

(TO BE PUBLISHED IN THE EMPLOYMENT NEWS / ROZGAR SAMACHAR DATED 26.09.2009)

STAFF SELECTION COMMISSION

NOTICE FOR TAX ASSISTANT EXAMINATION, 2009

INFORMATION AT A GLANCE

1.	AGE LIMIT: 20-27 years As on 30.10.2009
2.	EDUCATIONAL QUALIFICATION: GRADUATION from a recognized University
3.	FEE: RUPEES ONE HUNDRED ONLY(Rs.100/-) Fee is exempted for Women candidates and candidates belonging to Scheduled Caste/Scheduled Tribe, Physically Handicapped and Ex-Servicemen
4.	CLOSING DATE: 30.10.2009 , 06.11.2009 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. The Commission will not be responsible for postal delays.
5.	SC/ST/OBC CERTIFICATES ETC. TO BE ENCLOSED WITH APPLICATION IN PRESCRIBED PROFORMA.
6.	Date of Examination: 13.12.2009
7.	Notice is also available on the website of the Commission : http://www.ssc.nic.in

CANDIDATES ARE ADVISED TO READ NOTICE CAREFULLY IN THEIR OWN INTEREST, BEFORE APPLYING

F.No. 3/12/2009-P&P. Staff Selection Commission will hold on Sunday, the 13.12.2009 an open competitive examination for recruitment to the post of **Tax Assistant (a Group 'C' Non-Gazetted, Ministerial post in the Pay Band of Rs.5200-20200 plus Grade Pay Rs.2400)** for filling up vacancies in various Commissionerates of Central Board of Direct Taxes(CBDT) and Central Board of Excise & Customs(CBEC).

2. VACANCIES / RESERVATIONS:

USER Deptt.	UR	SC	ST	OBC	EXS	VH	OH	HH	Total
CBDT	149	39	14	76	29	03	05	03	278
CBEC	334	99	66	127	26	02	06	05	626

Vacancies are tentative and may be changed without notice.

NOTE-I : Reservation for SC,ST, OBC, Ex-S, PH candidates, as per extant Government orders.

NOTE-II: The post carries All-India Service Liability(AISL). Thus, the candidates selected for appointment are liable to serve anywhere in India

3. NATIONALITY/CITIZENSHIP: A candidate must be either:

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

Such candidates may be admitted to the examination provisionally but the Offer of Appointment will be issued only if the necessary eligibility certificate mentioned above, has been issued to him/her by Government of India.

4(A). AGE LIMIT : 20-27 years as on 30.10.2009 (normal closing date for receipt of applications i.e. not born earlier than 31.10.1982 and not later than 30.10.1989).

NOTE: THE DATE OF BIRTH AS RECORDED IN THE MATRICULATION/SECONDARY EXAMINATION CERTIFICATE OR AN EQUIVALENT CERTIFICATE ONLY, ON THE DATE OF SUBMISSION OF APPLICATION WILL BE ADMISSIBLE AS PROOF OF AGE. SUBSEQUENT REQUEST FOR ITS CHANGE WILL NOT BE CONSIDERED.

4(B). CATEGORY & CODE FOR CLAIMING BENEFITS OF AGE RELAXATION AVAILABLE TO DIFFERENT CATEGORIES OF CANDIDATES AS PER EXTANT GOVERNMENT ORDERS

Code No.	Category	Age Relaxation as on the Closing Date(30.10.2009) beyond the Upper age limit prescribed in the Notice
01	SC/ST	5 years
02	OBC	3 years
03	PH(OH/HH)	10 years
04	PH(OH/HH) + OBC	13 years
05	PH(OH/HH) + SC/ST	15 years
06	Ex-Servicemen(General/Unreserved)	03 years beyond the upper age limit after deduction of the military service rendered from the actual age as on the Closing date
07	EX-Servicemen(OBC)	06 years(3 years + 3 years) beyond the upper age limit after deduction of the military service rendered from the actual age as on the Closing date
08	EX-Servicemen(SC/ST)	08years(3 years + 5 years) beyond the upper age limit, after deduction of the military service rendered from the actual age as on the Closing date
09	Central Govt. Civilian Employees(General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date	13 years (Upto 40 years)
10	Central Govt. Civilian Employees(OBC) who have rendered not less than 3 years regular and continuous service as on closing date	16years(Upto 43 years)
11	Central Govt. Civilian Employees(SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date	18 years(Upto 45 years)
12	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(Unreserved/General)	5 years
13	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(OBC)	8 years
14	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(SC/ST)	10 years
15	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. (Unreserved/General)	03 years
16	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. (OBC)	06 years

17	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
18	Widows/Divorced Women/Women judicially separated and who are not remarried(Unreserved/General)	08 years(upto 35 years)
19	Widows/Divorced Women/Women judicially separated and who are not remarried(OBC)	11 years(upto 38 years)
20	Widows/Divorced Women/Women judicially separated and who are not remarried(SC/ST)	13years(upto 40 years)

NOTE-I : Ex-servicemen who have already secured employment 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 fee concession or for claiming benefits of reservation under EXS category . However they are eligible for the age relaxation only.

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.

NOTE-III : The candidates claiming age relaxation as Ex-Serviceman must have acquired the status of "Ex-serviceman" on the (normal) last date of submission of application or should be completing specified term of engagement in Armed Forces of Union (Army, Navy, Air force) within a period of one year from that date. Candidates should submit documentary proof issued by the Competent Authority, in support of his claim. Persons serving in Armed Forces are permitted to apply **one year** before the actual completion of the specified terms of engagements if they fulfill Educational Qualification as on closing date of application i.e. **30.10.2009** 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 such engagement. The format of certificate/undertaking to be submitted by the candidates in this connection is given in **Annexure-IV & V**.

5. PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:

Candidates claiming reservation , age-relaxation, etc. must submit requisite certificate in the prescribed proforma, issued by the competent authority, alongwith their application failing which, their claim for reservation/age-relaxation status will not be entertained and they will be considered under **UR(General)** category. The nature & formats of certificates are as under:

- (i) Annexure-III for Central Govt. Civilian Employees;
- (ii) Annexure -IV/V for Ex-Servicemen category candidates;
- (iii) Annexure-VI for SC/ST category candidates;
- (iv) Annexure-VII for OBC category candidates;
- (v) Annexure-VIII for PH category candidates.
- (vi) Annexure-IX requisition for engaging Scribes by VH candidates.

