provided in **BRAILLE**.

No attendant will be allowed with VH candidates inside the examination premises.

NOTE: Persons with visual disability of **less than forty percent** will not be considered as visually handicapped persons. **One eyed candidates** and partially blind candidates who are able to read the Question Paper with or without magnifying glass and who wish to write the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and **will not be entitled to a Scribe**. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

5. **EDUCATIONAL QUALIFICATIONS: (As on 01.01.2014)**

(A) For Junior Hindi Translators(in Subordinate Offices).

- (i) **Masters Degree** of a recognized University or equivalent in **English/ Hindi with Hindi/ English as a compulsory or elective subject** at degree level;
OR
(ii) **Bachelor's Degree** of a recognized University or equivalent **with Hindi and English as main subjects (which includes the term compulsory and elective)**

Note:

- (i) Those candidates who have passed B.A(Hons) in English/Hindi with Hindi/English as subsidiary/(Modern Indian Language MIL) subject are eligible for the post of Junior Hindi Translators
(ii) Candidate must ensure that they have studied English and Hindi as main subjects and not as a paper in all three years of BA Pass course.

(B) For Hindi Pradhyapak (in Central Hindi Training Insutitute).

- (i) Master's degree in Hindi with English as one of the subjects at degree level either as compulsory or optional or as a language paper from a recognized university or equivalent.
(ii) Bachelor's degree in Education from a recognized university/Institute & equivalent.
(iii) Two years experience of Teaching Hindi at Senior Secondary Level.

Desirable:

- (i) Knowledge at the level of matriculation of one of the language, other than Hindi mentioned in the 8th schedule of the constitution.
(ii) Experience of translation from English to Hindi and vice versa or diploma in linguistics from a recognized university/Institute or equivalent.

(C) For Senior Translator and Junior Translator (in Ministry of Defence).

- (i) Master's degree of a recognized university in Hindi with English as a compulsory or elective subject or as medium of examination at the degree level; or
Master's degree or a recognized university in English with Hindi as compulsory or elective subject or as a medium of examination at degree level; or

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

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

AND

- (ii) Recognized Diploma or certificate course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Govt. Offices, including Govt. of India undertakings.

Note-1: Qualifications are relaxable for reasons to be recorded at the discretion of the Staff Selection Commission or competent authority in case of candidates otherwise well qualified.

Note-2: The qualification regarding experience are relaxable at the discretion of the Staff Selection Commission in the case of candidate belonging to the Scheduled Caste or the Scheduled Tribe if, at any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable :

- (i) Knowledge at the level of Matriculation(Tenth Standard) of a recognized Board of one of the language other than Hindi mentioned in the 8th Schedule of the Constitution.
- (ii) Degree in translation from Hindi to English and vice versa from any recognized University or equivalent.

NOTE-I: As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

Note – II : Candidates who have not acquired/will not acquire the educational qualification as on **01.01.2014** will not be eligible and need not apply.

Note- III : All candidates who are declared qualified by the Commission for appearing at the **Interview** will be required to produce all relevant Certificates in original such as Mark sheets / Provisional Degree/Diploma Certificate as proof of having acquired the minimum educational qualification on or before 01-01-2014 failing which the candidature of such candidate will be cancelled by the Commission. The candidates who are able to prove by documentary evidence that the result of the educational qualifying examination was declared on or before the cut off date and he/she has been declared passed will also be considered to have met the required educational qualification.

Note-IV: Ex.S who have done various courses from Armed Forces which are certified by competent authority are eligible to appear in the Examination.

