



भारत सरकार,  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,  
कार्मिक एवं प्रशिक्षण विभाग,  
कर्मचारी चयन आयोग,  
ब्लॉक सं-12, केन्द्रीय कार्यालय परिसर,  
लोधी रोड, नई दिल्ली 110003-

Government of India,  
Ministry of Personnel, Public  
Grievances & Pensions,  
Department of Personnel and  
Training,  
Staff Selection Commission,  
Block No. 12, CGO Complex,  
Lodhi Road, New Delhi -  
110003

### ADDENDUM

#### **Junior Secretariat Assistant/Lower Division Clerk Grade Limited Departmental Competitive Examination, 2021 & 2022**

F.NO.HQ-PPII03(8)/1/2023-PP\_II: Candidates may please refer to the notice of Junior Secretariat Assistant/Lower Division Clerk Grade Limited Departmental Competitive Examination, 2021 & 2022 which was issued by the Commission on 13.10.2023 and the last date for receipt of online application was 02.11.2023. The 'conditions of eligibility' for the candidates applying under M/o External Affairs cadre were as under:-

**“Conditions of eligibility:-** Multi-Tasking Staff who have passed the 12th Standard Examination from a recognized Board or equivalent and have rendered not less than 3 years regular service as Group ‘C’ employee having pay in Level I in the Pay Matrix and undergone and successfully completed such mandatory training programme (s) as may be prescribed by the Ministry of External Affairs shall be eligible to participate subject to such regulations as may from time to time be made by the controlling authority”.

2. The crucial date for counting of approved service for the year, 2021 was 01.07.2021 in the notice of ‘Junior Secretariat Assistant/Lower Division Clerk Grade Limited Departmental Competitive Examination, 2021 & 2022’.

3. MEA *vide* their Order No. Q/CAD/611/06/2023 dated 15.11.2023, communicated to the Commission *vide* their letter No. Q/CAD/611/06/2023 dated 23.11.2023, has decided to provide relaxation in the requirement of 03 years of regular service on the crucial date in the case of MTS Direct Recruitment of 2016 batch and instead 02 years of regular service has been prescribed for them to enable their participation in JSA/LDC Grade LDCE, 2021.

4. The crucial date for the candidates being eligible after grant of such relaxation in the length of service *vide* MEA's Order dated 15.11.2023 shall be 01.07.2021 as decided by MEA.

5. Accordingly, the Commission has decided to accept online applications from the candidates of MEA (Cadre Cell) who have become eligible pursuant to grant of relaxation in the length of qualifying service to apply for Junior Secretariat Assistant/Lower Division Clerk Grade Limited Departmental Competitive Examination, 2021.

6. The applications from the newly eligible candidates shall be accepted through online mode only **with immediate effect up to 05.12.2023 (2300 hours)** .

7. After completion of online application form, the printed copy of the same accompanied with necessary documents, complete in all respects, in accordance with the "Instructions to Candidates" (Annexure-I) in the notice of Junior Secretariat Assistant/Lower Division Clerk Grade Limited Departmental Competitive Examination, 2021 & 2022 should be duly forwarded by their respective Head of Department/Head of Office to "The Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003" **so as to reach by 12.12.2023 (1800 hrs)**. No application, received after the prescribed last date and time for receipt of the application in the Commission through proper channel, will be entertained under any circumstances. Application(s) received after closing date and time, will be summarily rejected.

8. Candidates, in their own interest, are advised to ensure that the printed copies of their online applications duly verified and endorsed by the Competent Authority, are forwarded by their Head of Department or Head of Office in a manner that their applications reach well before **12.12.2023 (1800 Hours)**.

9. The other terms and conditions of notice of Junior Secretariat Assistant/Lower Division Clerk Grade Limited Departmental Competitive Examination, 2021 & 2022 shall remain unchanged.

(Under Secretary)  
Staff Selection Commission (Hqrs)  
Dated:-04.12.2023