

**STAFF SELECTION COMMISSION****NOTICE**

Date of Advertisement: 31.12.2016

Date of Examination: 16.04.2017, 30.04.2017, 07.05.2017

Closing Date: 30.01.2017

**Recruitment to the post of Multi Tasking (Non-Technical) Staff in  
Different States and Union Territories 2016**

**COMMON INSTRUCTIONS TO CANDIDATES**

**GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE  
AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY.**

F.No.3/6/2016-P&P-I(Vol-I). The Staff Selection Commission is making recruitment to the posts of Multi Tasking Staff in Pay Band-1(₹ 5200-20200/-) + Grade Pay ₹ 1800/-,(Revised Pay Scale after 7<sup>th</sup> CPC Pay Matrix Level – 01) a General Central Service Group 'C' Non-Gazetted, Non-Ministerial post in various Central Government Ministries / Departments / Offices, in different States / Union Territories. The Commission proposes to hold a Common Examination for all applicants for posts in different States / UTs on 16.04.2017, 30.04.2017 and 07.05.2017 and if required on subsequent dates. Candidates shortlisted on the basis of their performance in the examination will be required to appear for a descriptive type qualifying paper for testing basic language skills. The date of descriptive paper will be intimated in due course.

**2. Vacancies / Reservation :** Vacancy position indicated by the Regional Offices of the Commission in different States / UTs is tentative. Firm number of vacancies for the post of Multi Tasking Staff, will be determined by them in due course. ( Annexure-XI)

**Note-I :**Reservation for SC/ST/OBC/PH/ExS etc. categories is available as per extant Govt. Orders.

**Note-II :** The Commission reserves the right to fill up analogous posts in other Ministries/Organizations under the Government from this recruitment.

**3. Eligibility/Permissible disability for PH candidates:**

One Leg affected (OL), One Arm affected (OA), One Arm One Leg affected (OAL), Both Leg Affected but not Arm (BL), Blind(B), Low Vision (LV), Hearing (H), Communication (C) are eligible of the post of Multi Tasking Staff.

**4. NATIONALITY / CITIZENSHIP:**

A candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India, before the 1st January,1962, with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania(Formerly Tanganyika and Zanzibar),Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

**Provided** that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

**5(A) AGE LIMIT: 18-25 years as on 01.08.2017** (i.e. he/she must have been born not earlier than 02.08.1992 and not later than 01.08.1999)

**Note I:** Candidate should note that Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by the Commission for determining the Age- eligibility and no subsequent request for its change will be considered or granted .

**5.(B)** Permissible relaxation of Upper age limit prescribed under para 4(A) above:

**Category-Codes for claiming Age Relaxation as on the date of reckoning :**

Code	Category	Age-Relaxation permissible beyond the Upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PH + Cerebral Palsy	10 years
04	PH + OBC+ Cerebral Palsy	13 years
05	PH + SC/ST+ Cerebral Palsy	15 years
09	Ex-Servicemen ( Unreserved / General )	03 years after deduction of the military service rendered from the actual age as on the crucial date.
10	Ex-Servicemen ( OBC )	06 years ( 3 years + 3 years) after deduction of the military service rendered from the actual age as on the crucial date.

11	x-Servicemen ( SC/ST )	08 years ( 3 years + 5 years) after deduction of the military service rendered from the actual age as on the crucial date.
15	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on crucial date.	Up to 40 years of age
17	Central Govt. Civilian Employees ( OBC ) who have rendered not less than 3 years regular and continuous service as on crucial date.	Up to 43 years of age
19	Central Govt. Civilian Employees ( SC/ST ) who have rendered not less than 3 years regular and continuous service as on crucial date.	Up to 45 years of age
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( Unreserved/General )	5 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( OBC )	8 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( SC/ST)	10 years
24	Widows / Divorced Women / Women judicially separated and who are not remarried( Unreserved/General )	Up to 35 years of age
25	Widows / Divorced Women / Women judicially separated and who are not remarried( OBC )	Up to 38 years of age
26	Widows / Divorced Women / Women judicially separated and who are not remarried( SC/ST )	Up to 40 years of age
27	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (Unreserved/General )	3 years
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof( OBC )	6 (3+3) years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)	8 (3+5) years

33	Service Clerks in the last year of their colour service in the Armed Forces ( Unreserved/General )	Up to 45 years of age
34	Service Clerks in the last year of their colour service in the Armed Forces ( OBC )	Up to 48 years of age
35	Service Clerks in the last year of their colour service in the Armed Forces ( SC/ST )	Up to 50 years of age
36	Retrenched census employees of Office of Registrar General of India (Unreserved/General ) (They will be considered only for offices under Registrar General of India in their order of merit and subject to availability of vacancies )	<b>3 years plus length of service rendered by them in connection with census, before retrenchment , and Weightage of past service.</b>
37	Retrenched census employees of Office of Registrar General of India ( OBC ) ( They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies )	<b>Do + 3 years</b>
38	Retrenched census employees of Office of Registrar General of India ( SC/ST ) ( They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies )	<b>Do + 5 years</b>

**NOTE-I** : Ex-servicemen who have already secured employment in civil side under Central Government in Group 'C' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are **NOT** eligible for fee concession. However, he/she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/she immediately, after joining civil employment, gives self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM NO. 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DOP&T.

