TO BE PUBLISHED IN THE EMPLOYMENT NEWS/ROZGAR SAMACHAR ON **14.01.2012**
(**THIS EXAMINATION IS NOT FOR UNEMPLOYED CANDIDATES**)

STAFF SELECTION COMMISSION

DATE OF EXAMIANTION: 25.03.2012
CLOSING DATE : 10.02.2012

NOTICE

LOWER DIVISION GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMIANTION FOR GROUP 'C' STAFF 2012.

File No.3/21/2011-P&P Staff Selection Commission will hold on 25.03.2012 (Sunday) a competitive examination for recruitment to temporary vacancies reserved for regularly appointed Group 'C' Staff in the Lower Division Grade of the (i) Central Secretariat Clerical Service (ii) Armed Forces Headquarters Clerical Service (only the Group 'C' employees of AFHQ under the control of JS (T) & CAO will be eligible for appointment against the vacancies in AFHQ (iii) Grade VI of the I.F.S. Branch 'B' Ministry of External Affairs Clerical Service and Central Vigilance Commission Clerical Service in the Grade Pay Rs.1800. The examination will be held at New Delhi, Kolkata, Mumbai, Allahabad, Chennai, Bangalore, Guwahati Chandigarh and Raipur in accordance with the enclosed Rules (Annexure-II) published by the Department of Personnel & Training in the Gazette of India vide Notification dated 08.11.2010. There will be no Centre at any Indian Mission abroad. A candidate serving at an Indian Mission abroad will have to appear in this examination from any of the Examination Centre mentioned above at his/her own expense.

2. NUMBER OF VACANCIES:- The number of vacancies to be filled up on the basis of this examination will be as per vacancies to be intimated to the Commission by each of the Cadre Authority participating in this examination.

3. CONDITION OF ELIGIBILITY:- Any permanent or regularly appointed temporary Group 'C' employees in any of the above mentioned Services/Ministry/Offices will be eligible to appear for vacancies existing only in their respective Service/Ministry/Office, and who satisfy the following conditions shall be eligible to appear in the examination.

(i) EDUCATIONAL QUALIFICATION:- As on 01.01.2012 the candidate must have passed 12th Standard examination from a recognized Board or equivalent .

Note:- Candidates who do not possess at least the minimum education qualification as on 01.01.2012 are not eligible for applying for the examination.

(ii) LENGTH OF SERVICE:- As on 01.01.2012 the candidates must have rendered not less than three years' regular service as a Group-C employee with Grade Pay of Rs.1800.

Note-I: A Group 'C' employee who is on deputation to ex-Cadre post with the approval of the Competent authority shall be eligible to be admitted to the examination , if otherwise eligible.

Note.II: A Group 'C' employee who has been appointed to an Ex-Cadre post or to another service on transfer and continous to have a lion in the Grade 'C' post for the time being shall also be eligible to be admitted to the examination , if otherwise eligible.

(iii) AGE LIMIT:- Not more than 45 years of age on 01.01.2012. This age limit is relaxable upto a maximum of 5 years for SC/ST candidates.

Provided that the upper age limit may be relaxed in respect of such categories of the persons as may be notified from time to time in his behalf by the Central Government to the extent and subject to the conditions notified in respect of each category.

4. SELECTION OF CENTRE AND ADDRESS TO WHICH APPLICATION TO BE SENT:- A candidate must select only one of the Centres mentioned in Para-1 above for appearing in the written part of the examination. Request for change of Examination Centre will not be allowed under any circumstances. Candidate must send his/her application to **Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504**, through the Head of his/her Department/Office where he/she is working so as to reach the Commission by the stipulated Closing Date (10.02.2012).

Note-I: Cadre Authorities participating in the examination must forward the duly completed application form of the concerned candidate to the Commission before the Closing Date (10.02.2012) stipulated in the Notice. Applications forwarded by any Cadre Authority after the Closing date (10.02.2012) will not be accepted by the Commission, such application if received by the Commission will be rejected forthwith.
Note-II: In case, any regional/Sub-Regional Office of Commission receives less than Ten (10) applications from eligible candidates for appearing in the examination, such candidates may be directed by the Commission to appear from the Delhi Centre at their own expenses and risk.

