

(TO BE PUBLISHED IN THE EMPLOYMENT NEWS / ROZGAR SAMACHAR DATED 14.09.2013)



STAFF SELECTION COMMISSION

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

NOTICE

UPPER DIVISION GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION, 2013

Date of Advertisement: 14.09.2013

Date of Exam: 30.11.2013

Closing date: 14-10-2013

No. 3/5/2013-P&P-II - The Staff Selection Commission will hold a Limited Departmental Competitive Examination on **30.11.2013** at **DELHI, ALLAHABAD, MUMBAI, BANGALORE, GUWAHATI, KOLKATA, CHENNAI, CHANDIGARH AND RAIPUR** in accordance with the enclosed rules framed and notified in the Gazette of India by the Department of Personnel and Training vide notification dated **11.05.1971** for making additions to the Select List of Upper Division Grade of the following Services/Cadres (subject to availability of confirmed number of vacancies):-

- (i) Central Secretariat Clerical Service;
- (ii) Armed Forces Headquarters Clerical Service;
- (iii) Railway Board Secretariat Clerical Service;
- (iv) Election Commission of India Clerical Service;
- (v) Central Vigilance Commission Clerical Service;
- (vi) Department of Tourism (Headquarters Estt.) Clerical Service;
- (vii) Ministry of Parliamentary Affairs Clerical Service;

The Centres and the date of the examination as mentioned above are liable to be changed at the discretion of Commission. Candidates admitted to the examination will be informed about the Time Table, Place and Date of Examination through Admission Certificates in due course.

2. Information about the number of persons to be selected for inclusion in the select list for the Upper Division Grade of the Central Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Railway Board Secretariat Clerical Service, Election Commission of India Clerical Service, Central Vigilance Commission Clerical Service, Department of Tourism (Headquarters Estt.) Clerical Service and Ministry of Parliamentary Affairs Clerical Service is awaited from the respective cadre authorities. Applications from eligible candidates are invited for their consideration in merit order subject to availability of vacancies in the respective cadres.

Reservation of post for Scheduled Castes/Scheduled Tribes candidates and Physically Handicapped (Orthopedically Handicapped, Hearing Handicapped and Visually Handicapped only) candidates will be as per the vacancy position reported to the Commission by the indenting Cadres/Offices for respective categories.

3. Candidates seeking admission to the examination must apply to the **Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110504 through their cadre authorities.** Applications must be submitted in the prescribed form published in the Employment News/Rozgar Samachar dated **14.09.2013**. The candidates may use the format of the application form published in the Employment News/Rozgar Samachar in original or typed neatly in double space in A-4 size paper or by downloading the same from the website of the Commission i.e. <http://ssc.nic.in>.

4. The completed application forms through the cadre authorities must reach the **Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi 110504**, on or before **14.10.2013 (5.00 P.M.)** and from candidates residing abroad and from Andaman Nicobar Islands, Lakshadweep by **21.10.2013(5.00PM)** accompanied by necessary documents in accordance with the Instructions to Candidates contained in the Annexure. Applications received after the closing date will not be considered.

Note - I Cadre Authorities of the Applicant concerned must send/forward the application form to the Commission before the closing date/last date

Note-II MINISTRY/DEPARTMENT WHILE FORWARDING THE APPLICATION SHOULD CERTIFY THAT VACANCY IN RELEVANT CATEGORY AND RELEVANT CADRE TO WHICH THE CANDIDATE BELONGS IS AVAILABLE.

Note-III Applications submitted on a format, which is not exactly the same as published in this advertisement, shall be rejected summarily without any further correspondence.

5. All communication in respect of an application should be addressed to **the Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110504** and should contain the following particulars:-

- (i) NAME OF EXAMINATION.
- (ii) MONTH AND YEAR OF EXAMINATION.
- (iii) ROLL NUMBER OR DATE OF BIRTH IF ROLL NUMBER NOT COMMUNICATED TO CANDIDATE.
- (iv) NAME OF CANDIDATE (IN FULL AND IN BLOCK LETTERS).
- (v) POSTAL ADDRESS AS GIVEN IN APPLICATION.

Communications not giving these particulars will not be attended to . In all correspondence with the Staff Selection Commission concerning this examination, candidates should invariably **superscribe** their envelopes and correspondence with the words and figures, **“UPPER DIVISION GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION, 2013”**.

