

(To be uploaded on the website of the Commission (<https://ssc.nic.in>) on 02.02.2024)



भारत सरकार,  
कार्मिक, लोकशिकायत तथा  
पेंशन मंत्रालय,  
कार्मिक और प्रशिक्षण विभाग,  
कर्मचारी चयन आयोग,  
ब्लॉक नंबर 12, सीजीओ कॉम्प्लेक्स,  
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

## **NOTICE**

### **Junior Secretariat Assistant/Lower Division Clerk Grade Limited Departmental Competitive Examination, 2023 & 2024**

<b>Dates for submission of online applications</b>	<b>02.02.2024 to 21.02.2024</b>
<b>Last date and time for receipt of online applications</b>	<b>21.02.2024 (2300 hours)</b>
<b>Schedule of Computer Based Examination (Tentative)</b>	<b>10.05.2024</b>

**HQ-PPII03(8)/3/2023-PP\_II [Comp.7565]:** The Staff Selection Commission will hold a Limited Departmental Competitive Examination on 10.05.2024 at Delhi only for making additions to the Select List of Junior Secretariat Assistant/Lower Division Clerk Grade in {Pay Level-2 (Rs. 19,900 - Rs.63,200)} of the following Services/ Cadres (subject to availability of vacancies):

Sl. No.	Name of Service/ Cadre
1	Railway Board Secretariat Clerical Service, Ministry of Railways,
2	M/o External Affairs (Cadre Cell)
3	Central Passport Organization, M/o External Affairs
4	Armed Forces Headquarters Clerical Service (AFHQ)
5	Central Administrative Tribunal
6	Office of the Registrar General, India
7	Lal Bahadur Shastri National Academy of Administration

2. **Vacancies:** Details of tentative vacancies for recruitment years 2023 & 2024 in respect of above mentioned Services/Cadres, as reported by their respective Service/Cadre Controlling Authorities, are as under:-

**Tentative vacancies for the recruitment year, 2023**

Sr. No.	Name of Service/Cadre	UR	SC	ST	PwBD	Total	
1	Railway Board Secretariat Clerical Service, Ministry of Railways	To be intimated later					
2	M/o External Affairs (Cadre Cell)	01	-	-	-	01	
3	Central Passport Organization, M/o External Affairs	10	-	-	-	10	
4	Armed Forces Headquarters Clerical Service (AFHQ)					19	
5	Central Administrative Tribunal	03	01	01	-	05	
6	Office of the Registrar General, India	To be intimated later					

**Tentative vacancies for the recruitment year, 2024**

Sr. No.	Name of Service/Cadre	UR	SC	ST	PwBD	Total	
1	Railway Board Secretariat Clerical Service, Ministry of Railways	To be intimated later					
2	M/o External Affairs (Cadre Cell)	01	-	-	-	01	
3	Armed Forces Headquarters Clerical Service (AFHQ)					14	
4	Central Administrative Tribunal	01				01	
5	Lal Bahadur Shastri National Academy of Administration	01				01	

**Note-Candidate(s) eligible for 2023 Examination are also eligible for 2024 Examination subject to fulfilment of all other eligibility conditions and provided candidate specifically opts to be so considered. Further, such consideration of candidature would also be subject to availability of vacancies for that recruitment year i.e. 2023 or 2024 as reported by the respective Service/Cadre Controlling Authorities of the candidate.**

3. Place(s), centre(s), date and time of examination are liable to be changed at the discretion of the Commission. The Commission may 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://sscnr.nic.in>.

**Note-I:- Candidates should note that no request for change of centre will be entertained under any circumstances.**

4. Reservation of posts for Scheduled Castes, Scheduled Tribes and Persons with Benchmark Disabilities (PwBD) will be as per the vacancy position in respective categories reported by the Service/Cadre Controlling Authorities.

5. Candidates seeking admission to the examination must apply online on the website of Staff Selection Commission i.e <https://ssc.nic.in>. The process of filling online application form for the examination consists of two parts: **(i) One Time Registration (ii) Filling of online Application for the Examination.**

6. After completion of online application form, the printed copy of the same accompanied with necessary documents, complete in all respects, in accordance with the "Instructions to Candidates" **(Annexure-I)** should be duly forwarded by their respective Service/Cadre Controlling Authority to **"The Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003"** so as to reach by **07.03.2024 (1800 hrs).**

7. The candidates residing abroad, Andaman & Nicobar Islands and Lakshadweep should note that the printed copy of the online application form accompanied with necessary documents, complete in all respects, in accordance with the "Instructions to Candidates" **(Annexure-I)** should be duly forwarded by their respective Service/Cadre Controlling Authority to **"The Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003"** so as to reach by **14.03.2024 (1800 hrs).**

**NOTE-I:-** Only those candidates whose applications are 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**:-Head of Department/Head of Office of the Applicants must forward the application forms, complete in all respects, in a manner so as to reach by the prescribed date and time to the aforesaid Regional Office of the Staff Selection Commission.