**NOTE-II** : The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

**NOTE-III** : For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement with the Armed Forces within the stipulated period of one year from the Closing Date .

**EXPLANATION** :An 'ex-serviceman' means a person –

- i) who 'has served in any rank whether as a combatant or noncombatant in the Regular Army, Navy and Air Force of the India Union, and
  - (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
  - (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - (c) who has been released from such service as a result of reduction in establishment; or
- ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
- iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
- (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or
- (v) Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

**EXPLANATION-II** : The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "ex-serviceman" are permitted to apply for re-employment one year before the completion of the specified terms of engagement or within one year after the closing date whichever is earlier, and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

**NOTE- IV:** AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

**NOTE-V:** Service Clerks in the last year of their colour service in the Armed Forces, i.e. those who are due for release from the Army during the period **30.01.2017 - 29.01.2018** are only eligible for age-relaxation. Such candidates are not entitled to any concession in fee. Such candidates will be eligible to compete only for vacancies in Armed Forces Headquarters and Inter-Service Organization, which are not reserved for Ex-servicemen, in their order of merit and subject to availability of vacancies.

**NOTE VI:** As per Supreme Court direction dated 24.02.1995 in Appeal No.731-69 of 1994, Age relaxation will be available for the Group-'C' posts in the O/o RGI (Registrar General of India) for retrenched Census employees as under :

- (i) **Age relaxation by 3 years plus length of service rendered by them in connection with census, before retrenchment ,**
- (ii) **Weight age of past service.**

**5(C): PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:**

Candidates who wish to be considered against vacancies reserved or seek age-relaxation **must submit requisite certificate** from the competent authority issued on or before the prescribed date, in the prescribed format whenever such certificates are sought by the Regional/Sub-Regional Office. Otherwise, their claim for SC/ST/OBC/PH/EXs status will not be entertained and their candidature/applications will be considered under **General (UR)** category. The formats of the certificates are annexed. Certificates obtained in any other format will not be accepted. Certificate for the status of Creamy Layer issued between 30.01.2014 to 29.07.2017 only will be accepted. Candidates are warned that they will be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/EXs/PH status.

**NOTE I :** Candidates are warned that they may be permanently debarred from the examination conducted by the Commission in case they fraudulently claim SC/ST/OBC/EXs/PH status.

**5(D) Visually handicapped (VH)** candidates with visual disabilities **of forty percent and above and candidates suffering from Cerebral Palsy** can avail the assistance of a **SCRIBE** in the Written Examination subject to such requests being made in the application form. Question Papers and Answer Sheets will not be provided in **BRILLE**.

No attendant will be allowed with VH/Cerebral Palsy candidates inside the examination premises.

**NOTE:** Persons with visual disability of **less than forty percent** will not be considered as visually handicapped persons. **One eyed candidates** and partially blind candidates who are able to read the normal Question Paper set for all the candidates 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 Magnifying Glass 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. Similarly, other persons with less than forty percent (40%) disability will not be considered as OH/HH category as the case applicable

**6. EDUCATIONAL QUALIFICATION : ( As on 01.08.2017)**

**Must have passed Matriculation Examination OR equivalent from a recognized Board.**

**Note:** Candidates who have not acquired but will acquire the educational qualification and acquire documentary evidence from the Board/University in support thereof as on 01.08.2017 will also be eligible.

**7. MODE OF PAYMENT: Application Fee & Mode of Payment: Rs. 100 (One hundred only)**

Candidate may note that only online applications will be accepted at: <http://ssconline.nic.in>.

**All Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen eligible for reservation are exempted from paying application fee, as per extant government orders.**

**7(i):** The candidates who are not exempted from paying examination fee may submit the requisite fee through State Bank of India only either in the form of challan, generated on line, or through SBI Net Banking. Payment can also be made through any Credit or Debit Card.

**7(ii)** Fee once paid will not be refunded under any circumstance.

**8. CENTRES OF EXAMINATION**

A candidate must indicate the Centre in the Application Form in which he/she desires to take the examination

State / UT	State Pref. Code	Examination Centres & Centre Code	Address of the Regional Offices
1	2	4	5
Chandigarh	A	Chandigarh(1601)	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh- 160017
Jammu & Kashmir	B	Jammu(1004), Leh(1005), Srinagar(1007)	
Haryana	C	Hisar (1803)	
Himachal Pradesh	D	Hamirpur (1202) Shimla(1203)	
Punjab	E	Bhathinda (1401), Jalandhar(1402)	
Delhi	F	Delhi(2201)	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi- 110504
Rajasthan	G	Ajmer(2401), Alwar(2402), Bharatpur(2403), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Kota(2407), Sriganganagar(2408) Udaipur(2409)	
Uttarakhand	H	Almora(2001), Dehradun(2002), Haldwani(2003) Srinagar (Uttarakhand)	