5. SCHEDULE OF EXAMINATION: The Scheme of written part of the examination.

Paper No.	Subject	Maximum Marks	Duration and Timings for General Candidates	Duration and Timings for Visually Handicapped Candidates.
I.	Short Essay (Hindi or English)	100	1 hour 30 minutes **10.00 AM to 11.30 AM**	1 hour 45 minutes **10.00 AM to 11.45 AM**
II	(a) Language (General English or Saamanye Hindi) (b)General Knowledge (English or Hindi)	100	2 hours **1.00 PM to 3.00 PM**	2 hours 20 minutes **1.00 PM to 3.20 PM**

Note-I. Question Paper shall not be provided in BRAILLE AND THERE WILL BE NO OPTION FOR ANSWERING IN BRAILLE.

SYLABUS OF EXAMIANTION:-

PAPER-I	SHORT ESSAY	One Essay of 400-500 words to be written on any of the several specified subjects.
Paper-II	(a) LANGUAGE (General English or Saamanye Hindi)	Candidate will be tested in simple composition, Applied Grammar and Elementary Tabulation to test the art of compiling, arranging and presenting data in tabular form.
	(b) General Knowledge	Knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will include question on Geography of India also.

6. Candidates are allowed the option to answer both the question papers either in English or in Hindi (in Devanagri Script). The option will be for both the papers viz. Short Essay (Paper-I) and Language and General Knowledge (Paper-II). The question papers for both the papers will be in bilingual form i.e. these will be printed both in English and Hindi.

Note:-I Candidate exercising the option to answer the papers either in English or in Hindi (in Devangri Script) must indicate their PREFRENCE/OPTION to do so clearly in Column-11 of the Application Form, otherwise, it would be presumed by the Commission that they would answer the papers in English.

Note:-II The option once exercised will be final and no request for change of option will ordinarily be entertained.

Note:-III Zero marks will be awarded for answer written in a language other than the one opted by the candidates. Further, if answers are written partly in one language and partly in another language, such answer script will not be evaluated and such candidate will be awarded **ZERO marks.**

Note-IV:-

(i) The Commission has discretion to fix qualifying marks in any or all subjects of the examination.
(ii) Marks will not be allotted for mere superficial knowledge.
(iii) Deduction upto 5% of the maximum marks will be made for illegible handwriting.
(iv) Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of examination.

7. Provision for Visually Handicapped (VH) Candidates:-

(a) All the Visually Handicapped (VH) candidates with visual disabilities of **Forty (40) Percent** and above including Blind and Partially Blind persons who have applied for the examination can avail the assistance of a SCRIBE for indicating/writing the replies on their behalf as the question papers for the examination will be set both in English and Hindi. A SCRIBE will be provided by the Commission on request made by such visually handicapped (including blind and partially blind) candidate. Candidates will not be allowed to bring their own scribe. No attendant will be allowed with such VH candidates inside the examination premises.

(b) Such visually handicapped candidates, opting for availing the assistance of SCRIBE will have to make a request, in writing, in the prescribed format given at Annexure-III to the concerned Regional/Sub-Regional Office of the Commission for appearing in the said examination, at least 10 days before the date of examination for engaging a scribe and the medium in which the SCRIBE is required to write/indicate the replies of the questions set in the examination on his/her behalf.

(c) VH candidates will be allowed EXTRA TIME of 15 minutes for Paper-I (Short Essay) and 20 minutes for Paper-II (Language and General Knowledge).

(d) The Visually Handicapped candidates including Blind and Partially Blind persons with visual disabilities of not less than forty (40%) percent who 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 from any one of the Nine Examination Centre viz. New Delhi, Mumbai, Kolkata, Allahabad, Bangalore, Chennai, Guwahati, Chandigarh 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.7 of the application form.

Provision of Magnifying Glass.

Candidates who are able to read the Question Paper and are able to write/indicate the answers with the help of Magnifying Glass will 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 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.