6. **MODE OF PAYMENT: FEE PAYABLE Rs 100/-(Rupees One Hundred only)**

(i) **Off –line application:**

The candidates should pay the fee by means of "**Central Recruitment Fee Stamps(CRFS)**" only .CRFS stamps are available at the counter of all Departmental Post Offices of the country. Recruitment Fee Stamps should be pasted on the application form in the space earmarked for the purpose and **got cancelled** from the Counter of Post Office of issue **with the date stamp** of the Issuing Post Office in such a manner that the impression or the cancellation stamps partially overflows on the Application Form itself, taking care at the same time that the impression is clear and distinct to facilitate the **identification of date and Post Office of issue at any subsequent stage**. After getting the Recruitment Fee Stamps cancelled from the Post Office, the candidate must submit their application to the concerned Regional Office/Sub Regional Offices of the Commission in the usual manner after completing other formalities. Applications with CRFS not cancelled by the post office will be rejected outright.

- (ii) **Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe and Ex.Servicemen eligible for reservation are exempted from paying fee, as per rules/instructions of DOP&T.**

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

NOTE II: Fee paid by modes other than CRFS, will **not** be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.

NOTE III: Candidates may please note that **non-cancellation of CRFS** from the concerned Post Office in the manner indicated above, will lead to rejection of his/her application form. Therefore, it is in the interest of candidates that they get the CRFS cancelled from the concerned Post Office.

7. CENTRES OF EXAMINATION

Candidates submitting paper application **must indicate the centre of examination opted by him, in the Application Form in respect of the Examination.** A candidate must submit his/her application only to the concerned Regional/Sub Regional Office of the Commission under whose jurisdiction the Centre selected by him / her falls. **Application received in any other Regional/Sub Regional Office of the Commission will be rejected summarily.**

The applications should be addressed to the **Regional / Sub-Regional Offices of the Commission** as indicated in the table below:-

SI.No.	Examination Centres & Centre Code	Address to which the applications should be sent
1	2	3
1.	Allahabad(3003), Patna(3206), Lucknow(3010)	Regional Director(CR), Staff Selection Commission, 21-23 Lowther Road, Allahabad, Uttar Pradesh-211002
2.	Kolkata(4410), Port Blair(4802), Gangtok(4001), Bhubaneshwar(4604), Ranchi(4205)	Regional Director (ER), Staff Selection Commission, Nizam Palace, 1 st MSO Building, (8 th Floor), 234/4 . Acharya Jagadish Chandra Bose Road), Kolkata, West Bengal-700020
3.	Bengaluru(9001), Kochi(9204)	Regional Director(KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
4.	Delhi(2201), Jaipur(2405)	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
5.	Guwahati (Dispur)(5105)	Regional Director(NER), Staff Selection Commission, Housefed Complex, West End Block, Last Gate ,Beltola Basistha Road, Dispur Guwahati, Assam-781006
6.	Hyderabad(8002), Chennai(8201)	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 nd Floor, College Road, Chennai, Tamil Nadu-600006
7.	Mumbai(7204), Panaji(7801), Ahmedabad(7001)	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishtha Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
8.	Raipur(6204), Bhopal(6001)	Dy. Director (MPR), Staff Selection Commission, J-5 Anupam Nagar, Raipur, Chhatisgarh-492001
9.	Chandigarh(1601), Jammu(1004), Srinagar(1007), Leh (1005)	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-167017

NOTE I: No change of Centre of Examination will be allowed under any circumstances.

Hence, the candidates should select the centres **carefully** and **indicate the same correctly** in their applications. The Commission considers only applications supported by documentary evidence from those serving in Armed Forces or Central Armed Police Forces for change of centre, if they are posted out due to operational reasons.

NOTE II: 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.

8. SCHEME OF EXAMINATION:

The examination will consist of **two parts**, viz.