		(2004)	
Bihar	I	Bhagalpur(3201), Gaya(3203) Muzaffarpur(3205), Patna(3206)	Regional Director(CR), Staff Selection Commission, 21-23, Lawther Road, Allahabad, Uttar Pradesh-211002
Uttar Pradesh	J	Agra(3001), Allahabad(3003), Bareilly(3005), Gorakhpur(3007) , Kanpur(3009), Lucknow(3010) Meerut(3011), Varanasi(3013)	
Jharkhand	K	Ranchi(4205)	Regional Director (ER), Staff Selection Commission, 1 <sup>st</sup> MSO Building, (8 <sup>th</sup> Floor), 234/4 . Acharya Jagadish Chandra Bose Road), Kolkata, West Bengal-700020
Odisha	L	Berhampore (4602) Bhubaneshwar(4604), Cuttack(4605), Keonjhar(4606) Sambalpur(4609),	
West Bengal	M	Barasat(4402), Berhampore-WB(4403), Chinsurah (4405), Jalpaiguri(4408), Kolkata(4410), Malda(4412) Midnapur(4413), Siliguri (4415),	
A&N Islands	N	Port Blair(4802)	
Sikkim	O	Gangtok(4001)	
Arunachal Pradesh	P	Itanagar(5001)	Regional Director(NER), Staff Selection Commission, HOUSEFED Complex, West End Block, Last Gate, Beltola Basistha Road, Dispur, Guwahati, Assam-781006
Assam	Q	Dibrugarh(5102), Goalpara (5104), Guwahati (Dispur)(5105), Jorhat(5107), Lakhimpur (5109) Silchar(5111), Tezpur ( 5112)	
Manipur	R	Imphal(5501), Churachandpur(5502)	
Meghalaya	S	Shillong(5401), Tura (5402)	



Mizoram	T	Aizwal(5701)	
Nagaland	U	Kohima(5302)	
Tripura	V	Agartala(5601)	
Chhattisgarh	W	Ambikapur(6201), Bilaspur(6202) Jagdalpur(6203), Raipur(6204), Durg (6205)	Dy. Director (MPR), Staff Selection Commission, "J-5, Anupam Nagar,, Raipur, Chhatisgarh- 492001
Madhya Pradesh	Y	Bhopal(6001), Chindwara(6003), Guna(6004), Gwalior(6005), Indore(6006), Jabalpur(6007) Khandwa(6009), Ratlam (6011), Satna(6014), Sagar (6015)	
Daman & Diu and Goa	Z	Panaji (7801)	Regional Director (WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishtha Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
Gujarat Dadra & Nagar Haveli	1	Ahmedabad(7001), Vadodara(7002), Rajkot(7006), Surat(7007), Bhavnagar(7009) Kutch (7010)	
Maharashtra	2	Amravati (7201), Aurangabad(7202), Kolhapur(7203), Mumbai(7204), Nagpur(7205), Nanded (7206), Nashik (7207), Pune(7208), Chandarpur(7209), Jalgaon(7210), Bhandara (7211) Thane (7212), Akola (7213)	
Andhra Pradesh	3	Guntur(8001), Kurnool(8003), Rajahmundry(8004), Tirupati(8006), Vishakhapatnam (8007)	Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 <sup>nd</sup> Floor, College Road, Chennai, Tamil Nadu-600006
Telangana	4	Hyderabad(8601), Nizamabad (8602),	

		Warangal(8603)	
Puducherry & Tamilnadu	5	Puducherry(8401) Chennai(8201), Coimbatore(8202), Madurai(8204), Tiruchirapalli(8206) Tirunelveli(8207)	
Karnataka	6	Bangalore(9001), Dharwar(9004), Gulbarga(9005) Mangalore(9008)	Regional Director(KKR), Staff Selection Commission, 1 <sup>st</sup> Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034
Kerala	7	Kochi(9204), Kozhikode (Calicut) (9206) Thiruvananthapuram(9211 ) , Thrissur(9212)	
Lakshadweep Islands	8	Kavaratti (9401)	

**NOTE I:** No change of Centre of Examination will be allowed under any circumstances. Hence, the candidates should select the centres carefully and indicate the same correctly in their applications.

## 9. SCHEME OF EXAMINATION:

### (A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of (Paper-I) **objective type** paper and (Paper-II) **descriptive type** as shown below :

**Paper-I:**

Subject	Maximum Mark	Total Duration / Timing for General candidates	Total Duration/ Timing for Visually Handicapped/ Cerebral Palsy candidates
General Intelligence & Reasoning ( 25questions)	25	2 Hours	2 Hours 40 Mins.
Numerical Aptitude ( 25 questions)	25	10.00 A.M. to 12.00 Noon (No entry after 9.30 A.M.)	10.00 A.M. to 12.40 PM  (No entry after 9.30 A.M.)
General English ( 50 questions)	50	or	or
General Awareness (50 questions)	50	2:00 PM to 4:00 PM (No entry after 1.30 P.M.)	2:00 PM to 4:40 PM (No entry after 1.30 P.M.)

**Paper-II:**

Subject	Maximum Marks	Total Duration / Timing for General candidates	Total Duration/ Timing for Visually Handicapped/ Cerebral Palsy candidates
Short Essay/Letter in English or any language included in the 8th schedule of the Constitution.	50	30 minutes	45 minutes

**NOTE-I :** Paper-I will consist of **Objective Type- Multiple choice questions** only. The questions will be set **both in English & Hindi**. The Commission reserves the right to set the questions additionally in regional languages subject to technical feasibility.