NOTE : Candidates fraudulently claiming SC/ST/OBC/PH status may be debarred permanently or for a specified period from all examinations conducted by the Commission .

6. Conditions regarding engaging of Scribe for visually handicapped candidates with visual disability of forty percent and above

Visually handicapped (VH) candidates including Blind and partially blind persons with visual disabilities of forty percent and above can avail the assistance of a SCRIBE for writing answers on their behalf as the question papers for the examination will be set only in Hindi and English.

Such visually handicapped candidates will have to appear for the Tax Assistant Examination,2009 at any one of the specified centres only viz. New Delhi, Kolkata, Mumbai, Chennai, Bangalore, Guwahati, Allahabad Chandigarh and Raipur at their own risk and expense. They will also have to indicate the medium(Hindi or English) in which the Scribe would be required to write the replies of the questions set in the examination on his/her behalf.

Relevant information, including the Degree of Disability in order to authenticate their status as Visually Handicapped candidates, will have to be furnished in the prescribed requisition form as per Annexure-IX to the concerned Regional/Sub-Regional Offices by the Visually Handicapped(with visual disability of forty percent and above and opting for engaging SCRIBE) alongwith the Application form for the Tax Assistant Examination,2009, failing which the Commission will not entertain any subsequent request for providing Scribe to the candidate in the examination. Scribe will be provided by the Commission.

The questions Paper of Arithmetic for VH candidates will not have any component of MAP/GRAPHS/ STATISTICAL DATA OR DIAGRAMS/FIGURES/ GEOMETRICAL PROBLEMS ETC.

The visually handicapped candidates will be allowed to bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems.

No Attendant with VH candidates shall be allowed inside the examination premises.

Provision of EXTRA TIME

Visually Handicapped candidates will be allowed an EXTRA TIME of 20 minutes for Paper-I (General English & General Awareness) and 40 minutes extra time for the Paper-II (Arithmetic).

Provision for one eyed candidates and visually handicapped candidates using Magnifying Glass whose Degree of visual Disability is less than forty percent

One eyed candidates and candidates with visual Disability less than forty percent will not be considered as visually handicapped persons. The Commission will not provide them Scribe and/or magnifying glass. If they require Magnifying Glass to read question paper, they will bring their own Magnifying Glass.

7. Essential Qualifications:

- (i) **Educational Qualification:** Candidate should possess Bachelor's Degree from a recognized University as on 30.10.2009.
- (ii) **Data Entry Speed:** Should possess Data Entry Speed of 8,000 key depressions per hour on Computer.

NOTE-I: Candidates who do not possess proof of passing the required examination for obtaining the prescribed educational qualification as on the normal closing date of application i.e. 30.10.2009 are **NOT** eligible and need not apply.

NOTE-II : Degree obtained through open Universities/Distance Education Mode will not be accepted for the purpose of Educational Qualification unless it is recognized by Distance Education Council, IGNOU in terms of Min. of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995 for the relevant period when the candidate acquired the relevant qualification.

8. CENTRE OF EXAMINATION AND ADDRESS TO WHICH APPLICATIONS SHOULD BE SENT:

A candidate **must** select **only one** of the centre mentioned in Column 2 of the Table as given below for the examination and **must submit his/her application only to concerned Regional/Sub-Regional Office at the address** mentioned in Column 3 against the Centre selected by him / her. Application received in any other region will be rejected summarily.

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

NOTE-II: The Commission reserve the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserve the right to divert candidates of any centre to another Centre.

S.No.	Centre of Examination & Centre Code	Address to which applications should be sent
1	2	3
1.	Delhi-2201 , Jaipur-2405, Jodhpur-2406, Kota-2407, Udaipur-2409 , Dehradun-2002, Almora-2001, Alwar-2402, Haldwani-2003	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504
2.	Hyderabad-8002, Vishakhapatnam-8007, Chennai-8201, Madurai-8204, Tirupati-8006 Kurnool-8003, Rajamundry-8004, Guntur-8001, Coimbatore-8202, Tiruchirapalli-8206, Pondicherry-8401, Tirunelveli-8207	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2nd Floor, College Road, Chennai, Tamil Nadu-600006
3.	Kolkata-4410, Port Blair-4802, Gangtok-4001, Jalpaiguri-4408, Midnapur-4413, Cuttack-4605, Koraput-4607, Sambalpur-4609, Ranchi-4205, Bhubneswar-4604.	Regional Director (ER), Staff Selection Commission, Nizam Palace, 1 st M.S.O. Building (8 th Floor), 234/4. A.J.C. Bose Road, Kolkata, West Bengal-700020
4.	Mumbai-7204, Nagpur-7205, Panaji-7801, Ahmedabad-7001, Rajkot-7006, Pune-7208, Nasik-7207	Regional Director (WR), Staff Selection Commission, 1st Floor, South Wing, Pratishta Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
5.	Allahabad-3003, Patna-3206, Lucknow-3010, Bhagalpur-3201, Gorakhpur-3007, Agra-3001	Regional Director(CR), Staff Selection Commission, 8-AB, Beli Road, Allahabad, Uttar Pradesh-211002
6.	Guwahati(Dispur)-5105, Itanagar-5001, Imphal-5501, Shillong-5401, Aizwal-5701, Kohima-5302, Agartala-5601, Silchar-5111, Dibrugarh-5102	Regional Director(NER), Staff Selection Commission, Rukmini Nagar,PO Assam Sachivalaya, Guwahati, Assam-781006
7.	Bangalore-9001, Thiruvananthapuram-9211, Kochi-9204, Dharwad-9004, Kozhikode-9206, Mangalore-9008, Gulbarga-9005, Trissur-9212	Regional Director(KKR), Staff Selection Commission, 1St Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
8.	Raipur-6204, Bhopal-6001, Gwalior-6005 Indore-6006, Jabalpur-6007, Bilaspur-6202, Jagdalpur-6203, Rewa-6012	Dy. Director (MPR), Staff Selection Commission, "Nishant Vila" F. Jalvihar Colony, Raipur, Chhatisgarh-492007
9.	Chandigarh-1601, Jammu-1004, Srinagar-1007, Shimla-1203, Jalandhar-1402, Ambala-1801, Hamirpur-1202, Bathinda-1401.	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan Sector-9, Chandigarh-160017

9. FEE PAYABLE: Rs.100/-(Rupees One Hundred only). Payable by “**Central Recruitment Fee Stamps**” only, available at post offices and to be passed in the application form in the space provided.