- PART-I** - **Written Examination carrying 400 marks;** and
PART-II - **Personality Test (Interview) carrying 100 Marks.**

PART-I: Written Examination: The Written Examination will be held on 08.06.2014 and will consist of **two papers**. The maximum marks allotted to each paper and the duration of each paper will be as under:-

Date of Exam	Part	Subject	Number of Questions/Marks	Total Duration / Timing for General candidates	Total Duration/ Timing for Visually Handicapped candidates
08-06-14 (Sunday)	Paper- I (Objective Type)	(i)General Hindi (ii) General English	100/100 mark 100/100 mark	2 Hours 10.00 A.M. to 12.00 Noon	2 Hours 40 mins 10.00 A.M. to 12.40 PM
	Paper- II (Conventional Type)	Translation & essay	200	2 Hours 2.00 P.M. to 4.00 P.M.	2 Hours 40 mins 2.00 P.M. to 4.40 PM

NOTE-I : Paper-I will consist of **Objective Type- Multiple choice questions** only. Paper-II shall be evaluated in respect of only those candidates, who attain the minimum qualifying standard in Paper-I or part thereof as may be fixed at the discretion of the Commission.

NOTE-II: Candidates are not permitted to use Mobile Phone, Calculator or any other electronic/electrical device for answering any paper (Test Booklets). Candidates must not, therefore, bring Mobile Phone, Calculator or any other electronic / electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as “use of unfair means” in the Examination and candidature of such candidates will be cancelled forthwith. Such candidates are also liable for debarment upto a period of 5 years and/or criminal prosecution.

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

NOTE-IV: The Commission may at its discretion, fix qualifying marks in Paper-II.

NOTE-V: Canvassing in any form will disqualify the candidates.

PART-II:

INTERVIEW: 100 Marks

NOTE-I: Only those candidates who secure the minimum qualifying marks in paper I (or part thereof) and paper-II of the written examination as may be fixed by the Commission at their discretion, will be eligible to appear at the Interview. **The interview will be held at the Commission's Regional /Sub-Regional Offices or at any other place as decided by the Commission.**

NOTE-II: SC/ST candidates called for interview will be paid TA as per Govt. Orders. However, no TA is payable to any candidate for appearing in the written examination.

SYLLABUS

Paper-I:

- a) General Hindi : 100 marks (Objective type)
- b) General English : 100 marks (Objective type)

The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

Paper-II:

Translation and Essay: 200 Marks (Conventional Type)

The paper will contain **two passages** for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and **an Essay** each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.

The level of the paper will be consistent with the educational qualifications prescribed.

9. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN EXAMINATION

- (i) Candidates must write the papers/indicate the answers in their own hand.
- (ii) In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- (iii) Candidates are not permitted to use calculators and other electronic gadgets except as specified in the Notice. They should not, therefore, bring the same inside the Examination Premises/Venue for which their use is not permitted.
- (iv) If any candidate is found to possess mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the Commission's examination upto 5 years as may be decided by the Commission.
- (v) Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated and the candidate will be awarded zero marks.
- (vi) OMR Type of Answer Sheets will be supplied by the Commission to candidates for recording the answers of Multiple Choice Objective Type Questions. Candidates are advised to read very carefully, the instructions, placed on the Commission's website(Candidate's Corner), and instruction on OMR sheet /Question Papers in their own interest. Model OMR sheet is also provided on the website to enable the

candidates to practice proper marking of the answer in objective type papers.

(a) PART-A & PART-B OF OMR ANSWER SHEET TO BE FILLED IN BLACK/BLUE BALL POINT PEN ONLY.

(b) Candidate should write his/her name, Roll Number, Ticket Number, Date of birth and Test Form Number correctly, in the relevant places in OMR Answer Sheet and also affix signature and Left hand thumb impression on space provided for the purpose. Answer Sheet not bearing candidate's Name, Roll Number, Ticket Number, Test Form No, signature and left hand thumb impression or in which such details have not been properly shaded will not be evaluated and 'Zero' marks will be awarded to them.

10. MODE OF SELECTION :

Only those who secure the minimum qualifying marks in paper-I or part thereof and paper-II of the written examination will be shortlisted for the Interview. Candidates will be recommended for appointment by the Commission on the basis of their aggregate marks in the Written Examination and Interview.

