



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.

(To be uploaded on the website of the Commission (<https://ssc.nic.in>) on 18.10.2021)

NOTICE

Senior Secretariat Assistant/ Upper Division Clerk Grade Limited Departmental Competitive Examination, 2017

Submission of Application: 18.10.2021 to 17.11.2021
Last date and time for receipt of Application: 17.11.2021 (1800 hours)
Date and time of Examination: to be intimated later

F. No.3/9/2017-P&P-II: The Staff Selection Commission will hold a Limited Departmental Competitive Examination on (to be intimated later) at **New Delhi, Prayagraj, Mumbai, Bengaluru, Guwahati, Kolkata, Chennai, Chandigarh and Raipur** for making additions to the Select List of Senior Secretariat Assistant/ Upper Division Clerk Grade {Pay Level-4 (Rs 25500 - Rs. 81100)} of the following Services/Cadres (subject to availability of number of vacancies):

| Sl. No. | Name of Service/Cadre |
|---------|--|
| 1 | Central Secretariat Clerical Service |
| 2 | Railway Board Secretariat Clerical Service |
| 3 | Armed Forces Headquarters Clerical Service |
| 4 | Election Commission of India |
| 5 | Central Vigilance Commission |
| 6 | Central Administrative Tribunal |

2. **Vacancies:** Vacancies will be intimated in due course. Vacancy position will be uploaded on the website of the Commission (<https://ssc.nic.in> >Candidate's Corner > Tentative Vacancy).

3. Place(s), centre(s), date and time of examination are liable to be changed at the discretion of the Commission. While every effort will be made to allot the candidates to centres of their choice for the examination, the Commission may at their discretion, allot a different centre to a candidate if circumstances so warrant. Changes of schedule of the examination, if any, would be uploaded on the website of SSC (NR) viz., <https://ssc.nic.in>.

4. Applications from eligible candidates are invited for consideration subject to availability of vacancies in the respective Services/Cadres. Reservation of posts for Scheduled Caste/Scheduled Tribe candidates and Persons with Disability (Orthopedically Handicapped, Hearing Handicapped and Visually Handicapped only) candidates will be as per the vacancy position in respective categories reported by the indenting Services/Cadres to the Commission.

5. Candidates seeking admission to the examination must apply to the **Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003 through their Cadre Controlling Authorities**. Application must be submitted in the prescribed form (attached herein as **Annexure-II**). The candidates may use the format of the application form typed neatly in double space in A-4 size paper by downloading the same from the website of the Commission i.e. <https://ssc.nic.in>.

6. The completed application forms through the cadre controlling authorities must reach the **Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi 110003**, on or before **17.11.2021 (1800 hrs)**, and from candidates residing abroad, Andaman & Nicobar Islands and Lakshadweep by **24.11.2021 (1800 hrs)** accompanied by necessary documents, complete in all respects, in accordance with the '**Instructions to Candidates**' contained in **Annexure-I**. Applications received after closing date will not be entertained by the Commission.

NOTE-I Only those candidates whose application is forwarded by their Head of Department/Head of Office will be considered for admission to this Examination. They should further note that the Commission will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. 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. Candidates, in their own interest, are advised to ensure that their 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 the prescribed last date and time.

NOTE-II Cadre Controlling Authorities of the Applicants must forward the application forms on or before the prescribed date and time, to the Commission. While forwarding the application(s) of the candidate(s), the authorities should certify that vacancy in relevant category in their Service/Cadre, for which the candidate has applied, is available. Applications submitted in the format, other than that prescribed in this Notice, shall be rejected summarily without any correspondence by the Commission.

7. All communications in respect of this Examination should be addressed to **the Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003** and should contain the following particulars:-

- (i) Name and year of examination
- (ii) Name of candidate (in full and in block letters)
- (iii) Name of father/husband of candidate
- (iv) Roll number or date of birth (if roll number not received by the candidate)
- (v) Postal address as given in application

8. Communications, without above details as in para 7, will not be entertained. In all correspondence with the Staff Selection Commission related to this examination, candidates should invariably **superscribe** their envelope and correspondence (s) with the words and figures, **“Senior Secretariat Assistant/ Upper Division Clerk Grade Limited Departmental Competitive Examination, 2017”**.