“ **No Fee is payable by Women candidates and candidates belonging to Scheduled Caste/Scheduled Tribe, Physically Handicapped and Ex-Servicemen**” as per Govt. instructions.

Fee paid by any mode other than CRF stamps will be forfeited and the application of such candidates will be rejected summarily.

Fee once paid will not be refunded.

10. SCHEME OF EXAMINATION & ITS SYLLABUS:

(A): SCHEME OF EXAMINATION

The examination will be conducted in **two stages / parts:**

Part – I: Written Exam (300 marks)

Part – II: Skill Test (Qualifying)

Part-I: Written Examination

The written examination will be conducted on **13.12.2009** and will consist of **two papers** as under:-

Paper I	Subject	Maximum marks	Duration & Timings for General candidates	Duration & Timings for VH candidates
Objective type, Multiple Choice (OMR Answer Sheets will be provided for this paper)	Part A General English	100	2 Hours [10.00 A.M. to 12.00 Noon]	2 Hours 20 Min. 10.00 AM to 12.20 PM
	Part B General Awareness	100		
Paper II Objective type, Multiple Choice (OMR Answer Sheets will be provided for this paper)	Arithmetic	100	2 Hours [2.00 P.M. to 4.00 P.M.]	2 Hours 20 Min. 2.00 PM to 4.40 PM

NOTE-I: Paper-I and Paper-II will consist of **objective type multiple choice questions** only. The question papers (Test Booklets) for Part B of Paper I (General Awareness) and Paper II (Arithmetic) will be set in **both languages -English and Hindi.**

NOTE-II Metric system of weight and measures only will be used in the question papers.

10 (B) : Part-II: SKILL TEST :**Data Entry Speed of 8,000 (eight thousand) Key Depression per hour on Computer**

The 'Speed of 8000 key depressions per hour on Computer' will be adjudged on the basis of the correct entry of all the key depressions in computer as per the given text passage and the duration of the said Test will be 15(Fifteen) minutes and printed passage of running text matter in English containing about 2000-2200 strokes/key-depressions would be given to each candidate who would enter the same in the Computer. This "Data Entry Speed" Skill Test would be **of qualifying nature**. Computer will be provided by the Commission at the Centre/venue notified for the purpose.

NOTE-I: The Skill test will be conducted in the manner decided by the Commission for the purpose.

NOTE-II: Only those candidates who secure at least the minimum qualifying marks in the written examination as may be fixed by the Commission at their discretion, will be eligible to appear in the SKILL TEST. **The SKILL TEST will be held at the Commission's Regional Offices or other Centres as may be decided by the Commission.**

NOTE-III: Exemption in the Skill Test for PH candidates is subject to Government policy in force. **The PH candidates opting for post in CBDT are exempted for appearing in Skill Test. However, PH candidates opting for post in CBEC are not exempted from Skill Test.**

NOTE-IV: Detailed instructions regarding Skill Test would be sent by the Regional Office of the Commission to eligible candidates declared qualified for appearing in Skill Test.

No TA is payable to any candidate for appearing in the written examination/Skill Test.

10 (C):SYLLABUS:**PAPER I -(OBJECTIVE TYPE)**

Part A: General English: Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, etc. There will be a question on passages and comprehension of passages also. The standard of the questions will be only of 10+2 level.

Part B: General Awareness: Questions in this component will be aimed at testing 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 aspect as may be expected of an educated person. The test will also include questions pertaining to History, Culture, Geography, Economic Scene, General Polity, Indian Constitution, Sports, Literature, Scientific Research, Basics/fundamentals of Computer, etc. These questions will be such that they do not require a special study of any discipline.

Paper-II -(Objective Type, Multiple Choice):

Arithmetic: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest,

Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Time and Work, etc.

11. CLOSING DATE: 30-10-2009

Completed application forms must reach to the concerned Regional/sub-Regional Offices of the Commission latest by **30.10.2009 (5.00 PM)** and in the case of 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, the closing date is **06.11.2009(5.00 PM)**. APPLICATIONS RECEIVED AFTER THE SPECIFIED TIME OF CLOSING DATE WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES. The Commission will not be responsible for any postal delays.

NOTE: CANDIDATES ARE ADVISED TO SEND THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES THE CONCERNED REGIONAL/SUB-REGIONAL OFFICES OF SSC BY THE CLOSING DATE AND TIME. NO APPLICATION RECEIVED AFTER CLOSING DATE AND TIME WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.

12. No person:

- (a) **who** has entered into or contracted a marriage with a person having spouse living; or
- (b) **who** having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to service.

Provided that Central government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

13. A candidate must be in **such mental and physical health** as may not likely to interfere with the efficient discharge of his/her duties as an officer of the service. Only the candidates who after such medical examination as may be prescribed by the competent authority, satisfy these requirements, will be appointed by the appointing authority.

NOTE: In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilisation Medical Board of the Defence Service will be considered adequate for the purpose of appointment.

14. 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/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

15. No candidate will be admitted to the examination unless he/she holds a valid Admission Certificate (**AC**) issued by the Commission.