**NOTE-III**:-While forwarding the application(s) of the candidate(s), the concerned authorities should ensure that the parent Service/Cadre of the candidate(s) applying for the examination is one of the participating Service(s)/Cadre(s) under this examination.

8. 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

9. Communications, without above details as in **para 8**, will not be entertained. In all correspondence with the Staff Selection Commission related to this examination, candidates should invariably superscribe their envelope and correspondence with the words, **"Junior Secretariat Assistant/Lower Division Clerk Grade Limited Departmental Competitive Examination, 2023 & 2024"**.

Under Secretary  
Staff Selection Commission (HQ)

**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 and Written Examination, 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 the Online Application Form, the candidates must carefully go through the Notice of the examination to ensure that they fulfil all eligibility conditions for the post applied. The eligibility conditions prescribed in the Notice shall not be relaxed under any circumstances. Further, the candidates must go through the instructions to the candidates for filling up online application form as per **Annexure-IV (One-Time Registration)** and **Annexure-V (Online Application Form)**.

3. The candidate must note that the Examination shall be conducted by the Staff Selection Commission in **Delhi** only. Information about the Examination indicating the time table and City/Centre of examination for the candidates will be uploaded on the website of the Northern Regional Office of the Commission, <https://sscnr.nic.in> about two weeks before the date of examination. If any candidate does not find his details on the website of Northern Regional Office of the Commission, one week before the date of examination, he must immediately contact the Northern Regional Office of the Commission with proof of having submitted his application failing which he will deprive himself of any claim for consideration of candidature for the examination. The Commission reserves the right to cancel any centre and ask the candidates of that centre to appear at another centre. Commission also reserves the right to divert candidates of any Centre to some other Centre to take the examination.

**Note-I:-**Candidates may please note that there will be no centre at any India mission abroad. A candidate serving at an Indian mission abroad will have to appear for this examination in India at his own expense.

**4. Admission Certificate for the Examination will be issued online by uploading on the website of the Northern Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the website of the Northern Region (<https://sscnr.nic.in>) as well as of Staff Selection Commission (HQ) i.e <https://ssc.nic.in> for any updates and information about the examination.**

5. All candidates who register and apply in response to the Notice of this Examination by the stipulated date and time and whose applications are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Examination.

6. The Commission will not undertake detailed scrutiny of online applications for the eligibility and other aspects at the time of examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of eligibility criteria and satisfy themselves that they are eligible for the post(s).

7. Candidates must write Registration-ID, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidates not furnishing these particulars shall not be entertained. Facility for downloading of Admission Certificates will be available 3-7 days before the examination on the website of SSC/ NR.

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

9. Staff Selection Commission recruits personnel as per the vacancies reported by the User Ministries/Departments/Organizations. The Commission has no role in determination of total vacancies (Vertical & Horizontal) arising in a User Ministry/Department/Organization, backlog vacancies, segregation of vacancies under various reserved categories and vacancies reported to be filled up.

10. Candidates are warned that they should not furnish any false/incorrect/misleading information or suppress any material information while filling the online application form.

**11. Candidate must enclose the following documents with the printed copy of online application (to be forwarded by their respective Service/Cadre Controlling Authority):**

- (i) 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 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 in the Christian Era (both in figures and words).
- (ii) Copy of certificate of essential educational qualification, if applicable.
- (iii) Specimen signature of the candidate.
- (iv) Certified true copy of the particulars of service attested by the Head of Department or Head of Office in which he 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.
- (v) Form of certificate for disabled Defence Personnel while in service, wherever applicable.

(vi) Certificate of disability in case of PwBD candidates.

**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 should be enclosed with the printed version of online application form in support of candidature for relaxation of age etc. and no document should be submitted in original.

12. Candidates are warned that if the online application form is either incomplete or wrongly filled in, the application is liable to be rejected. No appeal against such rejection will be entertained.