9. This examination is being conducted on the basis of clearance provided to the Commission by DoPT *vide* their letter No. 12/1/2020-CS.II (B) dated 03.09.2021 and is subject to the condition that results would be declared after the outcome of the litigation on the “reservation in promotion” and “own merit” issues are implemented.

Under Secretary (P&P-II)
Staff Selection Commission

INSTRUCTIONS TO CANDIDATES

1. 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; viz., Computer Based, Written Examination and evaluation of Service Record will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification, at any time before or after the Computer Based, Written Examination and evaluation of Service Record, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission.
2. Before filling in the Application Form as per **Annexure-II**, the candidates must carefully go through the Notice of the examination to ensure that they fulfill all eligibility conditions for the post applied. The conditions prescribed in the Notice shall not be relaxed under any circumstances.
3. The candidate must select among the centres mentioned in paragraph '1' of this notice at which he/she wishes to appear for the examination and indicate the same in his/her application. No request for change of Centre of Examination will be considered later under any circumstances. Hence, the candidates should select the centre carefully and indicate the same correctly in their applications.
4. The Commission will endeavor to accommodate the candidates at the centre opted by them. However, the Commission reserves the right to cancel any centre and ask the candidates of that centre to appear from another centre. The Commission, at its discretion, may direct the candidate to appear at any other place/centre. Commission also reserves the right to divert candidates of any centre to some other place/centre to take the examination.
5. The application form must be filled in candidate's own handwriting. Candidates must submit their application through the Head of their Department/Office concerned, well in time, who will complete the endorsement at the end of application form and forward it 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 the same by the last date prescribed in the Notice.
6. Candidates are warned that they should not furnish any false/incorrect/misleading information or suppress any material information while filling the application form.
7. Candidate must send the following documents with his/her application:
 - (a) Certified true copy of the first page of the Service Book duly attested by the Head of Department or Head of Office in which the candidate is employed at the time of making the application showing the particulars of the Government Servant; viz., Name of the candidate in full, his/her Father's Name, Husband's Name in case of a married woman Government Servant, Nationality, Name of the Scheduled

Caste/Scheduled Tribe in 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 attested by the Head of Department or Head of Office in which he/she is working at the time of making the application showing 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 self attested photocopies by the candidate should be submitted in support of claim for relaxation of age etc. and no document should be submitted in original.

8. Candidates are warned that if an application is incomplete or wrongly filled in or is not accompanied with any of the documents mentioned under Para 7 above, the application is liable to be rejected and no appeal against its rejection will be entertained.

9. Candidates should also ensure that the signatures appended by them in all the places; viz., in their application form, in the Attendance List and in all the correspondence with the Commission should be identical and there should be no variation of any kind. If any variation is found in the signatures appended by him/her at different places, his/her candidature will liable to be cancelled by the Commission.

10. Candidates should further note that no correspondence will be entertained by the Commission from them to change any of the entries made in the application form.

11. Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the website of Northern Region of the Commission about two weeks before the date of examination. If any candidate does not find his/ her details on the website of the Commission one week before the date of examination, he/ she must immediately contact the Northern Region of the Commission along with documentary evidence that he/she had applied for the examination. Failure to do so will deprive him/ her of any claim for consideration.

12. Admission certificate of candidates admitted to this examination will be uploaded on the website of the Northern Region of Staff Selection Commission; viz., <https://sscnr.nic.in> one week before the date of commencement of this examination. The candidates can download their admission certificate after providing requisite credentials. No paper admission certificate will be issued by the Commission.

13. A candidate must see that communications, if any, sent to him/her at the address stated in his/her application are redirected, if necessary; change in address should be communicated to the Commission at the earliest opportunity. Although the Commission makes every effort to take account of such changes they cannot accept any responsibility in the matter.

14. Candidates admitted to the examination will be required to produce their Departmental Identity Card (Original) issued by the employer of the Government Servant along with hard copy of Admission Certificate for appearing in the Examination.

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

16. Admission Certificates for the Examination will be uploaded on the website of Northern Region of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the websites of the Commission (Headquarters) *i.e.*, <https://ssc.nic.in> as well as Northern Region of the Commission, *viz.*, <https://sscnr.nic.in>.