Under Secretary(P&P-II)

INSTRUCTIONS TO CANDIDATES

The candidate must carefully go through the Notice, the Rules, the Application Form and other papers related to the examination, to see his/her eligibility before filling in the application form. The conditions prescribed can in no case be relaxed.

THE CANDIDATE MUST SELECT, FROM AMONG THE CENTRES GIVEN IN PARAGRAPH 1 OF THE NOTICE, THE CENTRE AT WHICH HE/SHE WISHES TO APPEAR FOR THE EXAMINATION AND INDICATE THE SAME IN HIS APPLICATION. NO REQUEST FOR CHANGE IN THE CENTRE WILL BE ENTERTAINED. THE COMMISSION MAY DIRECT THE CANDIDATE TO APPEAR IN ANY OTHER CENTRE, AT ITS OPTION.

2. The application form must be filled in candidate's own handwriting. Candidates must submit his/her application through the Head of his/her Department/Office concerned well in time, which will complete the endorsement at the end of application form and forward it to the **Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110504** so as to reach the same by the last date prescribed in the Notice.

3. Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling in the application form.

4. A candidate must send the following documents with his/her application:

(a) Certified true copy of the first page of the service Book attested by the Head of Department or Office in which the candidate is employed at the time of making the application show in the name of the candidate in full, his/her father's name (Husband's name in the case of a married women) Government servant, nationality, name of the Scheduled Castes/Scheduled Tribes in the case of candidates belonging to such caste or tribe, date of birth by the Christian Era (both in figures and words), educational qualification and specimen signature of the candidate.

(b) Certified true copy of the particulars of service since 01.08.2008 attested by the Head of Department or Office in which he/she is working at the time of making the application should show the posts held along-with scale of pay and the capacity i.e. substantive, officiating, permanent or temporary in which the post is held.

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

Note II Only attested photocopies (self attested by the candidate/duly attested by Gazetted Officer) should be submitted in support of claim for relaxation of age etc. and no document should be submitted in original.

5. Candidates are warned that if an application is incomplete or wrongly filled in or is not accompanied with any one of the documents mentioned under paragraph 4 above the application is liable to be rejected and no appeal against its rejection will be entertained.

In case of specified valid reasons the document (s) not submitted with the application without a reasonable explanation for its absence having been given should be sent soon after the submission of the application and in any case they must reach the office of the Commission within **7 days** from the closing date of the receipt of application failing which, the application is liable to be rejected.

Candidates are warned that they should in no case correct or alter or otherwise tamper with any entry in the documents submitted by them, nor should they submit tampered documents. If there is any inaccuracy or any discrepancy between two or more such documents, an explanation regarding the discrepancy may be submitted separately.

6. (i) A candidate disabled while in the Defence Services claiming age concession under Rule 4 (iii) (a) (ii) of the Rules at Sl.No.11 should produce an attested copy of a certificate in the form prescribed below from the Director General Resettlement, Ministry of Defence, to show that he/she was disabled while in the Defence Services, in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof

Form of certificate to be produced by the candidate.

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

Signature.....

Name.....

Designation.....

Date.....

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

(ii) A candidate disabled while in the Border Security Force claiming age concession under Rule 4 (iii) (b) (iii) should produce an attested copy of a certificate in the form prescribed below from Director General, Border Security Force to show that he/she was disabled while in the Border Security Force in operations during Indo-Pakistan hostilities of 1971 and was released as a consequence thereof.

Form of certificate to be produced by the candidate.

Certified that Rank No. Shri..... Of Unit..... was disabled while in Border security Force in operation during the Indo-Pakistan hostilities of 1971 and was released as a result of such disability.

Signature.....

Name.....

Designation.....

Date.....

7. In case a candidate does not receive any communication regarding his/her eligibility or Admission Certificate two weeks before the date of the examination, he/she should at once contact the Commission along -with documentary evidence that he/she had applied for the examination. Failure to comply with this provision will deprive the candidate of any claim to consideration.

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

9. Candidates are cautioned that they will be awarded Zero marks if they do not write correctly and mark (in the boxes) properly all the details, viz. Name, Roll Number, Ticket Number, Date of Birth, Test Form No, Category, Signature and left hand thumb impression with blue/black ball point pen in OMR answer sheet.