All **"one eyed"** candidates and Visually Handicapped candidates whose degree of visual disability is less than forty (40%) percent shall not be provided a SCRIBE. Such candidate will not be treated as Visually Handicapped candidate for the purpose of availing benefit of relaxation.

8. SELECTION OF CANDIDATES:- The Commission have the discretion to fix different qualifying standard in different Papers. After the examination, the Commission will recommended separately to each of the concerned Cadre Authority concerned participating in the examination, the names of candidate who have attained the qualifying standard which will be determined at the discretion of the Commission. The name of the candidates who are considered by the Staff Selection Commission to be suitable for appointment on the basis of results of the examination will be arranged in a single list on the basis of their seniority in the parent Group 'C' post. The employees holding posts in higher grade will rank senior to those in the lower grade. The cadre authority shall take steps to appoint them against vacancies decided to be filled in accordance with the rules/regulations framed by them in this regard.

9. CRITERIA FOR ALLOCATION:- The allocation will be made service-wise, as per the vacancies. The final merit position will be determined by adding marks of Paper-I, Paper-II and ACRs. In case Grand total is same, the merit of the candidate will be determined on the basis of the marks obtained by him/her in Paper-II and followed by Paper-I. If the marks obtained by the candidates in Paper-I and Paper-II are equal, than the candidate having a higher Date of Birth will be ranked higher.

10. TYPEWRITING TEST:- (i) Appointment, on the basis of result of this examination shall be subject to the condition that unless a candidate has already passed one of the periodical typewriting tests in English or Hindi held by the Secretariat Training School or the ISTM or Subordinate Service Commission or Staff Selection Commission or by Department of Official Language Hindi Teaching Scheme, the candidate will have to pass the Type Test at minimum speed of 30 words per minute in English or 25 words per minute in Hindi or typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer [35 w.p.m. and 30 w.p.m. correspond to 10500 key depressions per hour/9000 key depression per hour on an average of 05 key depression for each word] or Hindi typing test in accordance with these norms, to be held by the authority designated by the Government for the purpose within a period of one year from the date of appointment failing which, no annual increment (s) will be allowed to him/her until he/she has passed/cleared the Typing Test prescribed by the Commission.
10(ii) The candidates who do not pass the said type-writing test within the period of probation shall be liable to be reverted to their substantive appointment or temporary posts held by them before their appointment to lower Division Grade.

10(iii) Notwithstanding anything contained in clauses(i) and (ii) above , a candidate, who has been declared by the competent medical authority , i.e., the Civil Surgeon , to be permanently unfit to pass the type-writing test because of a physical disability , may in consultation with the Department of Personnel and Training be exempted from the requirement of passing the type-writing test and, in the event of his being so exempted, the provisions of clauses(i) and (ii) shall cease to be applicable to him from the date of such exemption.

The Visually Handicapped candidates with visual disability of forty (40%) percent and above will be given 30 minutes time to type 300 words in English and 250 words in Hindi.

The Commission will engage **PASSAGE DICTATORS** FOR EACH OF SUCH Visually Handicapped candidates who will read out the given text material to the candidate during the Type Test.

11. SUBMISSION OF APPLICATION:- (i) Application in prescribed format as given in Annexure-I of the Notice or on Plain Paper (fullscaps size) duly typed on one side and in double space, in the format and manner as given in the application form (Annexure-I) of the instant Notice and duly signed in candidates own handwriting in running script and NOT IN BOLD CAPITAL LETTERS, giving the necessary information together with candidates two recent good quality and identical photographs (4 cm. X 5 cm.) out of which one should be pasted on the application form and the other attached with the application, and one self addressed Post Card with postage stamps worth Rs. 6.00 (Rupees Six only) and two self addressed envelops of 12 X 25 cm. Size (out of which one envelope should have postage stamps worth 10 (Rupees Ten only) affixed on) must reach the Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504, latest

by 10.02.2012 (5.00 PM) and by 25.02.2012 (5.00 PM) in the case of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island, Lakashadweep and for candidates residing abroad. The forwarding authority should put his/her signatures and Office Seal on photograph of the candidate pasted on the application form so that half portion of Seal appears on application form & half thereof on the photograph without defacing the candidate's photograph.