Provided that SC, ST, OBC and PH candidates, who are selected on their own merit without relaxed standards, alongwith candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. **Such SC, ST, OBC and PH candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List.** The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, and PH candidates which will, thus, comprise of SC, ST, OBC and PH candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

An Ex-Serviceman or Physically Handicapped (OH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the 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 cannot be termed as relaxed standards in regard to age.

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

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

NOTE-II: 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.

11. RESOLUTION OF TIE CASES

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

- i) Total marks in written examination.
- ii) Marks in Paper-II
- iii) Marks in Paper-I
- iv) Date of birth, with older candidates placed higher.
- v) Alphabetical order in the first names of the candidates appear.

12. HOW TO APPLY : **Applications must be submitted only in the prescribed format (Annexure-I).** For detailed instructions relating to the application form and how the application is to be submitted, Annexure - II may be referred to.

13. Preference

(A) Preferences of Departments/Offices for allocation(subject to availability of confirmed number of vacancies for the concerned Offices/Ministries)

A candidate will be required to indicate in the application form for the Examination, the order of preference for the posts indicated below:

- A. JUNIOR HINDI TRANSLATORS IN SUBORDINATE OFFICES OF VARIOUS CENTRAL GOVT. MINISTRIES/DEPTT./OFFICES.
- B. SENIOR TRANSLATORS IN MINISTRY OF DEFENCE.
- C. JUNIOR TRANSLATOR IN MINISTRY OF DEFENCE
- D. HINDI PRADHYAPAK IN CENTRAL HINDI TRAINING INSTITUTE LOCATED ALL OVER INDIA
- E. .ANY OTHER ANALOGOUS POSTS NOT MENTIONED ABOVE.

Note:- Candidates may note that options once exercised are final and no change will be allowed under any circumstances.

14. ADMISSION TO THE EXAMINATION:

All candidates who apply in response to this advertisement by the CLOSING DATE will be assigned **Roll numbers**, which will be placed on the website of concerned Regional Office of the Commission within **two weeks** from the CLOSING DATE. A candidate must write his/her Roll number along with his/her name, date of birth and name of the examination while addressing any communication to the concerned regional office of the Commission. Communication from candidates not furnishing these particulars shall not be entertained.

Admission Certificates (ACs) for the Examination indicating the time table and also venues of examination for each candidate will be issued to all applicants about two weeks before the date of examination. The facility of downloading of ACs from the Website of the concerned regional office will also be available simultaneously. IF ANY CANDIDATE DOES NOT RECEIVE ADMISSION CERTIFICATE FOR THE EXAMINATION OR IS UNABLE TO DOWNLOAD THE AC FROM THE WEBSITE OF THE RESPECTIVE REGIONAL OFFICE OF THE COMMISSION WHERE THE CANDIDATED HAS APPLIED AT LEAST ONE WEEK BEFORE THE DATE OF EXAMINATION, HE/SHE MUST IMMEDIATELY CONTACT THE CONCERNED REGIONAL/SUB REGIONAL OFFICE (S) OF THE COMMISSION WITH PROOF OF HAVING SUBMITTED HIS/HER APPLICATION. (In case of Applications submitted under Certificate of Posting, the Date-Stamp of the Post-Office concerned should be clearly legible). THE COMMISSION MAY ALSO SEND THE ADMISSION CERTIFICATE THROUGH E-MAIL AND, THEREFORE, CANDIDATES ARE ADVISED TO FURNISH THEIR E-MAIL id IN THE SPACE PROVIDED IN THE APPLICATION.

15. 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) and interviews, allotment of examination centres, selection and allotment of posts/organization to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

16. Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy in filling OMR sheet, they will be awarded "ZERO."

Without prejudice to criminal action/debarment from Commission's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found have indulged in any of the following:-

- (i) In possession of MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCH OFF MODE AND ON PERSON OR OTHERWISE.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his/her candidature by any means.
- (v) Impersonate/Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.