17. The Rules for the examination are as below (candidates may refer to the respective RRs/Regulations, etc. for details):

| Sl. No. | Services/ Cadres | Conditions of eligibility (As specified in the respective Rules/Regulations, etc.) |
|---------|--------------------------------------|---|
| 1 | Central Secretariat Clerical Service | <p>Any regularly appointed Lower Division Clerk of the Service who satisfies the following conditions shall be eligible to appear at the examination:-</p> <p>(a) Length of Service-He should have on the crucial date, rendered not less than five years' approved and continuous service in the Lower Division Grade of the service: Provided that if he had been appointed to the Lower Division Grade of the Central Secretariat Clerical Service on the results of the Competitive Examination, including a Limited Departmental Competitive Examination, the results of such examination should have been announced not less than five years before the crucial date and he should have rendered not less than four years' approved and continuous service in that Grade. Provided that any period of his absence of Military duties may be allowed to be counted towards the prescribed length of service in the Lower Division Grade. Amended/Modified <i>vide</i> Department of personnel and Training Notification No.12/3/93-CS.II dated the 22nd November, 1995- Published in the Gazette of India <i>vide</i> GSR No.541 dated 9th December, 1995.</p> <p>NOTE:-Lower Division Clerk 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; Provided that it shall not apply to Lower Division Clerk who has been appointed to an ex-cadre post or to other Service on 'transfer' and does not have a lien in the Lower Division Grade of the Service.</p> <p>(b) Age:-He should not be more than 50 years of age on the crucial date:</p> |

| | | |
|---|--|---|
| | | <p>Provided that the Upper age limit may be relaxed in respect of such categories of persons as may be notified from time to time in this behalf by the Central Government, to the extent and subject to the conditions notified in respect of each category.</p> <p>(c) Typewriting Test- Unless exempted from passing the typewriting test held by the Union Public Service Commission or Staff Selection Commission, Ministry of Personnel, Public Grievances and Pensions for the purpose of confirmation, in the Lower Division Grade, he should have passed this test on or before the date of notification of the examination.</p> <p>NOTE: Special provision regarding eligibility of Lower Division Clerks joining military service on account of the emergency:</p> <p>Protection shall be afforded to Lower Division Clerks, who because of their having joined (or been called up for) military service during the emergency, cannot appear in the examination, in the manner prescribed from time to time by the Central Government in the Ministry of Railways in this behalf.</p> |
| 2 | Railway Board Secretariat Clerical Service | <p>Any permanent or regularly appointed temporary Lower Division Clerk of the service who satisfies the following conditions shall be eligible to appear at the examination.</p> <p>(a) Length of service: He should have, on the crucial date rendered not less than five years' approved and continuous service in the Lower Division Grade of the Service.</p> <p>Provided that any period of his absence on Military duties may be allowed to be counted towards the prescribed length of service in the Lower Division Grade.</p> <p>Provided further that, if he had been appointed to the Lower Division Grade of the Railway Board Secretariat Clerical Service on the results of the Competitive Examination including a Limited Departmental Competitive Examination, the results of such examination should have been announced not less than five years before the crucial date and he should have rendered not less than four years approved and continuous service in that Grade.</p> <p>NOTE- Lower Division Clerks who are on deputation to ex-cadre posts with the approval of the Competitive Authority will be eligible to be admitted to the Examination, if otherwise eligible. Provided that it shall not apply to a Lower Division Clerk who has been appointed to an ex-cadre post or to other service on 'transfer' and does not have a lien in the Lower Division Grade of the Service.</p> |

| | | |
|---|--|---|
| | | <p>(b) Age: He should not be more than 50 years of age on the crucial date.</p> <p>Provided that the upper age limit may be relaxed in respect of such categories of persons as may be notified from time to time in this behalf by the Central Government in the Ministry of Railways, to the extent and subject to the conditions notified in respect of each category.</p> <p>(c) Typewriting Test: Unless exempted from passing the typewriting test held by the Union Public Service Commission or Secretariat Training School for the purpose of confirmation, in the Lower Division Grade, he should have passed this test on or before the date of notification of the examination.</p> <p>NOTE: Special provision regarding eligibility of Lower Division Clerks joining military service on account of the emergency:</p> <p>Protection shall be afforded to Lower Division Clerks, who because of their having joined (or been called up for) military service during the emergency, cannot appear in the examination, in the manner prescribed from time to time by the Central Government in the Ministry of Railways in this behalf.</p> |
| 3 | Armed Forces Headquarters Clerical Service | <p>The rules for the competitive examinations including Limited Departmental Examinations held by Staff Selection Commission referred to in the Third Schedule shall be as notified by the Government (Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions) for the purpose from time to time.</p> <p>On the crucial date must have rendered not less than 5 years approved continuous service in the Lower Division Clerk Grade:</p> <p>Provided that if he had been appointed to the Lower Division Grade on the result of the Competitive Examinations including Limited Departmental Examinations, the result of such Examination should have been announced not less than five years before the crucial date and he should have rendered not less than 4 years of approved continuous service in the grade on the crucial date.</p> |
| 4 | Election Commission of India | Three years regular service in the grade through Limited Departmental Competitive Test. |
| 5 | Central Vigilance | Junior Secretariat Assistant in the Commission who have rendered five years of regular service in the level in pay Matrix |