(ii) Application received after the Closing Date or not accompanied by photograph in the manner prescribed in Para-11 (i) above shall be rejected summarily. A candidate must submit his/her application through the Head of his/her Department or Office concerned who will complete the endorsement at the end of the application form and forward it to the Commission. It will be the responsibility of the Department or Office concerned to ensure eligibility of the candidates as laid down in Para-3 and all applications received through the Department or Office before Closing Date (10.02.2012 & 25.02.2012) (for candidates from for flung and remote areas respectively) will be accepted by the Commission. Applications received by the Commission after the closing date will be rejected forthwith without any correspondence with the candidate and no subsequent request for re-consideration will be entertained by the Commission under any circumstances.

12. ACKNOWLEDGEMENT OF APPLICATION:- The candidates who apply in response to this advertisement are assigned Index Number/Roll Numbers. These will be communicated to them on the self addressed Post Card (sent by the candidates with their applications) within two weeks from the closing date. The candidate must write his/her Index Numbers/Roll Numbers alongwith his/her name, date of birth and name of the examination, while addressing any communication to the Commission. Communications from candidates not furnishing these particulars will **not** be entertained. If the Admission Card is not received by any candidate before one week from the date of examination, they must immediately contact Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504 with documentary proof of applying for the examination. While appearing in the examination, candidates are required to put their signatures of the Admission certificate in the same manner as signed by them on the application form.

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

Any change in address must immediately be communicated to the Commission's Office, giving details of Roll Number, Name and New Address in Block Capital letters as also indicating the Name, Month and Year or examination.

ANNEXURE-I

STAFF SELECTION COMMISSION

APPLICATION FOR LOWER DIVISION GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMIANTION FOR GROUP 'C' STAFF 2012

Date of Examination : 25.03.2012
Opening Date: 14.01.2012
Closing Date : 10.02.2012

Passport size photograph of the Candidates to be pasted here. Forwarding authority to sign & put seal half on the photograph without defacing photograph and half on the application form.

1. Name of the Candidate (in capital letters) in Hindi

In English

2. Postal Address (including candidate's name at which communications should be sent capital) please enclose three slips indicating your name and address.

3. Date of Birth (as recorded in Matriculation or equivalent certificate)

Date		Month		Year			

4. (a) Are you a Group 'C' employees or in higher grade in the Ministry/Office participating in Central Secretariat Clerical service/Armed Force Headquarters Clerical Service/ Indian foreign Service (B), Grade VI/ Central Vigilance Commission Clerical Service.

Yes	No

b) If yes, write the name and address of the Cadre Controlling Authority/Office where working.

(C)Tick mark ( ) in the appropriate box indicating the service Department/Office for which you are appearing.

C.S.C.S.	
AFHQ	
IFS (B)	
C.V.C.	

(d)Whether you are working on deputation basis? If yes, name and address of the present office.

NOTE: - THIS EXAMIANTION IS MEANT ONLY FOR THE PERSONS WORKING AS GROUP 'C' EMPLOYEES IN GRADE PAY OF RS.1800, IN VARIOUS OFFICES OF GOVT. OF INDIA WHICH PARTICIPATE IN CSCS, AFHQ, IFS (B)/CVC. THE APPLICATION WILL BE CONSIDERED ONLY IF THEY ARE FORWARDED THROUGH THE OFFICES PARTICIPATING IN THESE CADRES. THE APPLICATION OF ALL OTHER CANDIDATES WILL BE SUMMARILY REJECTED.

5. Gender : If Female Write-1
If Male Write-2

6. Are you a member of
   a) Schedule Caste
   (Write 'Yes' or 'No'

   b) Schedule Tribe
   (Write 'Yes' or 'No'

   c) Other Backward Classes
   (Write 'Yes' or 'No'

7. (a) Do you belong to Visually Handicapped
   With visual disability of forty (40%) percent and above including Blind/Partially Blind category?
   (Write 'Yes' or 'No'

   (b)Degree of Visual Disability in percent.