**NOTE-II:** **There will be negative marking of 0.25 marks for each wrong answer.** Candidates are, therefore, advised to keep this in mind while answering the questions.

**NOTE-III:** Paper-II will be descriptive in which the candidate will be required to write short essay/letter in English or **any language** included in the 8th schedule of the Constitution.

**NOTE-IV:** Paper-II will only be of qualifying nature and is intended to test elementary language skills in view of recategorization of the post as Group-C and in view of job requirements.

**NOTE-V:** Paper-II will be held only for such candidates who meet the cut-off prescribed by the Commission in Paper-I for different categories. The date and time of the Paper will be communicated to shortlisted candidates in due course. Commission reserves the right to set separate qualifying standard in any Part of Paper-I.

**Indicative Syllabus for written examination:**

**Paper-I** Questions on 'General Intelligence and Reasoning' will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.

**General Intelligence:** It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

**English Language :** Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.

**Numerical Aptitude:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

**General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

**NOTE:** For VH candidates of 40% and above visual disability and opting for **SCRIBE** there will be no component of **Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.**

**Paper-II:** The Paper will be set in English and Hindi and to the extent possible in other languages mentioned in the 8<sup>th</sup> Schedule of the Constitution as given in Annexure-X, to

test basic language skills commensurate with the educational qualification prescribed for the post. Candidates will be required to write one short essay/letter in English or any language included in the 8<sup>th</sup> schedule of Constitution.

**10. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN EXAMINATION**

- (i) Candidates must write the papers/indicate the answers in their own hand.
- (ii) In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- (iii) Candidates are not permitted to use calculators and other electronic gadgets except as specified in the Notice. They should not, therefore, bring the same inside the Examination Premises / Venue.
- (iv) If any candidate is found to possess mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith.

**11. MODE OF SELECTION :**

Candidates will be shortlisted for the Paper-II on the basis of their performance in Paper-I. Paper-II will only of qualifying nature. The cut-offs in Paper-I and qualifying marks in Paper-II may be different for vacancies in each State/UT will be fixed at the discretion of the Commission. Candidates for each State/UT will be finally selected based on their performance in Paper-I, subject to their meeting basic qualifying standards fixed in Paper-II.

Provided that SC, ST, OBC and PH candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. **Such SC, ST, OBC and PH candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List.** The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, and PH candidates which will, thus, comprise of SC , ST, OBC and PH candidates who are lower in merit than the last general candidate in merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

Physically Handicapped (OH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at relaxed standards to the extent of the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In

so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

Success in the examination confers no right of appointment unless government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

## 12. 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 :-

- (1) By referring to the marks in Part-III of the objective type paper.
- (2) By referring to marks in Part-II of the objective type paper.
- (3) Date of birth i.e. the candidate older in age gets preference.
- (4) By referring to the alphabetical order of the names taking first name into consideration.

**13. HOW TO APPLY :** The application must be submitted through online mode only. For detailed instructions for filling up the application form Annexure-II B may be referred to.

## 14. ADMISSION TO THE EXAMINATION:

All candidates who apply in response to this advertisement by the **CLOSING DATE FOR RECEIPT OF APPLICATION** are assigned Roll numbers. These will be uploaded on the website of the Commission around 2 weeks before the Tier-I examination on the website of the concerned Regional/Sub-regional office of the Commission. In case, a candidate does not find his/her name in the above uploaded list, he/she must immediately contact to the concerned Regional/Sub Regional Office with proof of having submitted his/her application. Failure to do so will deprive him/her of any claim for consideration.

The candidates must carry at least one photo bearing identity proof such as Driving License, Aadhaar Card, Voter Card, College/University ID Card, Income Tax PAN in **original and Admission certificate downloaded from the website**, while attending the examination, failing which they shall not be allowed to appear for the examination.

The photographs used by the candidates must be a recent, relaxed face, and the picture should be in colour, against a light-coloured, preferably white, background. If flash is used then ensure that there is no red-eye and, in case of glasses, your eyes should be visible. The face should not cover less than 80 % of the entire photo. Photograph should be of 8 bit JPG format and its size should be between 30 Kb to 50 Kb with resolution of 100x120 (pixels) and Signature of size 1 Kb to 12 Kb 140X60 (pixels)

Candidates should bring 3 passport size photographs for affixing it in the Commission's copy of Admission Certificate in the presence of Invigilator, if required. Candidates not carrying photographs will not be allowed to appear in the examination. Candidate are advised to keep 10 copies of the same photograph, which was uploaded/affixed in the application form, with them till the completion of entire examination process to facilitate easy identification.

**15. Action against candidates found guilty of misconduct:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, OMR Sheet will not be evaluated.

**Without prejudice to criminal action/debarment from Commission's examination wherever necessary, candidature will be summarily cancelled at any stage for a period of maximum 3 years of the recruitment in respect of candidates found have indulged in any of the following:-**

- (i) In possession of MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCH OFF MODE AND ON PERSON OR OTHERWISE.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonate/ Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Commission's representatives.
- (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.
- (xii) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.