| | | |
|---|---------------------------------|---|
| | Commission | on the basis of Limited Departmental Competitive Examination. |
| 6 | Central Administrative Tribunal | Eligibility service for the Limited Departmental Examination shall be five years regular service in the Lower Division Clerk Grade. |

18. Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), and Persons with Disabilities (PwD) candidates for all the categories, wherever applicable and admissible, would be as determined and communicated by the Indenting Ministries/ Departments/ Offices/ Cadres, as per extant Government Orders.

19. The Commission makes selection of candidates in pursuance to the vacancies reported by the concerned User Departments for various posts. The Commission does not have any role in deciding the number of vacancies of any User Department. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories come under the domain of the User Departments.

20. **Crucial Date: 1st day of July, 2017 (01.07.2017).**

Note:- Permanent or regularly appointed Junior Secretariat Assistant/ Lower Division Clerk who are on deputation to ex-cadre posts for a specified period with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible and the service rendered by them during the period of deputation will qualify towards the length of service in their respective Services/Posts. This, however, does not apply to Junior Secretariat Assistant/ Lower Division Clerks who have been appointed to ex-cadre posts or to another Service on "transfer" and do not have a lien in their respective Services/Posts.

21. A candidate who after applying for admission to the examination or after appearing at it, resigns his/her appointment or 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 or to another Service on 'transfer' and does not have a lien in the Junior Secretariat Assistant/ Lower Division Clerks will not be eligible for appointment on the result of this examination to their respective Services/Cadres. This, however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.

22. **Age:-** Candidate should not be more than **50 years of age on 01.07.2017**. Where an upper age-limit not exceeding 50 years is prescribed for promotion to a service/post, it shall be relaxed by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. This, however, would not apply to posts which have arduous field duties or are meant for operational safety and to posts in para-Military Organizations.

23. The disabled Defence Services personnel will be eligible for appointment to Group 'C' posts, which are filled on results of competitive examinations conducted by the Staff Selection Commission and other bodies provided they are educationally qualified. For appearing at the examination, they would be allowed a relaxation of the age limit up to three years (eight years in the case of disabled Defence Services personnel belonging to SC/ST) in excess of the prescribed upper age limit, subject to the condition that they would not be allowed to avail of a

larger number of chances in respect of recruitment to a service, or a group of services, than the maximum number of chances permissible to any general candidate under the age limit. For the purposes of claiming the age concessions, a certificate from the Director General, Resettlement, Ministry of Defence will be accepted as documentary evidence in support of the claim of disabled Defence Service personnel.

24. A candidate who is or has been declared by the Commission to be guilty of:-

| Sl. No. | Types of malpractices |
|---------|--|
| 1 | Obtaining support for his/her candidature by any means, or |
| 2 | Impersonating, or |
| 3 | Procuring impersonation by any person, or |
| 4 | Submitting fabricated documents or documents which have been tampered with, or |
| 5 | Making statements which are incorrect or false or suppressing material information, or |
| 6 | Resorting to any other irregular or improper means in connection with his/her candidature for the examination, or |
| 7 | Using unfair means in the examination hall, or |
| 8 | Misbehaving in the examination hall, or |
| 9 | Writing irrelevant matter, including obscene language or pornographic matter in the script(s); or |
| 10 | 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 unfair means; or |
| 11 | Harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination; or |
| 12 | Violating any of the instructions issued to the candidates along with their Admission Certificates permitting them to take the examination; or |
| 13 | Taking away answer books/typing script with him/her from the examination hall; or |

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 for:-

- (a) disqualification by the Commission from the examination for which he/she is a candidate, or
- (b) debarment 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
- (c) disciplinary action under the appropriate rules and other appropriate legal action.