13. **In accordance with the Order dated 05.03.2020 of Hon'ble Supreme Court in the matter of Shantanu Kumar & Ors. [Writ Petition(C) No.234 of 2018], "Soft copy of photograph (without spectacles and cap) taken within three months from the date of filling of the application should be uploaded by the candidate."**

13.1 **Instances of people trying to impersonate candidates during the examinations have been observed. Since the photograph is at most three months old, there should not be any change in appearance of the candidate during the examination vis-a-vis the photograph submitted with the application form. Examination venue staff has been authorized not to allow any suspicious candidates to take the examination. The candidates are, therefore, advised in their own interest to ensure that their appearance during the day of the examination is as per the photograph in the application form.**

13.2 Candidates should also ensure that the signatures appended by them in all the places; viz., in their online application form, in the Attendance Sheet and Commission Copy in the examination hall and in all the correspondence with the Commission should be identical and there should be no variation of any kind in the signatures appended. If any variation is found in the signatures, his candidature will be liable to be cancelled by the Commission.

14. Candidates should further note that no change in the entries made in the online application form shall be allowed by the Commission at any stage under any circumstances.

15. The Rules for the Limited Departmental Competitive Examination for inclusion in the Select List for Junior Secretariat Assistant/Lower Division Clerk of the Ministries/ Departments/ Organizations listed at Para 01 of the Notice of the examination are published for general information.

16. The number of persons to be selected for inclusion in the select list will be determined later as given in **para-2** of the Notice issued by the Commission.

**Crucial Date and Conditions of eligibility: -**

<b>S. No.</b>	<b>Name of the Services/Cadres</b>	<b>Crucial date for counting of approved service</b>	<b>Conditions of eligibility</b>
1	Railway Board Secretariat Clerical Service	For the year, 2023: 01.01.2023  For the year, 2024: 01.01.2024	<p>Any permanent or regularly appointed temporary Group "C" employee having Grade Pay of Rs. 1800 who satisfies the following conditions shall be eligible to appear at the examination:-</p> <p><b>(a) Length of Service:-</b> He should have on the crucial date, rendered not less than three years' regular service as a Group "C" employee with Grade Pay of Rs. 1800.</p> <p>Note-I: A group "C" employee who is on deputation to ex-cadre post with the approval of the competent authority shall be eligible to be admitted to the examination, if otherwise eligible.</p> <p>Note-II: A Group "C" employee who has been appointed to an ex-cadre post or to another service on transfer and continues to have a lien in the Group "C" post for the time being shall also be eligible to be admitted to the examination, if otherwise eligible.</p> <p><b>(b) Age:</b> He should not be more than 45 years (50 years in case of the candidate belonging to the Scheduled Castes and the Scheduled Tribes) 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><b>(c) <u>Educational Qualifications</u></b>:- He must have passed the 12<sup>th</sup> standard examination from a recognized Board or equivalent.</p> <p><b><u>Type writing Test</u></b>:- (i) The candidates shall have to pass if not already passed one of the periodical type-writing tests in English or Hindi held by Staff Selection Commission at a minimum speed of 30 words per minute (w.p.m.) in English or 25 w.p.m. in Hindi on manual typewriter or typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer[35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depressions Per Hour (KDPH)/9000 KDPH on an average of 5 key depressions for each word] or Hindi typing test in accordance with these norms held by the Department of Official Language within a period of one year from the date of appointment, failing which no annual increments shall be allowed to them until they have passed the said test.</p> <p>(ii) The candidates who do not pass the said type-writing test within the period of probation shall be liable to be reverted to their substantive appointment or temporary posts held by them before their appointment to Lower Division Grade.</p> <p>(iii) Not with standing anything contained in clauses (i) and (ii) above, a candidate, who has been declared by the competent medical authority, namely the Civil Surgeon, to be permanently unfit to pass the type-writing test because of a physical disability, may with the prior approval of the Central Government in the Ministry of Railways, be exempted from the requirement of passing the type-writing test and, in the event of his being so exempted, the provisions of clauses (i) and (ii) shall cease to be applicable to him from the date of such exemption.</p>
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2	Armed Forces Headquarters Clerical Service	For the year, 2023: 01.07.2023  For the year,2024: 01.07.2024	<b>Quantum of Regular Service-</b> Not less than three years regular service as Group “C” employee of the Grade of Multi-tasking staff in the Level-1 in the pay matrix(Rs.18000-56900)  <b>Education Qualification-</b> Group “C” employee of the Grade of Multi-tasking staff who have passed 12 <sup>th</sup> class examination from a recognized Board.
3	Ministry of External Affairs (Cadre Cell)	For the year, 2023: 01.07.2023  For the year,2024: 01.07.2024	Multi-Tasking Staff who have passed the 12 <sup>th</sup> Standard Examination from a recognized Board or equivalent and have rendered not less than 3 years regular service as Group “C” employee having pay in Level I in the Pay Matrix and undergone and successfully completed such mandatory training programme (s) as may be prescribed by the Ministry of External Affairs shall be eligible to participate subject to such regulations as may from time to time be made by the controlling authority.
4	Ministry of External Affairs (CPO)	For the year, 2023: 01.07.2023  For the year,2024: 01.07.2024	Office Assistant in Level-1 who possesses 12 <sup>th</sup> Class pass or equivalent qualification and have rendered three years regular service in the grade. The maximum age limit for eligibility for examination is forty five years (Fifty years of age for the Scheduled Castes/Scheduled Tribes).
5	Central Administrative Tribunal	For the year, 2023: 01.01.2023  For the year,2024: 01.01.2024	The Group “C” Staff in the Grade Pay of Rs. 1800/- and who possess 12 <sup>th</sup> Class pass or equivalent qualification and have rendered there years regular service in the grade, on the basis of Limited Departmental Examination.
6	Office of the Registrar General, India	For the year,2024: 01.01.2023	Group ‘C’ Staff in level-I in the pay matrix (Rs. 18000-56900) and who possess 12 <sup>th</sup> Class pass or equivalent qualification from a recognized Board or University and have rendered minimum three years regular service in the Grade. The maximum age limit for eligibility for examination is 45 years (50 years of age for the Scheduled castes and the Scheduled Tribes).
7	Lal Bahadur Shastri	For the year, 2023: 01.01.2024	The Group “C” Staff in the grade pay of Rs. 1800 and who possess 12 <sup>th</sup> Class pass or