16. The following acts of omission will be considered as misconduct(s).The list is illustrative and not exhaustive.

- (i) **O**btaining support or canvassing in any form for his/her candidature by any means, or
- (ii) **I**mpersonating, or

- (iii) **Procuring impersonation by any person, or;**
- (iv) **Submitting fabricated documents or documents which have been tampered with, or**
- (v) **Making statements which are incorrect or false or suppressing material information, or**
- (vi) **Resorting to any other irregular or improper means in connection with his/her candidature for the examination, or**
- (vii) **Writing irrelevant matters including obscene languages or pornographic matter in the script, or**
- (viii) **Mis-behaving in any other manner in the examination hall, or**
- (ix) **Using unfair means in the examination hall, or**
- (x) **Possessing Mobile Phones / Cellular Phones / Pagers /Communication devices or any other unauthorized electronic gadget inside the Examination premises/venue, whether in use or not (mere possession of any of these items will be deemed to have been using unfair means and would accordingly be liable to disciplinary action as deemed fit, including ban from future examination conducted by S.S.C), or**
- (xi) **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, or**
- (xii) **Harassing or doing bodily harm to the staff employed by the Commission for the conduct of these examination, or**
- (xiii) **Violation of any of the instructions issued to candidates alongwith their Admission Certificates permitting them to take examination, or,**
- (xiv) **Attempting to commit, or as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself/herself liable to criminal prosecution, be liable:-**
 - (a) to be **disqualified** by the Commission from the examination for which he/she is a candidate as also from any other examination/selection of the Commission in which he/she might have appeared but the final result/selection has not yet been declared / made, and / or
 - (b) to be **debarred** either permanently or for a specified period which may extend upto (Ten) 10 years:-
 - (i) by the Commission from any examination or selection held by them;
 - (ii) by the Central Government from any employment under them; and
 - (c) to disciplinary action under appropriate rules if he/she is already in service under Government; or
 - (d) to any other appropriate legal action.

17. MODE OF SELECTION:

Candidates fulfilling the prescribed qualifications will be required to undergo a Written Examination. The Commission holds full discretion to fix minimum qualifying marks for the examination as a whole or component-wise in Paper-I and Paper-II for different categories, i.e., UR, SC, ST, OBC, etc. Candidates, declared qualified on the basis of the Written Examination, would be required to appear for the Skill Test. **Final Select List** would be prepared on All-India basis in order of merit cum preference as disclosed by the aggregate marks (marks of Written Examination) finally awarded to each candidate as given under this scheme of recruitment and in

that order so many candidates as are found by the Commission to be qualified at the Examination shall be recommended for appointment upto the number of un-reserved vacancies.

TIE CASES : If there are candidates having the same (total) marks in the written examination, the tie cases are resolved by referring to the marks in the first cut off paper, followed by date of birth (candidate older in age gets preference). Lastly, if the tie still persists, the tie is finally resolved by referring to the alphabetic order of names, i.e., a candidate whose name begins with the alphabet which comes first in alphabetic order, gets preference.

Provided that SC,ST and OBC 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. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs and OBCs which will, thus, comprise SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

Provided further that the candidates belonging to the PH category or Ex-Servicemen category, to the extent the number of vacancies reserved for them cannot be filled up on the basis of General Standards, be recommended at the relaxed standards to make up for the deficiency in the reserved quota subject to fitness of such candidates for selection, irrespective of their ranks in the order of merit.

However, Ex-Serviceman or Physically Handicapped category candidates who qualify on the basis of relaxed standards, viz., age limit, experience, educational qualifications, permitted number of chances in written examination, extended zone of consideration, etc. are to be counted against reserved vacancies and not against general vacancies. In so far as cases of Ex-Servicemen are concerned, deduction 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.

NOTE-I: Candidates, who are appointed on the basis of this selection, 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 completing of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.

NOTE-II: 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.

18. HOW TO APPLY:

(i) Application in the format prescribed as in Annexure-I of this Notice, neatly typed on A-4 size paper or published in Employment News/Rozgar Samachar alongwith the Notice, duly filled in candidate's own hand writing must be sent by post/submitted as per provision of para-8 of Notice to only the concerned Regional/Sub-Regional the Regional Office as shown in column 3 against the center selected by the candidate, as given in table under para-8 of the Notice.

Candidates may also download the Application Form from SSC's Website <http://www.ssc.nic.in> for making an application for this Examination.

They must **put their signatures in running script (and not in Capital or Block letters)** at the appropriate places / Declaration, failing which the application will be summarily rejected by the Commission without any correspondence with the candidate.

(ii) Candidates are required to submit alongwith their applications attested certificate(s) in support of their claims regarding age, educational qualifications, Scheduled Caste/Scheduled Tribe/Other Backward Classes and Ex-serviceman etc. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their

admission at all the stages of examination for which they are admitted by the Commission (written examination and skill test) 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 Skill test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

Candidates have the option to submit either self attested photocopies of various documents or to submit photocopies of various documents duly attested by a Gazetted Officer as per extant procedure alongwith the application form. However, the original documents / certificates will be verified at the time of Skill Test and their candidature will be subject to result of such scrutiny. While exercising the facility of self-attestation of various documents, the candidates are **warned** that

- (a) any wrong attestations so as to mislead the Commission or to gain access to our Examinations, would lead to criminal/debar action against the candidates, besides cancellation of their candidatures; and
- (b) all original certificates will be checked at the time of Skill Test and their candidature is subject to result of such scrutiny.

NOTE : The envelope containing the application must be superscribed in bold letters as "**APPLICATION FOR TAX ASSISTANT EXAMINATION, 2009**" and the **name of the Centre** from where the candidate intends to appear should be written in capital letters at left side corner of the Envelope.

19. ADMISSION TO THE EXAMINATION:

Candidates should send/submit only one duly filled application form and opt for only one examination centre for taking examination. If a candidate sends more than one application, the Commission will cancel the candidature of such candidate. Similarly, sending more than one application in a single envelope by two or more candidates and/or sending incomplete or defective application may also lead to rejection of such applications without entering into any correspondence with the concerned candidates. Before submitting his/her application candidate must carefully read the eligibility conditions for the examinations and satisfy himself/herself that he/she fulfills all the eligibility conditions. **THE COMMISSION DO NOT UNDERTAKE ANY SCRUTINY OF THE APPLICATIONS BEFORE THE WRITTEN EXAMINATION AND ALL APPLICANTS, EXCEPT WHOSE APPLICATIONS ARE SUMMARILY REJECTED, ARE ALLOWED TO APPEAR AT THE EXAMINATION ON PURELY PROVISIONAL BASIS**, subject to their eligibility being verified after the examination. Mere fact that a candidate has been allowed to appear in the examination will not be a ground for his/her being eligible for the examination.