- (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Commission considers to be sufficient cause for cancellation of candidature.

## 16. COMMISSION'S DECISION FINAL

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and interviews, allotment of examination centres, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

## 17. COURTS JURISDICTION

Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over the place of concerned Regional/Sub-Regional Office of the SSC where the candidate has submitted his/her application.

18. In accordance with the directions issued by DoPT vide its O.M. No. 39020/1/016/Estt(B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make available-scores and ranking of candidates in the recruitment examination on its portal. Accordingly, it has been decided that apart from Roll Number-scores, ranking of the candidates in the final examination-Name of candidate, name of parents/husband, educational qualification, date of birth, category, sex (male/female), total marks in qualifying examination, complete address including e-mail address will be made available on the website after the declaration of final result. However, the candidates will have the option to opt out from the disclosure scheme to disclose his/her information publically at the time of filling up the application.

## 19. IMPORTANT INSTRUCTIONS TO CANDIDATES

1	The Commission have advertised recruitment to Group 'C' posts of Multi Tasking Staff (MTS) (NT) in different States / UTs for which Matriculation or equivalent is the minimum qualification.
2	The post of MTS (NT) was earlier known as Group-D posts such a Peon, Daftary, Jamadar, Junior Gestetner Operator, Farash, Chowkidar, Mali etc. Annexure-II to O.M. No. AB-14017/6/2009-Estt.(RR) of DOPT dated 30.04.2010, available on the website of the DOPT may be referred for description of duties of the post.
3	Regional Offices of the Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written



examination and, therefore, the candidature is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify in the written test. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.

- 4 Candidates in their own interest are advised to go through detailed instructions contained in this notice which are also available on the websites of the commission <http://ssc.nic.in>, [ssc-cr.org](http://ssc-cr.org), [sscer.org](http://sscer.org), [sscner.org.in](http://sscner.org.in), [sscwr.net](http://sscwr.net), [sscsr.gov.in](http://sscsr.gov.in), [ssckkr.kar.nic.in](http://ssckkr.kar.nic.in), [sscmpr.org](http://sscmpr.org), [sscnwr.org](http://sscnwr.org) and [sscnr.net.in](http://sscnr.net.in) carefully before applying.
- 5 Candidates seeking reservation benefits available for SC/ST/OBC/PH/ExS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice .They should also be in possession of the required certificates in the prescribed format in support of their claim at the time of application.
- 6 Candidates with visual disability of 40% and more only would be considered as VISUALLY HANDICAPPED (VH) and entitled to reservation for VH.
- 7 Central Government civilian employees/servants claiming age relaxation should be in possession of a certificate in the prescribed format from their office in respect of length of continuous service which should be for not less than three years in the immediate period preceding the closing date for receipt of application. They should continue to have the status of Central Government civilian employees / servants till the time of appointment, in the event of their selection.
- 8 **FEE: RUPEES ONE HUNDRED ONLY(₹100/-)**  
Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen, eligible for reservation.
- 9 The Candidates Must Write Their Name, Date Of Birth, Father's Name And Mother's Name Strictly As Given In The Matriculation Certificate Otherwise Their Candidature Will Summarily Be Cancelled At The Time Of Document Verification Or As And When Comes Into The Notice Of The Commission.
10. **CLOSING DATE: 30.01.2017 (upto 5.00 PM).**
- 11 **ON-LINE SUBMISSION OF APPLICATION FORM MAY BE MADE ON WEBSITE :** <http://ssconline.nic.in>. The Commission has devised a simplified format for the online application procedure. In this process, candidates may register once and may apply for any examination conducted by SSC. One-time registration is the permanent database for candidates. The Registration ID and password provided by the system should be kept safely so that it can be used for any examination conducted by SSC. The Registration facility is available to the candidates throughout the year on website [ssc.nic.in](http://ssc.nic.in). The registered candidates may log into the system and can proceed for

	<p>application filling. The facility of on-line application (including payment of fees through debit card) will be available from 31.12.2016 to 30.01.2017 (5.00PM). However, candidates who wish to make the payment through challan of SBI, may make the payment to designated branches of SBI within the working hours of bank upto <b>30.01.2017</b> provided the challan has been generated by them before 5.00 PM of <b>25.01.2017</b>. The challan generation facility will be available upto 25.01.2017 (05:00 PM) only.</p>
12	<p>Fee paid by modes other than SBI challan or online payment through SBI Challan/Net Banking/Credit and Debit Card from State Bank of India, as stated above, will not be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.</p>
13	<p>Mobiles, other electronic gadgets and wireless equipments are banned within the premises of the examination centres. Their possession in switched on or switched off mode is considered by the commission as a manipulative practice and will invite summary cancellation of candidature, debarment from the commission's examinations without prejudice to criminal prosecution.</p>
14	<p>Candidates may contact following Regional Help Lines for clarifications, if any, in respect of filling/submitting applications :</p> <p>(i) SSC(NR), New Delhi - 01164715222, 01165021888, 01124363343, 01124360840</p> <p>(ii) SSC(CR), Allahabad - 05322460511, 09452424060</p> <p>(iii) SSC(SR), Chennai - 09445195946, 04428251139</p> <p>(iv) SSC(WR), Mumbai - 09869730700, 07738422705</p> <p>(v) SSC(ER), Kolkata - 09477461228, 09477461229</p> <p>(vi) SSC(MPR) Raipur - 09407921504, 09407921505</p> <p>(vii) SSC(KKR), Bangalore - 08025502520, 09483862020</p> <p>(viii) SSC(NWR), Chandigarh - 09915509204, 09915509331</p> <p>(ix) SSC(NER), Guwahati - 09085073593, 09085015252</p>
15	<p>Answer Keys for different examinations are placed on the website. Representations if any, are received, will be scrutinized with the help of experts, wherever necessary, and evaluation will be done with modified answer keys. Commission's decision regarding modification of the answer keys shall be final and no further representation will be entertained in this regard.</p>
16	<p>The candidates must fill the State preferences in Column No. 17 of the Application form, in order of their choice for State/UTs against which they want to be considered for appointment in case of their selection. If he/she does not want to be considered for some States/UTs, he/she must mark 'X' in the column. (Please refer to Para 8 of the Notice)</p>