	National Academy of Administration		equivalent qualification and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for Scheduled Castes and the Scheduled Tribes).
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17. Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), and Persons with Benchmark Disabilities (PwBD), wherever applicable and admissible, would be as determined and communicated by the respective Service/Cadre Controlling Authority, as per extant Government Orders.

18. If sufficient number of Scheduled Castes or Scheduled Tribes or PwBD candidates with Benchmark Disabilities are not available on the basis of prescribed standard to fill all the vacancies reserved for them, candidates belonging to these categories may be selected on relaxed standard.

19. The same relaxed standard will be applied for all the PwBD candidates with Benchmark Disabilities, irrespective of whether they belong to the Unreserved/SC/ST category. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever. The candidates belonging to Scheduled Castes or Scheduled Tribes or Persons with Benchmark Disability who have been recommended by the Commission without resorting to the relaxed standard referred to above, shall not be adjusted against the vacancies reserved for the Scheduled Castes/Scheduled Tribes/ PwBD.

20. Permanent or regularly appointed Multi-Tasking Staff/Group "C" 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/Cadres. This, however, does not apply to Multi-Tasking Staff/Group "C" who has been appointed to ex-cadre posts or to another Service on "transfer" and do not have a lien in their respective Services/Cadres.

21. A candidate who after applying for admission to the examination or after appearing in it, resigns his appointment or otherwise quits the Service or severs his connection with it or whose services are terminated by his Department or who is appointed to an ex-cadre post or to another Service on 'transfer' and does not have a lien in the Multi-Tasking Staff/Group "C" 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 45 years of age on crucial date. 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. Permissible relaxation in upper age limit is as follows:

Code	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ST	5years
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence there of.	3years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence there of (SC/ST).	8years

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 (Annexure-VI).

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

- 24.1** 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.
- 24.2** In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be available on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **Annexure-II**.
- 24.3** The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per Annexure-IIA.
- 24.4** The facility of scribes/passage reader will be provided to the PwBD/PwD candidates only if he/she has opted for the same in the online application form.
- 24.5** The candidate will have the discretion of opting for his/her own scribe or the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.
- 24.6** In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities (PwBD) opting for

own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-III**. The candidates with disabilities (PwD) eligible for scribe as per **Para 24.3** above and opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-III A**. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-III/ Annexure-III A**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

- 24.7** If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected appeared or likely to be appeared as scribe of PwBD/PwD candidate(s) in this examination then the candidature of both the candidates will be cancelled.
- 24.8** A compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed use of scribe as described at **para 24.1, 24.2 & 24.3** above.
- 24.9** The candidates referred to at **24.1, 24.2 & 24.3** above, who are eligible for getting scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- 24.10** No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- 24.11** The PwBD/PwD candidates who have availed the facility of scribes/passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