NO ORIGINAL CERTIFICATE BE SENT ALONGWITH THE APPLICATION.

All candidates will be assigned Roll numbers against their valid Application and will be communicated to them on the self-addressed postcards (sent by the candidates with their applications) within two-three weeks from the closing date.

A candidate **must** write his/her Roll number alongwith his/her name, date of birth and name of the examination while addressing any communication to the Commission otherwise no action will be taken by the Commission.

Admission Certificates (AC) for the Examination indicating time table and also venues of examination for each candidate will be issued to all applicants about two weeks before the date of examination. If any candidate does not receive admission certificate for the examination one week before the date of examination, HE/SHE MUST IMMEDIATELY CONTACT THE CONCERNED REGIONAL OFFICE OF THE COMMISSION with proof of having submitted his/her application or download Duplicate Admission Certificate from the website of the concerned Regional/Sub-Regional Office well before the actual date of examination if the facility is available.

NOTE-I: Candidates should occupy their seat in the examination venues according to Ticket Number printed on their Admission Certificates (AC) as seating plan will be displayed Ticket Number wise and **not** roll number wise. It may be noted that Ticket Number and Roll Number are different.

NOTE-II: Candidates should **note** that OMR answer sheets both for Paper I & Paper-II not bearing Candidate's Roll Number, Signature and Test Form Number (in addition to blackening of the relevant rectangles as per instructions given to the Candidates) will not be evaluated and such candidates would be awarded 'ZERO' mark. In other words, wrong coding or no coding leads to no-evaluation.

NOTE-III: No candidate will be allowed to appear in the examination at a centre other than the one indicated by the Commission in his/her Admission Certificate.

20. PREFERENCE(S):

A Candidate is required to indicate his/her preference of organization i.e. CBDT or CBEC for which he/she would like to be considered for **FINAL ALLOTMENT** in order of preferences in case he/she is recommended for appointment by the Staff Selection Commission. In case he/she does not indicate any of the preference for a service or organization, it will be presumed that the Candidate does not want to be considered for that service or organization. **The Commission will however, have the discretion to allot such candidates any Service/Cadre. Such candidates will have not the choice to seek change of Service thereafter.**

HOWEVER, ALLOCATION OF SERVICE/ORGANIZATION TO THE CANDIDATES SELECTED WOULD BE MADE STRICTLY, KEEPING IN VIEW THEIR POSITION IN THE MERIT LIST AND THE ORDER OF PREFERENCE, SUBJECT TO NUMBER OF VACANCIES AVAILABLE IN THAT SERVICE/ORGANIZATION.

POSTING OF THE NOMINATED CANDIDATES IN REGIONS/ZONES WILL BE DONE BY THE CONCERNED DEPARTMENT VIZ, CBDT & CBEC. THE USER DEPARTMENT WILL HAVE THE DISCRETION TO ALLOT SUCH CANDIDATES TO ANY REGIONS/ZONES.

NO REQUEST FOR CHANGE OF 'SERVICE' OR/AND PLACE OF POSTING WILL BE CONSIDERED BY THE COMMISSION.

21. Abbreviations used in the Notice are as under:

ABBREVIATIONS	COMMUNITY/CATEGORY
UR	Unreserved
SC	Scheduled Caste
ST	Scheduled Tribe
OBC	Other Backward Classes
EXS	Ex-Serviceman
PH	Physically Handicapped.
OH	Orthopedically Handicapped
VH	Visually Handicapped
HH	Hearing Handicapped
CBDT	Central Board of Direct Taxes
CBEC	Central Board of Excise & Customs

22. 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 SSC where the candidate has submitted his/her application.

NOTE: FEMALE CANDIDATES WHO FUFILL THE ELIGIBILITY CRITERIA ARE ENCOURAGED TO APPLY FOR THE POST. SPECIAL BENEFITS TO SUCH FEMALE CANDIDATES ON JOINING GOVT. SERVICE. FOR DETAILED INFORMATION VISIT DEPARTMENT OF PERSONNEL & TRAINING (DOPT) WEBSITE : <http://www.persmin.nic.in> OR REFER TO DOPT'S O.M. No. 35021/2/2009-Estt (c) DATED 08.07.2009.

16: Preference for Cadre (See instructions)

1st

2nd

17. Are you a Central Govt. Civilian Employee?

If yes, attach necessary certificate (Refer instructions)

18. Indicate the Code No. for Age relaxation
(Put "X" in the box if not applicable)

19 Languages Known (i) Reading & Writing _____
(ii) Speaking _____

20 (a) Type of disability (OH/HH/VH) (b) Degree of Disability(%)

20(c) In case of VH candidate with 40% or more disability

(i) Write '1' for SCRIBE needed
'2' for Scribe not needed

(ii) Medium or Language in which Scribe will indicate/write the answers:-
(Write 1 for English, 2 for Hindi)

21. Whether you have been debarred in any earlier examination of SSC/UPSC?
(Yes-1, No-2). If Yes (1), Please furnish details

Name of Examination	Year of Exam	Roll Number	Date of Debarment(dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period upto which debarred	<input type="text"/>		

22(a). Details of service rendered by Central Government Civilian Employee/Ex-Servicemen
Ministry/Department/Office Date of Appointment Length of Service

*Date of Discharge _____ *Details of last Unit/Corps _____

*22(b). Whether re-employed in Govt. Office/Deptt. On regular basis after availing benefit of reservation as Ex-serviceman. If so, indicate the following:

Ministry /Department/Office & Address Date of appointment Length of Service

* For Ex-S candidates only

23. Details of Educational Qualification(Graduation and above)

Course	University	Year of Passing	Subjects
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

24. Box for affixing CRFS of requisite denomination (See instructions)

Please paste here Central Recruitment Fee Stamp(CRFS) for Rs.100/- within the box provided and get them cancelled by the issuing Post Office in such a manner that the date & name of the Post Office are clearly readable & the stamp of the Post Office is partly on the CRFS and partly on the Application Form

g
(TO BE SIGNED BY ALL THE CANDIDATES COMPULSORILY)

1. I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.
2. I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.
3. **I further declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, etc., prescribed for admission to the examination. I have enclosed attested photocopies of certificates in support of my claim for Educational Qualifications, age, category (SC/ST/ExS/OBC/OH/HH/VH) and age relaxation.**
4. I also declare that I do not stand debarred by SSC/UPSC as on date and have never been convicted by any court of law.
- *5. I also declare that I do not belong to creamy layer section of persons of OBC as mentioned in G.O.I. Deptt. of Personnel and Training O.M. . No.36033/3/2004-Estt.(Res) dated 14.10.2008.
*(strike out if candidate does not belong to OBC)
6. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature / appointment is liable to be cancelled.