10. Candidates should bring their departmental ID card on the examination day.

11. The candidate may download the Notice & Application Form from the **Commission's web site:** <http://ssc.nic.in>.

11. The Rules for the examination are as below:

(1) The rules for Upper Division Grade Limited Departmental Competitive Examination for inclusion in the Select List for the Central Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Railway Board Secretariat Clerical Service, Election Commission of India Clerical Service, Central Vigilance Commission Clerical Service, Department of Tourism (Headquarters Estt.) Clerical Service and Ministry of Parliamentary Affairs Clerical Service to be held by the Staff Selection Commission in **2013** are published for general information.

(2) The number of persons to be selected for inclusion in the select list will be determined later as given in para-2 of the Notice issued by the Commission. Reservation shall be made for the candidates belonging to the scheduled Castes and Scheduled Tribes after taking into account the vacancy position reported to the Commission by the indenting cadres/office.

“A Scheduled Castes/Scheduled Tribes means any of the Castes/Tribes specified in the orders issued under Article 341-342 of the Constitution from time to time”.

The Reservation shall also be made for the Physically Handicapped (Orthopedically Handicapped, Hearing Handicapped and Visually Handicapped) candidates.

(3) The examination will be conducted by the Staff Selection Commission in the manner prescribed in the Rules.

(4) **Conditions of eligibility:**-Any permanent, regular or temporary, regularly appointed person of the Lower Division Grade of the Central Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Railway Board Secretariat Clerical Service, Central Vigilance Commission Clerical Service, Department of Tourism (Headquarters Estt.) Clerical Service and Ministry of Parliamentary Affairs Clerical Service who satisfies on crucial date the following conditions shall be eligible to appear at the examination.

(i) **Crucial Date:- 01.08.2013 (1st August, 2013).**

(ii) **Length of Service:**-He/She should have on the crucial date that is on 01.08.2013 rendered not less than 5 years approved and continuous Service in the Lower Division Grade of the Central Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Railway Board Secretariat Clerical Service, Election Commission of India Clerical Service, Central Vigilance Commission Clerical Service, Department of Tourism (Headquarters Estt.) Clerical Service and Ministry of Parliamentary Affairs Clerical Service and not less than 3 years of approved and continuous service in the post of Lower Division Clerk in Election Commission of India Clerical Service counted from the date of the candidate's appointment in the said grade.

Provided that if he/she had been appointed to the Lower Division Clerk in the Central Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Railway Board Secretariat Clerical Service, Central Vigilance Commission Clerical Service, Department of Tourism (Headquarters Estt.) Clerical Service and Ministry of Parliamentary Affairs Clerical Service on the result of a Competitive Examination, including Limited Departmental Competitive Examination, the result of such examination should have been announced not less than **5 years before the crucial date and he/she should have rendered not less than 4 years** approved and continuous service in the Grade or **in the case of Election Commission of India Clerical Service is 3 years service counted** from the date of the candidate's appointment in the said grade.

Note (1):- The limit of 5 years of approved and continuous service will also apply if the total reckonable service of a candidate is partly as a Lower Division Clerk and partly, as Upper Division Clerk in the Central Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Railway Board Secretariat Clerical Service, Central Vigilance Commission Clerical Service, Department of Tourism (Headquarters Estt.) Clerical Service and Ministry of Parliamentary Affairs Clerical Service and in case of Election Commission of India Clerical Service such limit 3 years counted from the date of the candidate's appointment in the said grade.

Note (2):- Lower Division Clerks, who are on deputation to ex-cadre posts with the approval of the competent authority will be eligible to be admitted to the examination if otherwise eligible. This however, does not apply to a Lower Division Clerk who has been appointed to an ex-cadre post or to another service on "transfer" and does not have a lien in the Lower Division Grade of the Central Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Railway Board Secretariat Clerical Service, Central Vigilance Commission Clerical Service, Department of Tourism (Headquarters Estt.) Clerical Service, Ministry of Parliamentary Affairs Clerical Service and Election Commission of India Clerical Service.