25. After the examination, the names of finally selected candidates will be arranged by the Commission, in separate lists, for the participating Cadres/Services, in the order of merit along with aggregate marks finally awarded to each candidate so that the candidates who are found by the Commission to be qualified in the examination shall be recommended for inclusion in the Select Lists of the Junior Secretariat Assistant/Lower Division Clerk of the Ministries/ Departments/ Organizations listed at Para 01 of the Notice of examination upto the required number of vacancies.

Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes or Persons with Benchmark Disability shall, to the extent of the number of vacancies reserved for the Scheduled Castes/Scheduled Tribes/PwBD, 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 or Persons with Benchmark Disability 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 / Scheduled Tribes / PwBD.

26. Selection to the Junior Secretariat Assistant/Lower Division Clerk in different services/cadres shall be made to the extent of the available vacancies in order of merit subject to the reservation for candidates of the Scheduled Castes and Scheduled Tribes and Persons with Benchmark Disability.

27. 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 Junior Secretariat Assistant/ Lower Division Clerk of the Ministries/ Departments/ Organizations listed at Para 01 of the Notice of examination on the result of 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 performance in the examination as a matter of right.

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 respect for selection.

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

**Part-I (Computer Based Examination & Written Examination)**

(i) Questions in Paper-I will be of descriptive type whereas Paper-II will be of Objective type Multiple Choices only. There will be negative marking of 0.25 marks for each wrong answer in Computer Based Examination i.e. Paper-II. The details of the Written/Computer Based Examination are mentioned below:

Subject	Paper	No. of Questions	Maximum marks	Time duration
Short Essay	I	-----	100 marks	1 hour and 30 minutes (2 hours for the candidates eligible for scribe as per para 25.1, 25.2 & 25.3)
(a) Language (General English or Samanya Hindi)	II	50 Questions	50 marks	2 hours (2 hours and 40 minutes for the candidates eligible for scribe as per para 25.1, 25.2 & 25.3)
(b) General Knowledge		50 Questions	50 marks	

- ii) The questions in Paper-I & Paper-II will be set both in English & Hindi. There will be no Question Paper in Braille for Visually Handicapped candidates.
- iii) Candidates are allowed option to answer Paper-I (Short Essay) either in English or in Hindi.

- iv) Candidates desirous of exercising the option to answer Paper-I in Hindi (Devanagari) or in English should indicate clearly in the online application form, otherwise, it would be presumed that they would answer the Paper in English.
- v) Tentative Answer Keys of Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs. 100/- per question which is non-refundable. Representations on the matter received through any other modalities, i.e., letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final.
- vi) There shall be no provision for re-evaluation/re-checking of scores of any stage/paper(s) of the Examination. No correspondence in this regard shall be entertained.
- vii) The schedule of examination indicated in the Notice is tentative. Any change in the schedule of examination will be informed to candidates only through the website of the Commission.

### **PART-II EVALUATION OF RECORD OF SERVICE (60 Marks)**

60 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. **Syllabus of the written examination shall be as follows:**

Paper-I	Short Essay	One Essay of 400-500 words to be written on any of the several specified subjects.
Paper-II	(a) Language (General English or Samanya Hindi)	Candidate will be tested in simple composition, and Applied Grammar.
	(b) General Knowledge	Knowledge of current events, matters of every day observation, experience and general information about India.

#### 31. **Resolution of Tie Cases:**

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

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

- 32 The candidates are advised to comply with the following general instructions in examination hall:

<b>Sl. No.</b>	<b>General Instructions to Candidates</b>
1	The candidate should note carefully their Roll Number, Ticket Number, date, time and venue for the examination given in the Admission Certificate. Seating Plan will be displayed at the venue as per ticket Number
2	Punctuality in Attendance: Candidates should be present in the examination Hall at least half-an-hour before the exam and will not be allowed to leave the examination hall until the exam is over. Candidates arriving late will not be permitted to enter the Examination Hall
3	Compliance with Instructions: Candidates should scrupulously follow the instructions given by Supervisor and the Invigilator at all the stages of the examination.
4	The photographs to be uploaded in the application form should not be more than 3 months old. Further, there should not be any change in the appearance of the candidate during the examination vis-a-vis the photograph submitted with the application form. The candidates are, therefore, advised in their own interest to ensure that their appearance on the day of examination is, as far as possible, same as the photograph in the application form.