25. 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.

26. After the examination, the candidates will be arranged by the Commission, in separate lists depending upon the number of participating units, in the order of merit as disclosed by the aggregate marks finally awarded to each candidate 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 Senior Secretariat Assistant/Upper Division Clerk upto the required number.

Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes shall, to the extent of the number of vacancies reserved for the Scheduled Castes/Scheduled Tribes, 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 Senior Secretariat Assistant/Upper Division Clerk on the results to the examination is entirely within the competence of Government to decide. No candidate 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.

27. 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.

28. Success in the examination confers no right to selection unless the cadre controlling 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 respects 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.

29. The Examination shall be conducted according to the following plan:

Part-I (Computer Based Examination & Written Examination)

(i) Part-I consists of two papers; viz., Paper-I-Computer Based Examination (200 marks); and Paper-II- Written Examination (100 marks). Questions in Paper-I will be of Objective Type Multiple Choice only whereas Paper-II will be of descriptive type. There will be **negative** marking of **0.25** marks for each wrong answer in computer based examination in Paper-I. The details of the Computer Based/ Written Examination are mentioned below:

| Subject | Paper | No. of Questions | Maximum marks | Time duration |
|---|-------|------------------|---------------|--|
| (a) General Awareness | I | (100 Questions) | 200 Marks | 2 hours |
| (b) English Language and Comprehension | | (100 Questions) | | (2 hours 40 minutes as per para '30' of Annexure-I) |
| (c) Noting, Drafting & Office Procedure (Conventional type) | II | ----- | 100 Marks | 2 hours (2 hours 40 minutes as per para '30' of Annexure-I) |

Note-1 The syllabus for the examination will be as shown at Para No.32 of **Annexure-I**.

Note-2 Candidates are allowed option to answer Paper-II (Noting, Drafting and Office Procedure) either in English or in Hindi.

Note-3 Candidates desirous of exercising the option to answer the aforesaid paper in Hindi (Devanagri) or in English should indicate clearly in column 8 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 8 of the application form would be entertained.

Note-5 Questions in respect of Paper-I (a) and Paper-II will be supplied both in English and in 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 For Visually Handicapped (VH) candidates, no question paper shall be provided in BRAILLE and there will be no option for answering replies in BRAILLE.

Note-8 The Commission, at its discretion may fix individual qualifying marks in any paper or part thereof.

Part-II 100 marks are earmarked for evaluation of record of service (APARs). Marks obtained in Part-II would be added for ascertaining the rank of the candidate. Once the APARs have been evaluated, no request for change in APAR grading, etc. at a subsequent date will be entertained by the Commission under any circumstances.

30. **Provision of Compensatory Time and Assistance of Scribe:**

(a) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate. Scribe will be provided by the Commission on request made by such candidates in the application form.

(b) Candidates will not be allowed to bring their own scribe.

(c) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe. The candidates who are allowed use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

(d) No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

(e) One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

31 **Resolution of Tie Cases:**

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

- (i) Marks obtained in Paper-II
- (ii) Marks obtained in part (b) of Paper-I
- (iii) Date of birth, with older candidates placed higher

32. Syllabus of the written examination shall 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 Politics and Scientific research.

(b) **English Language and Comprehension:**

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 questions on comprehension of a passage also. The questions will be of matriculation level.

Paper-II

Noting Drafting and Office Procedure

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.

**Staff Selection Commission
Senior Secretariat Assistant/ Upper Division Clerk Grade Limited Departmental
Competitive Examination, 2017**

APPLICATION FORM

(Each and every column of the application should be duly filled up with requisite information. Suppression of fact/ furnishing of false information shall lead to the rejection of the application)