(iii) Age: - Candidates should not be more than **50 years** of age on **01.08.2013 i.e. he/she must not have been born earlier than 31-07-1963**. This provision is not applicable in case of LDCs belonging to Armed Forces Headquarters Clerical Service

- (a) The upper age limit prescribed above will be further relaxable:-
- (i) Upto maximum of five years if a candidate belongs to a Scheduled Castes or a Scheduled Tribes;
 - (ii) Upto a maximum of three years (eight years for SC/ST) in case of Defence Service Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof;
 - (iii) Upto a maximum of three years (eight years for SC/ST) in case of Border security Force personnel disabled in operation during the Indo-Pakistan hostilities of 1971 and released as a consequence thereof;

THE AGE LIMITS PRESCRIBED SHALL IN NO CASE BE RELAXED.

(iv) Skill Test on computers :- Unless exempted from passing the Monthly/Quarterly Typewriting Test held by the Staff Selection Commission for the purpose of confirmation in the Lower Division Grade, he/she should have passed this test on or before the date of notification of the examination.

(5) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

(6) No candidate will be admitted to the examination unless he/she holds a certificate of admission from the Commission.

(7) A candidate who is or has been declared by the Commission to be guilty of:-

- (i) Obtaining support for his/her candidature by any means, or
- (ii) Impersonating, 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) Using unfair means in the examination hall, or
- (viii) Misbehaving in the examination hall, or
- (ix) Writing irrelevant matter, including obscene language or pornographic matter in the script(s); or
- (x) Found in possession of mobile phones/cellular phones/pagers and other unauthorized electronic gadget after commencement of the examination inside the examination hall whether in use or not, will be deemed to have been using an fair means; or
- (xi) Harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination; or

- (xii) Violating any of the instruction issued to the candidates alongwith their Admission Certificates permitting them to take the examination; or
- (xiii) Taking away answer books/typing script with him/her from the examination hall; 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 to criminal prosecution, be liable:-
 - (a) will be disqualified by the Commission from the examination for which he/she is candidate, or
 - (b) debarred either permanently or for a specified period:-
 - (i) By the Commission from any examination or selection held by them;
 - (ii) By the Central Government from any employment under them, and
 - (a) To disciplinary action under the appropriate rules.
 - (b) To take other appropriate legal action.

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

(9) After the examination, the candidates will be arranged by the Commission, in Seven separate lists depending upon the number of participating units, in the order of merit as disclosed by the aggregate marks finally awarded to each candidates and in that order as many candidates as are found by the Commission to be qualified in the examination shall be recommended for inclusion in the Select List for the Upper Division Grade upto the required number.

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

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

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

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

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

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

(12) A candidate, who after applying for admission to the examination or after appearing at it resigns from his/her appointment in the Central Secretariat Clerical Service or Armed Forces Headquarters Clerical Service or Railway Board Secretariat Clerical Service or Election Commission of India Clerical Service or Central Vigilance Commission Clerical Service or Department of Tourism (Headquarters Estt.) Clerical Service and Ministry of Parliamentary Affairs Clerical Service otherwise quits the Service or severs his/her connection with

it, or whose services are terminated by his/her Department or who is appointed to an ex-cadre post without lien in Lower Division Grade of the Central Secretariat Clerical Service or Armed Forces Headquarters Clerical Service or Railway Board Secretariat Clerical Service or Election Commission of India Clerical Service or Central Vigilance Commission Clerical Service or Department of Tourism (Headquarters Estt.) Clerical Service and Ministry of Parliamentary Affairs Clerical Service will not be eligible for appointment on the basis of result of this examination.

This however, does not apply to a Lower Division Clerk who has been appointed on deputation to an ex-cadre post with the approval of the Competent Authority

12 The Examination shall be conducted according to the following plan:-

A. Part-1

Written examination carrying a maximum of **300 marks** in the subject as shown at (B) below. There will be **negative** marking of **0.25** marks for each wrong answer in Written Examination in Paper-I. The Commission, at its discretion may fix individual qualifying marks in any paper or part thereof.

Part-II

Evaluation of record of service of such of the candidates who attain at the written examination, minimum standard as may be fixed by the Commission in their discretion, carrying a maximum of **100 marks**.