**APPLICATION FORM**



**Annexure-II B****Procedure for Online Submission of Application**

Note: The facility of Online Registration will be available from 31.12.2016 to 30.01.2017 (upto 5:00 PM).

1. The online submission of the application may be made at website [ssconline.nic.in](http://ssconline.nic.in). Instructions are available on the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should supply all the required details while filling up the online form. Mandatory fields are marked with \* (asterisk) sign. The filling of online application:
2. Registration Part (In case not registered earlier)
3. In Registration Part, candidates will have to fill basic information. On submission of details, candidates shall be prompted to check the details and make any correction in the registration.
4. Then a page with Registration ID and password will appear. Note down the Registration ID and password and keep it safely. The application procedure is incomplete without application part. Application part requires filling of payment details, uploading of photograph and scanned signature. On-line application will be complete only if scanned signature and photo are uploaded as per instructions.
5. To pay fee in cash, candidates should take print-out of challan generated online after completion of Application Part and deposit the requisite fee in pay branch of State Bank of India and then continue within the stipulated date and time.
6. The digital size of the file of the photographs must be more than 30 kb and less than 50 kb with resolution of 100 pixel width and 120 pixel height.
7. The signature must be uploaded in jpg format. The digital size of the signature file must be more than 1 kb and less than 12 kb with resolution of 140 pixel width by 60 pixel height.
8. Candidates are advised to go through the instructions carefully before filling up the application form.
9. Request for change/correction in any particular in the Application Form shall not be entertained under any circumstances. The Staff Selection Commission will not be responsible for any consequence arising out of non acceptance of any correction/addition/deletion in any particular filled in application form whatever the reasons may be.
10. **The application form without photograph/signature or with Blurred photograph/signature or incomplete in any manner will summarily be rejected.**

**ANNEXURE-III**

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT  
CIVILIAN EMPLOYEES SEEKING AGE-RELAXATION**

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

It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding the post of ----- in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the grade as on **closing date.**

Signature \_\_\_\_\_  
Name \_\_\_\_\_

Office seal

Place:

Date :

*(\*Please delete the words which are not applicable.)*

**ANNEXURE- IV**

**Form of Certificate for serving Defence Personnel**

I hereby certify that, according to the information available with me (No.) \_\_\_\_\_ (Rank) \_\_\_\_\_ (Name) \_\_\_\_\_ is due to complete the specified term of his engagement with the Armed Forces on the (Date) \_\_\_\_\_.

Place:

(Signature of Commanding Officer)

Date:

Office Seal:

**ANNEXURE-V**

**UNDERTAKING TO BE GIVEN BY THE CANDIDATE**

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces \_\_\_\_\_
- b) Date of discharge \_\_\_\_\_
- c) Length of service in Armed Forces \_\_\_\_\_
- d) My last Unit / Corps \_\_\_\_\_

(Signature of the Candidate)

Place:

Date:



**ANNEXURE-VI**

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_ The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

- The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
- The Constitution (Sikkim) Scheduled Castes Order 1978@
- The Constitution (Sikkim) Scheduled Tribes Order 1978@
- The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
- The Constitution (SC) orders (Amendment) Act, 1990@
- The Constitution (ST) orders (Amendment) Ordinance 1991@
- The Constitution (ST) orders (Second Amendment) Act, 1991@
- The Constitution (ST) orders (Amendment) Ordinance 1996
- The Scheduled Caste and Scheduled Tribes Orders(Amendment)Act,2002
- The Constitution (Scheduled Caste) Orders (Amendment) Act,2002
- The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment)Act,2002
- The Constitution (Scheduled Caste) Order (Amendment) Act,2007

**%2.** Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

**%3.** Shri/Shrimati/Kumari and /or \* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_  
 \*\* Designation \_\_\_\_\_  
 (with seal of office)

Place \_\_\_\_\_  
 Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

**NOTE:** The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**\*\* List of authorities empowered to issue Caste/Tribe Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy.Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency

Magistrate.

- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

**NOTE:** ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**ANNEXURE-VII**

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/ daughter of \_\_\_\_\_ of village \_\_\_\_\_ in District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*.

Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt(SCT) dated 8.9.1993\*\*.

District Magistrate: \_\_\_\_\_

Deputy Commissioner etc.: \_\_\_\_\_

Dated: \_\_\_\_\_

---

\* The authority issue the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**Annexure-VIII (FORM-II)**

**DISABILITY CERTIFICATE  
(IN CASE OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS OF LIMBS AND IN CASES OF BLINDNESS)**

(See rule 4)

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

<p><b>Recent PP size Attested Photograph (showing face only) of the person with disability</b></p>
--

**Certificate No.**

**Date:**

**This is to certify that I have carefully examined**

**Shri/Smt/Kum \_\_\_\_\_ Son/wife/daughter \_\_\_\_\_**

**Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ years, male/Female \_\_\_\_\_**

Registration No. \_\_\_\_\_ permanent resident of Home No. \_\_\_\_\_

Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_.

Whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case \_\_\_\_\_

(A) He/She has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent physical impairment/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate.

(Signature and Seal of Authored Signatory of notified Medical Authority)

Signature/Thumb  impression of the person in whose favour disability certificate is issued.
---

**Annexure-VIII (FORM-IV)****DISABILITY CERTIFICATE**  
(In case other than those mentioned in Forms II)(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)  
(See rule 4)Recent PP size Attested  
Photograph  
(showing face  
only) of the  
person with  
disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum \_\_\_\_\_ Son/wife/daughter of Shri \_\_\_\_\_ Date of Birth \_\_\_\_\_ (DD/MM/YY) Age \_\_\_\_\_ years, male/Female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ Whose photograph is affixed above, and am satisfied that he/She is a Case of \_\_\_\_\_ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities (to be specified) and is shown against the relevant disability in the table below:-

S.No	Disability	Affected part of the body	Diagnosis	Permanent physical impairment/mental disabilities (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	<b>Both Eyes</b>		
4.	Hearing impairment	\$		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

2. The above condition is progress/non progress/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary

Or

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ on this, and therefore this certificate shall

be valid till \_\_\_\_\_  
(DD) (MM) (YY)

@ e.g. Left/Right/both arms/Legs

# e.g. Single eye/both eyes

\$ e.g. Left/Right/both ears.

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority

(Name and Seal)  
Countersigned

{ (Countersignature and seal of the  
CMO/Medical Superintendent /Head  
of Government Hospital, in case the  
certificates issued by a medical authority who  
is not a permanent servant (with seal))

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer on the District.”



**ANNEXURE - IX****Essential Educational Qualification Code**

Educational Qualification	Code
Matriculation	01
Intermediate/Higher Secondary	02
Certificate	03
Diploma	04
BA	05
BA (Hons.)	06
B. Com.	07
B.Com. (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B. Ed.	11
LLB	12
BE	13
B. Tech	14
AMIE (Part A & Part B)	15
B.Sc. (Engg.)	16
BCA	17
BBA	18
Graduation issued by Defence (Indian Army, Air Force, Navy)	19
B. Lib.	20
B. Pharm.	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com.	26
M. Sc.	27
M.Ed.	28
LLM	29
ME	30
M. Tech.	31
M. Sc. (Engg.)	32
MCA	33
MBA	34
Others	35

## Subject Code for Educational Qualification

Subject of Educational Qualification	Code
History	01
Political Science	02
Economics	03
English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12
Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17
Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics & Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29
Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malyalam	40
Telgu	41
Kannada	42
Tamil	43
Marathi	44
Gujrati	45
Urdu	46
Sanskrit	47
Others	48

**ANNEXURE-X****LANGUAGE FOR PAPER-II**

LANGUAGE	CODE
ASSAMESE	01
BENGALI	02
BODO	03
DOGRI	04
GUJARATI	05
HINDI	06
KANNADA	07
KASHMIRI	08
KONKANI	09
MAITHILI	10
MALAYALAM	11
MANIPURI (ALSO MEITEI OR MEITHEI)	12
MARATHI	13
NEPALI	14
ORIYA	15
PUNJABI	16
SANSKRIT	17
SANTHALI	18
SINDHI	19
TAMIL	20
TELUGU	21
URDU	22
ENGLISH	23

**ANNEXURE-XI**

Tentative Vacancies for the Post of Multi-Tasking (Non-Technical) Examination, 2016

**CR**

STATE	UR	OBC	SC	ST	TOTAL	EXS	OH	HH	VH
UP	121	65	22	27	<b>235</b>	0	0	0	0
BIHAR	52	20	10	8	<b>90</b>	0	0	0	0
<b>TOTAL</b>	<b>173</b>	<b>85</b>	<b>32</b>	<b>35</b>	<b>325</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ER**

STATE	UR	OBC	SC	ST	TOTAL	EXS	OH	HH	VH
WEST BEGAL	232	171	44	44	<b>491</b>	42	6	1	4
ODISHA	39	22	7	6	<b>74</b>	3	0	0	0
JHARKHAND	6	2	1	1	<b>10</b>	0	0	0	0
SIKKIM	1	0	0	0	<b>1</b>	1	0	0	0
A&N ISLAND	24	17	10	7	<b>58</b>	6	0	1	0
<b>TOTAL</b>	<b>302</b>	<b>212</b>	<b>62</b>	<b>58</b>	<b>634</b>	<b>52</b>	<b>6</b>	<b>2</b>	<b>4</b>