Affix signed Passport Size
(5cms x 7cms approx)
photograph

| |
|------------------------|
| |
| Signature of candidate |

Part-I

(To be filled in by the candidate in his own handwriting):-

| | |
|------------------------------|--|
| Centre of Examination | |
|------------------------------|--|

| | | |
|----|---|--|
| 1 | Name in full (in Block Letters) (Shri/Smt./Ms.) | |
| 2. | Name of Father/Husband (in Block Letters) | |
| 3. | Name and full postal address of the Ministry/Department/Office in which you are working at the time of applying. (in Block Letters) | |
| 4 | Complete correspondence Address | |
| 5 | Educational Qualifications | |

| | | | | |
|-------|---|------|-------|------|
| 6 | Date of Birth (by Christian era) | Date | Month | Year |
| | | | | |
| 7(i) | Are you a member of Scheduled Caste? (Yes/No) | | | |
| (ii) | Are you a member of Scheduled Tribe? (Yes/No) | | | |
| (iii) | (a) Are you Persons with Disability (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' then produce certificate as per Annexure-III of this Notice. (Please refer para 23 of Annexure-I of this Notice). | | | |
| (iv) | (a) Do you belong to persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy? (Yes/ No) | | | |
| | (b) If yes, whether you desire to engage SCRIBE (Yes/ No) | | | |
| 8 | Medium for Paper-II (English/Hindi) | | | |

9. Give in chronological order complete details of the service rendered under Government in different offices and in different Grades.

| Name of the Deptt./ Office | Post held & Scale of pay | State whether post held permanently/ on probation/ temporary | From___ to___ |
|-------------------------------|-----------------------------|--|---------------|
| | | | |

| | | |
|-------|--|--|
| 10 | (a) Are you a permanent, regular or regularly appointed temporary Junior Secretariat Assistant/ Lower Division Clerk Grade of the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Vigilance Commission, Central Administrative Tribunal? (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 Junior Secretariat Assistant/ Lower Division Clerk Grade, if permanent. | |
| (ii) | Date of appointment as Junior Secretariat Assistant/ Lower Division Clerk Grade, if your appointment is temporary. | |
| (iii) | Rank and the year of the examination if appointed on the basis of Clerk Grade Examination (By Direct Recruitment/ By Promotion/ By LDCE etc.) | |
| 11 | From which date have you been continuously employed a Junior Secretariat Assistant/ Lower Division Clerk Grade in Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Vigilance Commission, Central Administrative Tribunal? | |
| 12 | (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 Junior Secretariat Assistant/ Lower Division Clerk in the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, | |

| | | |
|----|--|--|
| | Armed Forces Headquarters Clerical Service, Election Commission of India, Central Vigilance Commission, Central Administrative Tribunal (Yes/ No) | |
| 13 | (a) Have you passed the Monthly/Quarterly Typewriting Test held by the Staff Selection Commission for Confirmation in the post of Junior Secretariat Assistant/ Lower Division Clerk Grade? (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? (Please quote the number and date of the order under which you were granted exemption from passing The Typewriting Test). | |
| 14 | (a) Have you ever been debarred or disqualified by any Public Service Commission/Institution of Secretariat Training & Management/Subordinate Service Commission/ Staff Selection Commission for any of the Examination/selection? (Yes/ No) | |
| | (b) If the answer to (a) above is 'Yes' give details of the case. | |
| 15 | Give a list of documents attached to the application form (Please see paragraph 7 of Annexure-I of this Notice) | |

Signature_____

Name_____

Mob. No_____

E-mail_____

Date_____

Place_____

Declaration to be signed by the candidate

I hereby declare that:-

(a) The above statements are true, complete and correct to the best of my knowledge and belief. No part of it is false and baseless and nothing material has been concealed therefrom. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

(b) The Original certificate required to be submitted, *vide* para-7 of Annexure-I of this Notice, 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 _____

Name _____

Mob. No. _____

E-mail _____

Date _____

Place _____

Note-I Unsigned application will be summarily rejected.

Note-II PwD 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)

(A) Certified that:-

- (1) The information given by Shri/Shrimati/Kumari* in column 1 to 7 and 9 to 15 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 Senior Secretariat Assistant/ Upper Division Clerk Grade in the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Vigilance Commission, Central Administrative Tribunal.
- (5) He/She *is a regularly appointed temporary/quasi-permanent/permanent LDC of the Central Secretariat Clerical Service, Railway Board Secretariat Clerical Service, Armed Forces Headquarters Clerical Service, Election Commission of India, Central Vigilance Commission, Central Administrative Tribunal 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 continues to have lien on the post.
- (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).

(B) Certified also that he/she* has submitted his/her application to the department/Office on _____ for 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_____

Tel. No._____

E-mail (Department/Office)_____

***Strike out whichever is 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. Applications received without these formalities (photo on the application being signed by forwarding authority in addition to his seal) 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.

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 _____

Mob. No. _____

Date _____

Place _____

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