(B) The subject of the written examination in Part-I, the maximum marks allotted to each paper and the time allowed will be as follows:-

Subject	Maximum Marks	Time for General Candidates	Compensatory time for VH Candidates
<u>Paper-I</u> (Objective Type) (a)General Awareness (100 Questions) (b)Comprehension and writing ability of English Language. (100 Questions)	200 Marks	(10.00 AM to 12.00 AM) 2 hours	(10.00 AM to 12.40 Noon) 2 hours 40 minutes
<u>Paper-II</u> (Conventional Type) Noting, Drafting & Office Procedure)	100 Marks	2.00 PM to 4.00 PM) 2 hours	2.00 PM to 4.40 PM) 2hours 40 minutes.

Paper-I will be of "Objective Multiple Choice Type" whereas **Paper-II** will be of descriptive type.

(C) The syllabus for the examination will be as shown at Sl.No.17.

Note-1:-Candidates are allowed the option to answer the Paper-II on Noting, Drafting and Office Procedure either in English or Hindi.

Note-2:-The option will be for a complete paper and not for different question in the same paper.

Note-3:-Candidates desirous of exercising the option to answer the aforesaid paper in Hindi (Devanagiri) or in English should indicate clearly in column 6 of the application form, otherwise, it would be presumed that they would answer the Paper in English.

Note-4:-The option once exercised shall be final and no request for alteration in column 6 of the application form shall ordinarily be entertained.

Note-5:-Question paper in respect of Paper-I (a) and Paper-II will be supplied both in English and Hindi.

Note-6:-No credit for Paper-II will be given for an answer written in a language other than the one opted by the candidate.

Note-7:-(i) For Visually Handicapped (VH) candidates, no question paper shall be provided in **BRILLE AND THERE WILL BE NO OPTION FOR ANSWERING REPLIES IN BRILLE.**

(ii) **Provision for Visually Handicapped (VH) candidates:-**

(a) All the Visually Handicapped (VH) candidates with visual disabilities not less than **forty percent (40%)** including Blind and partially Blind persons who applied for the examination can avail the assistance of a **SCRIBE** for indicating/writing the replies on their behalf. **SCRIBE** will be provided by the Commission on request made by such visually handicapped (including blind and partially blind) candidates in the application form. Candidates will not be allowed to bring their own scribe. **No Attendant** will be allowed with such VH candidates inside the examination premises.

(iii) **VH candidates will be allowed COMPENSATORY TIME of 40 minutes for Paper-I (a) General Awareness & (b) Comprehension and Writing Ability of English Language and of 40 minutes for Paper-II (Noting , Drafting & Office Procedure).**

(iv) The Visually Handicapped candidates including Blind and Partially Blind persons with disabilities not less than **40% percent** who have applied for the examination and who intends to engage a SCRIBE on their behalf for writing/indicating the replies in the examination will have to appear only from any of the nine examination centers viz. Allahabad, Bangalore, Chandigarh, Chennai, Delhi, Guwahati, Kolkata, Mumbai and Raipur at their own risk and expense. They must also furnish the details of the degree of visual disability to authenticate their position/status as VH candidate at **Serial No.5** (d) (i) & (ii) of the application form.

(v) **Provision of Magnifying Glass:-** Candidates who are able to read the question paper and to write/indicate the answer with the help of Magnifying Glass shall be allowed to use the Magnifying Glass in the examination hall. Such candidates will not be treated as Visually Handicapped candidates for the purpose of availing the assistance of scribe or the question papers meant for VH candidates. However, such candidates will have to bring their own Magnifying Glass in the examination hall and shall not be provided with a scribe.

(vi) All **“One Eyed”** candidates and Visually Handicapped candidates whose degree of visual disability is less than forty percent (40%) shall not be provided a **SCRIBE**.

13. The Commission has discretion to fix qualifying marks in any or all the subject of the examination.

14. Marks will not be allowed for mere superficial knowledge.

15. Deduction upto 5 percent of the maximum marks in the written subject will be made for illegible handwriting.

16. Credit will be given for orderly, effective and exact expression, combined with due economy of words in all the subject of the examination.

17. Syllabus of the written examination will be as follows:

Paper-I

- (a) **General Awareness:** - Question will be aimed at testing the candidates 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 every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic and Scientific research.

(b)Comprehension and Writing Ability of English Language:-

Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also. The question will be of matriculation level.