Place :

Date :

Signature of the candidate
(in running handwriting)

NOTE: The Application without signature of the candidate will be summarily rejected.

***DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY**

I.....son / daughter of Shri..... resident of village/town/city.....district.....state..... hereby declare that I belong to the.....community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No.36012/22/93-Estt(SCT) dated 8.9.1993. It is also declared that I do not belong to the persons/sections (creamy layer) mentioned in Column 3 of 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.

Place:

Date

(Signature of candidate)
(in running handwriting)

NOTE: THE CLOSING DATE FOR RECEIPT OF APPLICATION WILL BE TREATED AS THE DATE OF RECKONING FOR OBC STATUS OF THE CANDIDATE AND ALSO, FOR ASSUMING THAT THE CANDIDATE DOES NOT FALL IN THE CREAMY LAYER.

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 on or before the Closing Date as stipulated in the Notice.

*** FOR CENTRAL GOVT. CIVILIAN EMPLOYEES ONLY**

I also declare that I am informing my Head of Office / Department / Ministry in writing that I have applied for this examination.

Place :

Date :

Signature of the candidate

*Strike out whichever is not applicable

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

(Note: The instructions are numbered in accordance with the information sought for in the Application Form. PUT A CROSS (X) MARK IN THE RELEVANT BOX TO FURNISH 'NIL' INFORMATION OR IF NOT APPLICABLE)

1. **Centre Opted:** Please fill up the name of the EXAMINATION CENTRE for Examination as given under Para 8 of the Notice.
2. **Centre Code:** Please fill up the Centre Code for the Examination Centre opted for Examination as given in column 2 of Para 8 of the Notice.
3. **Fee:** Please write '1' for fee paid BY CRFS, '2' for fee exemption.. Please ensure that you belong to SC/ST/Ex-S / female candidate to claim exemption from payment of fee.
4. **Gender:** Please write '1' for Female and '2' for Male.
5. **Roll Number:** Please leave it blank. This will be filled up by the Commission.
6. **Name:** Please fill up your name as recorded in Matriculation Certificate in the order: First Name , Middle Name (if exists) & then Surname. Please do not add "Dr./Shri/Smt/Ms./Km." or any other title or honorific term to the name.
7. **Father's Name:** Please fill up your Father's name in the same manner as in the case of your name.
8. **Mother's Name:** Please fill up your Mother's name in the same manner as in the case of your name.
- 9(a) **Date of Birth:** Please write your actual date of birth as recorded in your Matriculation Certificate or its equivalent certificate.
- 9(b) **Age as on 30.10.2009.** Indicate the number of completed years, months and days(including the actual date of Birth)
10. **Category Code:** Please fill up the Category Code(s) in the three boxes as per Codes given below:

Category	Code
First Box (Community), for all	
Scheduled Caste	1
Scheduled Tribe	2
Other Backward Classes	6
General Category/Unreserved	9
Second Box(Ex-Serviceman Status), if applicable	
Ex-Serviceman	3
Third (Physically Handicapped Status) if applicable	
Orthopaedically Handicapped	4
Hearing Handicapped	5
Visually Handicapped	7

Note-I: Those OBC candidates who come in Creamy Layer, must indicate their Category Code as '9' (General Category).

Note-II: Those Ex-Servicemen who have already joined Govt. job in Civil Side after availing of the benefits given to Ex-Servicemen for their re-employment, must indicate their community code only and must not indicate their Ex-Servicemen Code '3'. However, such Ex-Servicemen will get the benefit of age relaxation by indicating their age relaxation code in column 18 of the Application Form.

11. **Citizenship-** Write 1 for Indian and 2 for Others
- 12(a). **Educational Qualification as on 30.10.2009.** Please write '1' for Graduation and '2' for Post Graduation.
- 12(b). If Degree is obtained through Distance Education Mode from University/Institute recognized by Distance Education Council. Write 1 for "Yes" 2 for "No"
13. **Permanent Address:** Please write your permanent address including Phone Number with STD code, email address, if any, within the box.
14. **Address for Correspondence:** Please write your correspondence address including Phone Number with STD code, email address, if any, within the box. Please do not write 'Do' in this box , in case your correspondence address is same as that of permanent address. Write your complete correspondence address in this box, as your correspondence address is to be scanned and is to be printed in your Admission Certificate.
15. **Photograph & Signature:** Please properly paste , within the given box, your recent good quality 4cmX5cm size photograph. Please sign, within the box provided, in black ink/black

ball pen. Your photograph & signature are to be scanned & printed on your Admission certificate. **DO NOT PUT SIGNATURE ON THE PHOTOGRAPH**