**KKR**

STATE	UR	OBC	SC	ST	TOTAL	EXS	OH	HH	VH
KARNATAKA	185	119	51	25	380	14	0	0	0
KERALA	144	88	32	20	284	20	0	1	1
LAKSHDWEEP	1	1	0	0	2	0	0	0	0
<b>TOTAL</b>	<b>330</b>	<b>208</b>	<b>83</b>	<b>45</b>	<b>666</b>	<b>34</b>	<b>0</b>	<b>1</b>	<b>1</b>

**NR**

STATE	UR	OBC	SC	ST	TOTAL	EXS	OH	HH	VH
DELHI	1534	966	162	202	<b>2864</b>	192	24	9	9
RAJASTHAN	179	99	17	3	<b>298</b>	27	4	3	3
UTTRAKHAND	18	6	0	0	<b>24</b>	0	0	0	0
<b>TOTAL</b>	<b>1731</b>	<b>1071</b>	<b>179</b>	<b>205</b>	<b>3186</b>	<b>219</b>	<b>28</b>	<b>12</b>	<b>12</b>

**NER**

STATE	UR	OBC	SC	ST	TOTAL	EXS	OH	HH	VH
ASSAM	42	30	25	11	108	2	1	1	0
AP	25	8	3	3	39	2	0	1	0
MANIPUR	3	1	1	0	5	0	0	1	0
NAGALAND	4	1	1	6	12	1	0	0	1
MEGHALAYA	16	20	3	5	44	5	1	2	0
MIZORAM	2	5	1	0	8	0	2	0	0
TRIPURA	6	2	2	0	10	1	0	0	0
<b>TOTAL</b>	<b>98</b>	<b>67</b>	<b>36</b>	<b>25</b>	<b>226</b>	<b>11</b>	<b>4</b>	<b>5</b>	<b>1</b>

**NWR**

STATE	UR	OBC	SC	ST	TOTAL	EXS	OH	HH	VH
PANJAB	70	18	4	1	93	1	0	0	1
JAMMU	63	19	7	2	91	2	0	0	1
CHANDIGARH	56	48	7	11	122	4	0	2	1
HP	80	32	7	4	123	2	0	1	0
HARAYANA	78	17	5	5	105	2	0	1	0
<b>TOTAL</b>	<b>347</b>	<b>134</b>	<b>30</b>	<b>23</b>	<b>534</b>	<b>11</b>	<b>0</b>	<b>4</b>	<b>3</b>

**MPR**

STATE	UR	OBC	SC	ST	TOTAL	EXS	OH	HH	VH
MP	255	129	46	34	464	37	2	1	1
CHATTISHGARH	42	22	6	2	72	9	2	1	1
<b>TOTAL</b>	<b>297</b>	<b>151</b>	<b>52</b>	<b>36</b>	<b>536</b>	<b>46</b>	<b>4</b>	<b>2</b>	<b>2</b>

**SR**

STATE	UR	OBC	SC	ST	TOTAL	EXS	OH	HH	VH
AP	58	48	7	12	125	7	1	1	1
TN	292	78	72	11	453	54	2	1	0
PUNDUCHERY	0	0	0	0	0	0	0	0	0
TELENGANA	66	34	11	16	127	7	1	0	1
<b>TOTAL</b>	<b>416</b>	<b>160</b>	<b>90</b>	<b>39</b>	<b>705</b>	<b>68</b>	<b>4</b>	<b>2</b>	<b>2</b>

**WR**

STATE	UR	OBC	SC	ST	TOTAL	EXS	OH	HH	VH
MAHARASHTA	436	312	95	72	915	59	5	2	1
GUJRAT	265	163	80	56	564	73	1	1	0
GOA	7	2	0	0	9	0	0	0	0
<b>TOTAL</b>	<b>708</b>	<b>477</b>	<b>175</b>	<b>128</b>	<b>1488</b>	<b>132</b>	<b>6</b>	<b>3</b>	<b>1</b>

**Tentative Vacancies for the Post of Multi-Tasking (Non-Technical) Examination, 2016 - (REGION WISE)**

REGION	UR	OBC	SC	ST	TOTAL	EXS	OH	HH	VH
CR	173	85	32	35	<b>325</b>	0	0	0	0
ER	302	212	62	58	<b>634</b>	52	6	2	4
KKR	330	208	83	45	<b>666</b>	34	0	1	1
NR	1731	1071	179	205	<b>3186</b>	219	28	12	12
NER	98	67	36	25	<b>226</b>	11	4	5	1
NWR	347	134	30	23	<b>534</b>	11	0	4	3
MPR	297	151	52	36	<b>536</b>	46	4	2	3
SR	416	160	90	39	<b>705</b>	68	4	2	2
WR	708	477	175	128	<b>1488</b>	132	6	3	1
<b>TOTAL</b>	<b>4402</b>	<b>2565</b>	<b>739</b>	<b>594</b>	<b>8300</b>	<b>573</b>	<b>52</b>	<b>31</b>	<b>27</b>