Paper-II

Noting Drafting and Office Procedur

The paper on Noting, Drafting and Office Procedure will be designed to test the candidates ' knowledge of office procedure in the Secretariat and Attached Offices and, in general, their ability to write and understand notes and drafts.

Candidates are required to study the Manual of Office Procedure / Manual of Office Procedure issued by Ministry of Railways, the Rules of Procedure and Conduct of Business in the Lok Sabha and the Rajya Sabha, Hand Book of orders issued by the Ministry of Home Affairs regarding use of Hindi for official purpose of the Union and Reservation Policy for SC/STs in services, and orders issued by Government thereon from time to time.

The Commission, at its discretion, may fix qualifying marks for various categories of candidates in each paper or part thereof.



STAFF SELECTION COMMISSION
UPPER DIVISION GRADE LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATION, 2013



APPLICATION FORM

DATE OF EXAMINATION: 30-11-2013

OPENING DATE: 14-9-2013

CLOSING DATE: - 14-10-2013

FOR CANDIDATES SERVING ABROAD AND IN THE
ANDAMAN AND NICOBAR ISLANDS AND IN
LAKSHADWEEP: 21-10-2013

Affix Signed Passport Size (5 cms x 7 cms approx) photograph vide paragraph 4 (i) (ii) of instructions to candidates contained in Annexure.

Signature of the candidate in
black ball point pen

PART-I TO BE FILLED IN BY THE CANDIDATE IN HIS OWN HANDWRITING

CENTRE OF EXAMINATION

1.	Name in full (in Block Letters)	Shri/Shrimati/Kumari		
2.	Name and full postal address of the Ministry/Department/Office in which you are working at the time of applying (in Block Letters)			
3.	Complete correspondence Address			
4.	Exact Date of Birth (by Christian era)	Date	Month	Year

5. (i) Are you a member of Schedule Caste? 'Yes' / 'No'

(ii) Are you member of Scheduled Tribe? 'Yes' / 'No'

(iii) (a) Are you Physically Handicapped (OH/HH/VH) 'Yes' / 'No'

(b) Are you applying for the examination under age concession 'Yes' / 'No'

(c) If the answer to (b) above is 'Yes' state your category mentioned in Rule 4 (iii) (a) of Sl.No. 11 of the Annexure to Notice to which you belong.

(d)(i) Do you belong to Visually Handicapped with visual disability of forty percent(40%) and above including Blind/Partially Blind category? Yes/No

(ii) Degree of Visual Disability in percent?

(iii) If yes, whether you desire to engage SCRIBE Yes/No.

(iv) If yes, indicate the medium of language for answering the papers by the Scribe. English/Hindi

6. Medium for Paper II. English/Hindi

7. Give in chronological order complete details of the service rendered under Government in different offices and in different Grades. If you had joined Armed Forces on or after 26th October, 1962, give the details of service in the Armed Forces separately.

Name of the Deptt./Office	Post held & Scale of pay	State whether Post held permanently/on probation/temporary.	From	To

8. (a) Are you a permanent, regular or regularly appointed temporary Lower Division Clerk of the Central Secretariat Clerical Service/ Railway Board Secretariat Clerical Service/Armed Forces Headquarters Clerical Service/Central Vigilance Commission Clerical Service/ Department of Tourism (Hqrs. Estt.) Clerical Service/ Election Commission of India Clerical Service/ Ministry Of Parliamentary Affairs Clerical Service? : Yes/No
- (i) Indicate the name of the Cadre to which you belong.
- (b) If the answer to (a) above is 'Yes'
- (i) Date of confirmation in the Lower Division Grade, if permanent.
- (ii) Date of appointment as Lower Division Clerk, if your Appointment is temporary.
- (iii) Rank and the year of the examination if appointed on the basis of Clerk Grade Examination.
9. From which date have you been continuously employed as a Lower Division Clerk in the the Central Secretariat Clerical Service/ Railway Board Secretariat Clerical Service/Armed Forces Headquarters Clerical Service/Central Vigilance Commission Clerical Service/ Department of Tourism (Hqrs. Estt.) Clerical Service/ Election Commission of India Clerical Service/ Ministry Of Parliamentary Affairs Clerical Service? :
10. (a) Are you holding an ex-cadre post? : Yes/No
- (b) If the answer to (a) above is 'Yes'.
- (i) Whether the deputation to the ex-cadre post has the approval of the competent authority. : Yes/No
- (ii) Are you holding ex-cadre post on deputation basis or on transfer basis? :
- (iii) Do you continue to hold lien on post of Lower Division Clerk in the Central Secretariat Clerical Service/ Railway Board Secretariat Clerical Service/Armed Forces Hqrs. Clerical Service/Central Vigilance Commission Clerical Service/Department of Tourism (Hqrs. Estt.) Clerical Service/Election Commission of India Clerical Service/ Ministry of Parliamentary Affairs Clerical Service? : Yes/No
11. (a) Have you passed the Monthly/Quarterly Typewriting Test held by the Staff Selection Commission for Confirmation in the post of Lower Division Clerk? : Yes/No