   (c) If yes, whether you desire to engage **SCRIBE.**

   (d)If yes, indicate the medium of language for Answering the Papers by the Scribe
   (Write Hindi/English)

8. Father's Name/* Husband's Name (wherever applicable)*

9. Educational Qualification (enclose an attested copy of 12th standard or equivalent certificate) as on 01.01.2012.

10. (a) From which date have you been employed continuously and regularly as Group 'C' employee in the grade of Rs.1800.

Date	Month	Year			

(b)Whether appointed to any grade higher than Rs. 1800 (Revised) in Group 'C' post.

(Write 'Yes' or 'No') in the box.

(c) If answer to (b) above is 'Yes' than indicate the date from which regularly appointed in higher grade of Group 'C' post and the pay scale.

Date _____
Pay Scale_____

11. Indicate the language (English or Hindi) in the box in which you wish to answer both the Papers. (Tick mark ( ) in appropriate box).

English	**Hindi**
☐	☐

12. Indicate the Centre at which you wish to take the examination (Please see Para-1 of the Notice):

_____

DECLARATION TO BE SIGNED BY ALL THE CANDIDATES COMPULSORILY

I do hereby declare that all statement made in this application are true, complete and correct to the best of my knowledge and belief.

Place:
Date:

_____
Signature of the Candidate
(Left Thumb Impression) in case of Visually Handicapped Candidates

NOTE-I : **Unsigned application will be summarily rejected.**
NOTE-II : **One envelope should contain application of one candidate only.**
NOTE-III: **Visually Handicapped Candidates including Blind and Partially Blind could either put their signature or affix Left Thumb Impression (LTI) at the designated places in lieu of signature.**

T0 BE FILLED BY THE HEAD OF DEPARTMENT OR OFFICE IN WHICH THE CANDIDATE IS SERVING.

(Please see Para-3 & Para 11 of Notice)

Certified that :

(i) The entries made by the candidate is columns (1-10) above have been verified with reference to his/her service records and are correct.

(ii) It has been certified herm, his/her service records that he/she belong to Schedule Caste/Schedule Tribe in ..... Stat e/Union Territory, in which he/she and/or his/her family ordinarily resides.

(iii) There are no circumstances rendering him/her unsuitable for appointment as a Lower Division Clerk.

(iv) Shri/Smt./Kum. ..... is a continuously and regularly appointed Group 'C' in Grade Pay of Rs.1800 of Ministry/Office participating in the Cadre/Service of (Tick mark ( ) the appropriate box).

(i)	Central Secretariat Clerical Service.	☐
(ii)	Armed Force Headquarters Clerical Service.	☐
(iii)	Indian Foreign Service (B) Clerical Service.	☐
(iv)	Central Vigilance Commission Clerical Service. With effect from	☐

(v) He/She is working as ..... (Group 'C' in Grade Pay 1800) in the basis w.e.f. ..... in the Pay Band of Rs. ..... in the above ticked Cadre.

(vi) ** He/She was working as ..... (Group 'C' in Grade Pay 1800) on regular basis w.e.f. ..... to ..... in the Pay Band of Rs.. ..... in the above ticked Cadre and at present he/she is working as ..... on regular/ad-hoc basis w.e.f. ..... in the Pay Band of Rs. ..... Plus Grade Pay of Rs. ..... .

** Strike out the Col. VI/portion if no applicable.

2. Certified also that He/She had submitted his/her application to the Department/Office on ..... for onward transmission to the Staff Selection Commission

3. Certified also that he photograph of Shri/Smt./Kum. ..... pasted on the application form at appropriate place is duly signed and stamped by the undersigned.

Place:
D ate:

Signature.....
Name.....
Designation.....
Department.....
Office.....
Place.....

NOTE –I THIS ENDORSEMENT SHOULD BE SIGNED BY THE HEAD OF THE DEPARMENT/OFFICE

NOTE-II FORWARDING AUTHORIT Y MUST SIGN ON THE PHOTPGRAPH OF THE CANDIDATE PASTED ON THE APPLICAT ION FORM AND ALSO PUT HIS/HER SEAL SO THAT THE IMPERSSION OF THE SEAL IS APPEARS PARTLY ON THE PHOTOGRAPH AND PARTLY ON THE APPLICATION FORM WITHOUT DEFACING THE PHOTOGRAPH. WITHOUT THESE (PHOTO ON THE APPLICATION BEING SINGEND BY FORWARDING AUTHORITY IN ADDITION TO HIS/HER SEAL) THE APLICATION WILL BE SUMMARILY REJECTED.