- (x) Taking away the Answer sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination.
 - (xi) Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.
 - (xii) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
 - (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Commission considers to be sufficient cause for cancellation of candidature.
17. Candidates who have not affixed their signature or LTI or who have not written or coded detailed such as Name, Roll Number, Ticket Number and Test Form Numbers or not furnished the declaration/certificate on Page-I of the OMR answer sheet in Paper-I& Paper-II will be awarded 'ZERO' mark.

18. COURTS JURISDICTION

Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over the City/Town in which the concerned Regional/Sub-Regional Office of the SSC is situated and where the candidate has submitted his/her application.

19. **For detailed instructions relating to Application form, instructions for filling up the application form and submission of application, candidates are advised to refer Annexure-I & II**

BROCHURE

INSTRUCTIONS FOR FILLING UP THE APPLICATION

I. The Commission uses standard application form for all its examinations. Therefore, please read the instructions given in the Notice of Examination and also given below carefully before filling up the application form, in your own interest. Please attach photocopies of relevant Testimonials/Certificates with the Application and submit to the concerned Regional Office of the Commission, as indicated in Para-7 of the Notice

II. Use only blue/black ball pen to write in the boxes, i.e.,

III. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available, further instructions given below may be gone through carefully.

IV. Please go through the instructions given below for filling up each item numbered in the application form:-

1. Name of the Examination Centre and 2. Centre Codes

Refer to para-7 of the Notice of the Examination.

12.1. Code for seeking age relaxation.

Refer to para 4 B of the Notice of the Examination.

13. Preference for Posts

Use 'A' for Junior Hindi Translator (in Subordinate Office)(G.P. 4200)

'B' for Senior Translators in Ministry of Defence(GP.4600)

'C' for Junior Translator in Ministry of Defence(G.P. 4200)

'D' for Hindi Pradhyapak in Central Hindi Training Institute (G.P 4800)

'E' for Any other analogous posts not mentioned above .

You are advised to be careful in exercising your preference as in the event of your getting selected for more than one post, you will be considered for the posts in the order of your merit and option for each post.

No change of preference will be allowed.

15. Candidates should indicate whether they belong to one of the minority communities notified by Govt. namely Muslims, Christians, Sikhs, Buddhists, or Zoroastrians (Parsis).

16. Educational Qualification and Subject Code: See Annexure – IX and Para-5 of the Notice)

(i) Use 'Others' if any particular Educational Qualification or Subject is not assigned a code.

(ii) Whenever more than one subject is prescribed in EQ in para-5, fill in both subject codes.

17.Details of work Experience prescribed in para-5 of the Notice and for the benefit of age relaxation as C.G.C.E. & Ex-S should be provided.

18. Address:

Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black ball pen. Do not forget to write 6 digits PIN in the boxes.

19. Photograph

Paste your recent photograph of size 4cmx5cm. Do not staple and do not get the photo attested. Please note that your application shall be rejected summarily without photograph.

Box for Roll Number to be left unfilled (blank) by the candidate.

Signature of Candidate (Wherever required)

Please sign in running hand. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Unsigned application shall also be rejected.

**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 4(B) 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.**

Signature _____
Name _____

Office seal

Place:

Date :

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

Form of Certificate for serving Defence Personnel *(Please see Note III Para-4 (B) 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) _____.

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER NOTE III PARA 4(B) OF NOTICE.