- (b) If the answer to (a) above is 'Yes' please indicate
The date of Typewriting test and your Roll Number.
- (c) If the answer to (a) above is 'No' then have you been
exempted from passing the Typewriting Test? : Yes/No
(Please quote the number and date of the order under
Which you were granted exemption from passing
The Typewriting Test).
11. (a) Have you ever been debarred or disqualified by any : Yes/No
Public Service Commission/Institute of Secretariat
Training & Management/Subordinate Service
Commission/Staff Selection Commission for any of the
Examination/selection?
- (b) If the answer to (a) above is 'Yes' give details of the case.
12. Give a list of documents attached to the application form
(Please see paragraph 4, 5 & 6 of the Annexure to Notice)

Signature_____.

Date_____.

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that:-

- (a) All statements made in this application are true, complete and correct to the best of my knowledge and belief.
- (b) The Original certificate required to be submitted vide para-4 of the "Instructions to Candidates" of which attested copy has been attached by me with this application, are in my possession and the same will be produced on demand.

*Signature -----

Date -----

Place -----

Telephone Number -----

* Unsigned application will be summarily rejected.

PH candidates unable to sign may put left hand thumb impression.

PART-2 TO BE FILLED BY THE HEAD OF DEPARTMENT OR OFFICE IN WHICH THE CANDIDATE IS SERVING.

Certified that:-

- (1) The information given by Shri/Shrimati/Kumari *in column 1,4,5 and 7 to 10 of the application have been verified with reference to his/her service record and are correct.
- (2) It has been verified from his/her *service records that he/she *belong to Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe*.
- (3) It has been verified from his/her service record that he/she belongs to **OH/HH/VH Category**.
4. There are no circumstance rendering him/her *unsuitable for promotion to the post of Upper Division Clerk in the Central Secretariat Clerical Service/Armed Force Headquarters Clerical Service/ Railway Board Secretariat Clerical Service/Election Commission of India Clerical Service/ Central Vigilance Commission Clerical Service/Department of Tourism (Hqrs. Estt.) Clerical Service and Ministry of Parliamentary Affairs Clerical Service.
5. *He/She *is a regularly appointed temporary/quasi-permanent LDC of the Central Secretariat Clerical Service/Armed Force Headquarters Clerical Service/ Railway Board Secretariat Clerical Service/Election Commission of India Clerical Service/ Central Vigilance Commission Clerical Service/Department of Tourism (Hqrs. Estt.) Clerical Service and Ministry of Parliamentary Affairs Clerical Service with effect from _____ and continuous to be so employed.
6. He/She *is on deputation to Ex-Cadre post held by him/her *with the approval of the competent authority.

7. He/She *is appointed against a 'transfer' post and continue to have lien on the post mentioned in Sub-Para (4) above.

8 It has been verified from his/her* service records that he/she* has passed the Typewriting Test held by ISTM/Department of Official Language under Hindi Teaching School/ Staff Selection Commission.

9. It has been verified from his/her* service record that he/she has been exempted from passing the typewriting test vide _____ (Quote relevant order).

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

*Signature.....

Name

Designation.....

Department/Office.....

Complete Postal Address.....

Date.....

Telephone No.....

Strike out portion not applicable.

Note-1: Forwarding Authority may sign the photograph of the candidate pasted on the application form and also put his/her seal half on the photograph and half on the application form without defacing the photograph.

Application received without these formalities (photo on the application being signed by forwarding authority in addition to his seal) the application will be summarily rejected.

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