16. **Preference for Cadre:** Write "A" for Central Board of Direct Taxes (CBDT) and "B" for Central Board of Excise and Customs (CBEC) as per your order of preference.
17. **Are you a Central Govt. Civilian Employee?:** Write '1' for Yes, '2' for No. If Yes, please attach necessary certificate(s).
18. **Indicate the Code No. for Age Relaxation** Please refer to S.No.10 of the Instruction for filling up the Application Form for the Code of Age Relaxation and write the Code correctly (Also refer to Para-4(B) of the Notice) Also attach necessary certificate
- 19 **Languages Known.** Write details of languages known for **READING, WRITING & SPEAKING.**
- 20(a) & (b) **Mentioned type of disability and percentage of disability.**
- 20 (c) (i) **In case of VH candidates with 40% and above visual disability,** please write '1' for Scribe needed and '2' for Scribe not needed.
- 20 (c)(ii) **Medium or Language in which Scribe will indicate the answers:** Please write '1' for English and '2' for Hindi.
21. **Whether you have been debarred:** Please write '1' for Yes & '2' for No. If Yes, please mention further details as sought in this column.
- 22(a) **Details of service rendered by Central Government Employee/ Ex-Servicemen.**
- 22(b) **Ex-Serviceman who have been re-employed in Govt.Office/Deptt./ on regular basis after availing benefit of reservation available to Ex-S may give details in the column.**
23. **Educational Qualification : Graduation onwards.**
24. **Fee:** Please paste Central Recruitment Fee Stamp(CRFS) for Rs.100/- within the box provided and get them cancelled by the issuing Post Office in such a manner that the date & name of the Post Office are clearly readable & the stamp of the Post Office is partly on the CRFS and partly on the Application Form

Declaration by all the candidates: Please write the name of Place, Date and put up your signature.

Declaration by OBC candidates: Please score-out, if not applicable.

Declaration by Central Govt. Civilian Employee: Please score-out, if not applicable.

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:

- (a) Central Recruitment Fee Stamps(CRFS) of Rs.100/-, affixed and clearly cancelled as prescribed in this Notice on the Application Form.
- (b) One recent good quality Passport size photograph (4cmX5cm) to be pasted on the Application Form in the space provided for the purpose.
- (c) One self addressed Postcard worth postage of Rs.6/-. The candidate must indicate " APPLICATION FOR TAX ASSISTANT EXAMINATION, 2009" on the postcard.
- (d) One self-addressed envelope of 12 cms x 25 cms size, which must be affixed with postage stamps worth Rs.5/-.
- (e) Document(s) in support of claim of SC/ST/OBC/ /ExS/PH(OH/HH/VH) persons.
- (f) Attested copies of Matriculation certificates or equivalent as a proof of age (Date of Birth).
- (g) Documents in support of claim of age relaxation (for categories not covered in item (e) above).
- (h) An undertaking from candidates in Government Service indicating that they have informed in writing their Head of Office/Department that they have applied for the examination.
- (i) Attested copies of Marksheets/Provisional Certificate/Certificate of Graduation in support of educational qualification.
- (j) Requisition as per Annexure-IX for engaging Scribes by VH candidates. (k) Duly filled in Application Form itself.

Note : Those candidates who are called for the Skill Test will have to bring with them at the time of Skill Test all ORIGINAL CERTIFICATES alongwith legible self-attested copy of each certificate as regards community status,i.e., SC/ST/OBC/Exs/PH etc., educational qualification, age relaxation etc. in the prescribed proforma, wherever given.

CERTIFICATE TO BE FURNISHED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES .

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

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 30.10.2009.

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 Note III of 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 :

ANNEXURE-VUNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN
CATEGORY CANDIDATE COVERED UNDER NOTE-III OF 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 form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is 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

%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)

State/Union Territory _____
 Place _____
 Date _____

- * Please delete the words which are not applicable
- @ Please quote specific presidential order
- % Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in 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.

**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 _____ 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.

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

Dated:
Seal:

District Magistrate or
Deputy Commissioner etc.

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 / Ist Class Stipendary 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 CLOSING DATE FOR RECEIPT OF APPLICATION WILL BE TREATED AS THE DATE OF RECKONING FOR OBC STATUS OF THE CANDIDATE AND ALSO, FOR ASSUMING THAT THE CANDIDATE DOES NOT FALL IN THE CREAMY LAYER. THE CANDIDATE SHOULD FURNISH THE RELEVANT OBC CERTIFICATE IN FORMAT PRESCRIBED FOR CENTRAL GOVERNMENT JOBS AS PER ANNEXURE-VII ISSUED BY THE COMPETENT AUTHORITY ON OR BEFORE THE CLOSING DATE AS STIPULATED IN THE NOTICE.**

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL _____

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum _____ son/wife/daughter of Shri _____
 _____ age _____ sex _____ identification mark(s) _____
 is suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

- | | |
|--|--|
| (i) BL-Both legs affected but not arms. | |
| (ii) BA-Both arms affected | (a) Impaired reach
(b) Weakness of grip |
| (iii) BLA-Both legs and both arms affected | |
| (iv) OL-One leg affected (right or left) | (a) Impaired reach
(b) Weakness of grip
(c) Ataxic |
| (v) OA-One arm affected | (a) Impaired reach
(b) Weakness of grip
(c) Ataxic |
| (vi) BH-Stiff back and hips (Cannot sit or stoop) | |
| (vii) MW-Muscular weakness and limited physical endurance. | |

Affix here recent attested Photograph Showing the disability duly attested by the chairperson of the Medical Board
--

B. Blindness or Low Vision :

- (i) B-Blind
 (ii) PB-Partially Blind

C. Hearing Impairment :

- (i) D-Deaf
 (ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of ____ years ____ months.*

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

4. Sh./Smt./Kum meets the following physical requirements for discharge of his /her duties :-

- | | |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing. | Yes/No |
| (iii) L-can perform work by lifting. | Yes/No |
| (iv) KC-can perform work by kneeling and crouching. | Yes/No |
| (v) B-can perform work by bending. | Yes/No |
| (vi) S-can perform work by sitting. | Yes/No |
| (vii) ST-can perform work by standing. | Yes/No |
| (viii) W-can perform work by walking. | Yes/No |
| (ix) SE-can perform work by seeing. | Yes/No |
| (x) H-can perform work by hearing/speaking. | Yes/No |
| (xi) RW-can perform work by reading and writing. | Yes/No |

(Dr. _____) (Dr. _____) (Dr. _____)
 Member, Medical Board Member, Medical Board Chairperson, Medical Board

Countersigned by the Medical Superintendent/
 CMO/Head of Hospital (with seal)

*Strike out which is not applicable.