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 Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

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 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, 991@

The Constitution (ST) orders (Amendment) Ordinance 1996

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to
 Shri/Shrimati _____ Father/mother _____
 of _____
 Shri/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/1st 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

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

This is to certify that _____ son/ daughter of
_____ of village _____
_____ District/Division _____ in the
_____ State _____ belongs to
the _____ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.
- xii) Resolution No.12015/9/2000-BCC dated 06th September 2001 published in the Gazette of India, Extra Ordinary Part-I Section-I No.246 dated 06th September 2001.
- xiii) Resolution No.12011/1/2001-BCC dated 19th June 2003 published in the Gazette of India, Extra Ordinary Part-I Section-I No.151 dated 20th June 2003.
- xiv) Resolution No.12011/42002-BCC dated 13th January 2004 published in the Gazette of India, Extra Ordinary Part-I Section-I No.9 dated 13th January 2004.
- xv) Resolution No.12011/142002-BCC dated 12th March 2007 published in the Gazette of India, Extra Ordinary Part-I Section-I No.67 dated 12th March,2007.
- xvi) Resolution No.12015/2/2007-BCC dated 18th August 2010.

Shri _____ and/or his family ordinarily reside(s) in the
_____ District/Division of the _____
_____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008 and OM No36033/1/2013-Estt(Res) dated 27th May 2013.

Dated: _____ District Magistrate or
Deputy Commissioner etc.

Seal:

Note-I (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

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

(iii) Revenue Officer not below the rank of Tehsildar

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

Note-II: The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-VII issued by the competent authority at the time of the Interview.

Note-III: The certificate should have been obtained within three years before closing date of receipt of application i.e. 18-04-2014. Certificates issued upto the last tier of examination i.e. interview will also be accepted by the Commission.

**DISABILITY CERTIFICATE
(IN CASE OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS OF LIMBS AND IN CASES OF
BLINDNESS)**

(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP 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 _____ **Age** _____ **years, male/Female** _____

(DD/MM/YY)

Registration No. _____ permanent resident of Home 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
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case _____

(A) He/She has _____ % (in figure) _____ percent (in words)
permanent physical impairment/blindness in relation to his/her _____ (part of body) as
per guidelines (to be specified).

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

Nature of Document	Date of Issue	Details of authority issuing certificate.

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

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

**DISABILITY CERTIFICATE
(IN CASE OF Multiple disabilities)**

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See rule 4)

Recent PP 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 _____ Age _____ years, male/Female _____
(DD/MM/YY)

Registration No. _____ permanent resident of Home 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(to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S.No.	Disability	Affected part of the body	Diagnosis	Permanent physical impairment/mental disabilities(in %)
1.	Locomotor disability	@		
2	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	\$		
5.	Mental retardation	&		
6.	Mental-illness	X		

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

In figure _____ 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/both eyes

\$ 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
disability certificate is
issued.**

**DISABILITY CERTIFICATE
(IN CASE Other than those mentioned in Forms II and III)**

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

**Recent PP 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 _____ Age _____ years, male/Female _____

(DD/MM/YY)

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 (to be specified) for the disabilities (to be specified) and is shown against the relevant disability in the table below:-

S.No.	Disability	Affected part of the body	Diagnosis	Permanent physical impairment/mental disabilities(in %)
1.	Locomotor disability	@		
2	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	\$		
5.	Mental retardation	&		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

2. The above condition is progress/non progress/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/both eyes

\$ 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

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

(Authorised Signatory of notified Medical Authority

(Name and Seal)

(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificates issued by a medical authority who is not a permanent servant(with seal)

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 on the District."

Note: The Principal rules were published in the Gazette of India vide notification number SO 908(E) dated 31st December 1996.

Essential Educational Qualification Code

Educational Qualification	Code
Certificate in Translation	03
Diploma in Translation	04
BA	05
BA (Hons.)	06
B. Com.	07
B.Com. (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B. Ed.	11
LLB	12
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
BBA	18
Graduation issued by Defence (Indian Army, Air Force, Navy)	19
B. Lib.	20
B. Pharm.	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com.	26
M. Sc.	27
M.Ed.	28
LLM	29
ME	30
M. Tech.	31
M. Sc. (Engg.)	32
MCA	33
MBA	34
Others	35

Subject Code for Educational Qualification

Subject of Educational Qualification	Code
History	01
Political Science	02
Economics	03
English/English Literature	04
Hindi/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