NOTE-III THE APPLICATION SHOULD BE FORWARDED BY THE CADRE CONTROLLING AUTHORITY MINISTRY/DEPARTMENT WHO SHOULD BE RESPONSIBLE FOR THE CANDIDATURE OF THE CANDIDATE.

ANNEXURE-II

RULES.

The Rules for Clerks' Grade Limited Department Examination (for Group 'C' staff only in the Grade Pay 1800), 2012 to be held by the Staff Selection Commission, Department of Personnel & Training in 2012 for the purpose of filling temporary vacancies reserved or regularly appointed Group 'C' staff in the Lower Division Grade of the Central Secretariat Clerical Service. Armed Force Headquarters Clerical Service, Grade-VI of the Indian Foreign Services Branch (B), Central Vigilance Commission Clerical Service are published for general information.

The candidates who are admitted to the examination will be eligible for vacancies.

(i) In the Central Secretariat Clerical Service, if they are working in the Ministries/Offices participating in the Central Secretariat Clerical Service.
(ii) In the Armed Force Headquarters Clerical Service, if they are working in the Ministries/Offices participating in the Central Secretariat Clerical Service.

NOTE :- (Only the Group 'C' employees of AFHQ under the control of JS(T) & CAO will be eligible for appointment against the vacancies of AFHQ)

(iii) in Grade VI of the IFS (B), if they are employed in the Ministry of External Affairs or its Mission abroad.
(iv) Central Vigilance Commission Clerical Service, if they are employed in the Central Vigilance Commission Clerical Service

The number of vacancies to be filled up on the basis of results of the examination will be decided by each cadre authority participating in the examination.

3. The examination will be conducted by the Staff Selection Commission in the manner prescribed in Appendix to these rules, the dates on which and the places at which the examination will be held the Commission shall be fix by the Commission.

4. Any permanent or regularly appointed temporary Group 'C' employee in the Grade Pay of Rs.1800 who satisfies the following conditions shall eligible to appear at the examination

(I) **LENGTH OF SERVICE** ;- As on 01.01.2012 the candidates must have rendered not less than three years' regular service as a Group-C employee with Grade Pay of Rs.1800.

Note-I: A Group 'C' employee who is on deputation to ex-Cadre post with the approval of the Competent Authority shall be eligible to be admitted to the examination , if otherwise eligible.

Note.II: A Group 'C' employee who has been appointed to an Ex-Cadre post or to another service on transfer and continous to have a lion in the Grade 'C' post for the time being shall also be eligible to be admitted to the examination , if otherwise eligible.

(II) AGE:- He/ She should not be more than 45 years of age as on 1.1.2012.

The age limit prescribed above will be relaxable upto 05 years maximum for candidates belonging to Scheduled Castes or Scheduled Tribe category. Provided that the upper age limit may be relaxed in respect of such categories of the persons as may be notified from time to time in his behalf by the Central Government to the extent and subject to the conditions notified in respect of each category.

(III) EDUCATIONAL QUALIFICATIONS : As on 01.01.2012 the candidate must have passed 12th Standard examination from a recognized Board or equivalent .

NOTE(1) A candidate who has appeared at an examination the passing of which would render him/her educationally qualified for the Commission's examination but has not been informed of the result as also the candidate who intends to appear as such a qualifying examination will not be eligible for admission to the examination.