(TO BE FURNISHED BY ALL THE VISUALLY HANDICAPPED CANDIDATES WITH VISUAL DISABILITY OF FORTY PERCENT & ABOVE TO THE CONCERNED REGIONAL/SUB-REGIONAL OFFICE ALONGWITH THE FILLED UP APPLICATION FORM FOR THE TAX ASSISTANT EXAMINATION, 2009 FOR ENGAGING SCRIBE)

“TAX ASSISTANT EXAMINATION, 2009”

REQUISITION FOR ENGAGING **SCRIBE** BY VISUALLY HANDICAPPED(VH) CANDIDATES INCLUDING BLIND AND PARTIALLY BLIND CANDIDATES WITH VISUAL DISABILITY OF FORTY PERCENT AND ABOVE

1. Name in full of the VH candidate _____
2. Degree of visual Disability _____percent.
3. Indicate the **medium of language** for indicating/writing the answers by the **Scribe**

Medium of Language (Write English or Hindi)

Language Code (Write 1 for English and 2 for Hindi)

4. Centre of Examination _____

Signature of the VH candidate

LIST OF VOCATIONAL REHABILITATION CENTRES FOR PHYSICALLY HANDICAPPED

- | | |
|--|---|
| 1. VRC For handicapped,
ITI Campus
Kuber Nagar
Ahmedabad-382 340 | 10. VRC for Handicapped
S.T.I.C.D. Campus
Unit VIII,
Bhubaneswar – 751 012. |
| 2. VRC For Handicapped,
No. 22/1, Hosur Road
Bangalore-560 029. | 11. VRC For Handicapped,
38, Badan Roa Lane,
Baliaghata,
Kolkata-700 010 |
| 3. VRC For Handicapped,
CTI Campus
Sion Trombay Road,
Mumbai-400 022. | 12. VRC For Handicapped,
Napier Town
Jabalpur-482 001. |
| 4. VRC For Handicapped,
C.T.I. Campus,
Vidya Nagar
Hyderabad-500 768. | 13. VRC For Handicapped,
F4A-23 Jawahar Nagar
Jaipur-302 004. |
| 5. VRC For Handicapped,
C.T.I. Campus, Guindy
Chennai-600 032. | 14. VRC For Handicapped,
CTI Campus, Udyognagar,
Kanpur-208 022. |
| 6. VRC For Handicapped,
Nalanchira,
Trivandrum-695 015. | 15. VRC For Handicapped,
CTI Campus, Gill Road,
Ludhiana-141 003. |
| 7. VRC For Handicapped,
Abhoynagar,
Agartala-799 005
West Tripura | 16. VRC For Handicapped,
Plot No.9, 10 & 11,
Karkardooma, Vikas Marg,
New Delhi-110 092. |
| 8. VRC For Handicapped,
Rehabri Guwahati,
Assam-781 008. | 17. VRC For Handicapped,
A/84, Gandhi Vihar,
Police Colony,
Anisabad, Patna-800 002. |
| 9. VRC For handicapped Women,
Mahavir Industrial Estate,
Karelibaug, Vadodara-390 018. | |

**ADDRESS OF SPECIAL EMPLOYMENT EXCHANGE FOR PHYSICALLY HANDICAPPED
(RUNNING)**

1. The Regional Employment Officer, Special employment Exchange for Physically Handicapped, Azamabad, Hyderabad-500 020.	9. The Employment Officer, Special Employment Exchange for Physically Handicapped, G.T. Road, Kanpur-208 002.
2. The Special Employment Officer, Special Employment Exchange for Physically Handicapped, Salajose Cross road, Opp. S.V. College, Ahmedabad-380 001.	10. The Employment Officer, Special Employment Exchange for Physically Handicapped, 985, Wright Town, Jabalpur (MP) 482 001.
3. The Employment Officer, Special employment Exchange for Physically Handicapped, Barrack No. 1/B.5 Block-A Curron Road, New Delhi-110 001.	11. The Employment Officer, Special Employment Exchange for Physically Handicapped, Nandavanam Road, Palayam, Trivandrum, Kerala – 695 001.
4. The Special Employment Officer, Special employment Exchange for Physically Handicapped, No. 5, Crescent Road, High Ground West, Bangalore-560 020.	12. The Employment Officer, Special Employment Exchange for Physically Handicapped, Combined Labour Building, Bailey Road, Patna 800 001.
5. The Special employment Officer, Special employment Exchange for Physically Handicapped, Merc antile Chambers, 3rd Floor, Graham Road, Ballard Estate, Mumbai- 400 001	13. The Employment Officer, Government of Haryana, Special Employment Exchange for Physically Handicapped, 1282, Sector-18 C, Chandigarh-160 018.
6. The Special employment Officer, Special employment Exchange for Physically Handicapped, 1282 Sector 18-C, Chandigarh (Govt. of Punjab)-160 015.	14. The Employment Officer, Special Employment Exchange for Physically Handicapped, Rajasthan-302 001.
7. The Assistant Director, Special Employment Exchange for Physically Handicapped, 33 Mountroad, Nandan, Chennai-600 035.	15. The Employment Officer, Special Employment Exchange for Physically Handicapped, Guwahati (Assam).
8. The Special Employment Officer, Special Employment Exchange for Physically Handicapped, 5 Council House Street (Ground Floor), Kolkata-700 001.	16. The Employment Officer, Special Employment Exchange for Physically Handicapped, Agartala, Tripura.

17. The Employment Officer, Special Employment Exchange for Physically Handicapped, Directorate of Employment Training, Himachal Pradesh Stock Palace, Shimla-171 002.	21. The Sub-Regional Employment Officer for Physically Handicapped, Koessiwala Bunglow,Junction Plot, Rajkot,Gujarat.
18. The Employment Officer, Special Employment Exchange forPhysically Handicapped, Dte of Employment,Flat No-367 Sahid Nagar,Bhubaneshwar.	22. The Director of Employment, Special Employment Exchange For Physically Handicapped, Vishakhapatnam,Andhra Pradesh.
19. The Sub-Regional Employment Officer for Physically Handicapped, Multistorey Building,Nanpura,Surat,Gujarat.	23. The Director of Employment, Special Employment Exchange For Physically Handicapped,Imphal Manipur.
20. The Sub-Regional Employment Officer for Physically Handicapped, Bldg, Vadodara,Gujarat.	