NOTE(2): In exceptional cases , the Central Government may treat a candidate not possessing any of the qualifications prescribed in the rule, as educationally qualified provided that he/she possess qualifications, the standard of which in the opinion of Government justified his/her admission to 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 which have been tempered with , or
(v) Making statement 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 any other manner in the examination hall , or
(ix) Writing irrelevant matter including obscene language or pornographic matter in the answer sheet/booklet, or
(x) Found in possession or Mobil Phones/ Cellular Phones/Pagers and other unauthorized electronic gadget after commencement of the examination inside the examination hall whether in use or not, will be deemed to have been using unfair means, or
(xi) Taking away question paper or booklet/answer sheet or answer book with him/her from the examination hall or passing it on to the unauthorized person/persons during the conduct of their examination, or
(xii) Harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination, or
(xiii) Violating any of the instructions issued to the candidates along with their admission certificates permitting them to take the examination , or
(xiv) Attempting to commit or, as the case 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, and or
(b) to be debarred either permanently or for a specified period by the Commission from any examination or
selection held by them, and or
(c) disciplinary action under appropriate rules.

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

9. After the examination, the Commission will recommended separately to such cadre authority concerned participating in the examination the names of candidates, who have attained the qualifying standard, which will be determined at the discretion of the Commission. The names of the candidates who are considered by the Staff Selection Commission to be suitable for appointment on the basis of results of the examination shall be arranged in a single list on the basis of seniority in the parent Group 'D' post. The employees holding posts in higher grade will rank senior to those in the Lower Grade. The cadre authority shall take steps to appoint them against vacancies decided to be filled in accordance with the rules\regulations framed by them in this regard.

10. A candidate must be **in good mental and bodily health** free from any physical defects likely to interfere with the efficient discharge of his/her duties as an officer of the service. A candidate, who is not found to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

Note: In case of the disabled Ex-Defence Service Personnel a certificate of fitness issued by the Demobilization Medical Board of the Defence Services will be considered adequate for the purpose of an appointment.

11. Appointment, on the basis of result of this examination shall be subject to the condition that unless a candidate has already passed one of the periodical typewriting tests in English or Hindi held by the Secretariat Training School or the ISTM or Subordinate Service Commission or Staff Selection Commission or by Department of Official Language Hindi Teaching Scheme, the candidate will have to pass the Type Test at minimum speed of 30 words per minute in English or 25 words per minute in Hindi or typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer [35 w.p.m. and 30 w.p.m. correspond to 10500 key depressions per hour/9000 key depression per hour on an average of 05 key depression for each word] or Hindi typing test in accordance with these norms, to be held by the authority designated by the Government for the purpose within a period of one year from the date of appointment failing which, no annual increment (s) will be allowed to him/her until he/she has passed/cleared the Typing Test prescribed by the Commission.

The Visually Handicapped candidates with visual disability of **forty percent(40%)** and above will be given **30 minutes time to type 300 words in English and 250 words in Hindi.**

The Commission will engage **PASSAGE DICTATORS** for each of such Visually Handicapped candidates who will read out the given text material to the candidate during the Type Test.

If any candidate does not pass the said typewriting test within the period of probation, he/she is liable to be reverted to his/her substantive appointment or temporary post held by him/her before his/her appointment to Lower Division Clerk.

NOTE: A candidate appointed on the basis of results of the examination and has already passed the typewriting test as prescribed above or who passes it within a period of **6 months** from the date of his/her appointment will be granted the first increment after six months instead of **one-year** service. This will, however, be absorbed in the subsequent regular increment.

12. A candidate who after applying for admission to the examination or after appearing at it resigns his/her appointment as a Group 'D' employee or otherwise quits the service or severs his/her connection with it or whose service are terminated by his/her Department or who is appointed to an ex-cadre post or to another service on transfer and does not have a lien on a Group 'D' posts will not be eligible for appointment on the basis of results of this examination. This, however, does not apply to a Group 'D' employee, who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.

ANNEXURE -III

(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 LOWER DIVISION GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION ,FOR GROUP 'C' STAFF-2012. FOR ENGAGING SCRIBE).

STAFF SELECTION COMMISSION

LOWER DIVISION GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR GROUP 'C' STAFF -2012.

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. Roll No. _____
3. . Degree of visual Disability _____percent.
4. Whether the assistance of SCRIBE is required for writing the answer in the above examination.

   Write 1 for "yes " and 2 "No" in the box

5. Indicate the medium of language for writing the answers by the SCRIBE

   Write 1 for "English " and 2 for "Hindi in the box.

6. Centre of examination _____

_____

Signature /Left ThumbImpression(LTI) of the VH Candidate.