33. The following activities are considered as malpractices by the Commission:

<b>S. No</b>	<b>Type of Malpractice</b>	<b>Debarment period</b>
1	Taking away any Examination related material such as Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet, etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination.	2 Years
3	Misbehaving with, intimidating or threatening in any manner, the examination functionaries, i.e., Supervisor, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of Examination/ instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in either switched on or switched off mode.	3 Years



8	Appearing in the same examination more than once in contravention of the rules.	3 Years
9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/equipment.	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e., Supervisor, Invigilator, Security Guard or Commission's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop software/Apps/LAN/VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

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:-

- (I) Disqualification by the Commission from the examination for which he/she is a candidate, or
- (II) 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
  - (iii) Disciplinary action under the appropriate rules and other appropriate legal action.

The Commission may also report the matter to Police/Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the concerned authorities/forensic experts, etc.

34. 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.

35. **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), allotment of examination centres and preparation of merit list and allocation of posts/departments, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs (name of the candidate with disability), a person with \_\_\_\_\_(nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o a resident of \_\_\_\_\_Village/ District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities owing to his/ her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical

Superintendent of a Government health care institution

Name & Designation Name of Government Hospital/Health Care

Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/ PMR)

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

This is to certify that, we have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate), S/o /D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Vill/PO/PS/District/State), aged \_\_\_\_\_ yrs, a person with \_\_\_\_\_ (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

Signature &Name)	(Signature &Name)	(Signature & Name)	(Signature &Name)	(Signature &Name)
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist  /Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the  Chairperson(if any)
(Signature &Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/ Health Care Centre with Seal

Place:  
Date

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_ a candidate with (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_  
\_\_\_\_\_ (name of the State/ UT) My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/ her qualification is \_\_\_\_\_. In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is not one step below my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date

**Annexure-III A**

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District, \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_ .

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the

candidate) (Countersignature by the parent/guardian, if

the candidate is minor)

Place:

Date:

**(Procedure for filling online Application)**

The process of filling online application for the examination consists of two parts:

- I. One Time Registration
- II. Filling of online Application for the Examination

**Part-I (One-Time Registration)**

1. Read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and "Application Form".
2. Before proceeding with One-Time Registration, keep the following information/ documents ready:
  - a. Mobile Number(to be verified through OTP)
  - b. Email ID (to be verified through OTP).
  - c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers.(You will be required to show the original document at a later stage):
    - i. Voter ID Card
    - ii. PAN
    - iii. Passport
    - iv. Driving License
    - v. School/College ID
    - vi. Employer ID(Govt./ PSU/ Private)
  - d. Information about the Board, Roll Number and Year of Passing the Matriculation (10<sup>th</sup>) Examination.
  - e. Disability Certificate Number, if you are a person with benchmark disability.
3. For One-Time Registration, click on "Register Now" link provided in "Login" Section on <https://ssc.nic.in>.
4. One-Time Registration process requires filling up of following information:
  - a. Basic details
  - b. Additional and contact details
  - c. Declaration.
5. **For filling up the "One-Time Registration Form" please follow the following steps:**
  - a. Few critical details (e.g. Aadhaar Number, name, father's name, mother's name, date of birth etc.) are required to be entered twice, in the relevant columns of the Registration Form to avoid any inadvertent mistakes in filling up of the form. If there is mismatch between the original and verify data columns, it will not be accepted and an indication to this effect will be

- given in red text.
- b. S No-1, provide information about Aadhaar Number/ Identity Card and its Number. Any one of these Numbers is required to be given.
  - c. S No-2: Fill your name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.
  - d. S No-3: Fill your father's name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
  - e. SNo-4: Fill your mother's name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
  - f. SNo-5: Fill your date of birth **exactly** as given in Matriculation (10<sup>th</sup>Class) Certificate.
  - g. SNo-6: Matriculation(10<sup>th</sup>Class) Examination Details which include:
    - i. Name of Education Board
    - ii. Roll Number
    - iii. Year of passing
  - h. SNo-7: Gender
  - i. SNo-8: Level of Educational Qualification (highest).
  - j. S No-9: Your Mobile Number which must be a working mobile number as it will be verified through "One Time Password" (OTP). It may be noted that any information which the Commission may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.
  - k. S No-10: Your Email ID which must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Commission may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number, if required.
  - l. Provide detail of State/ UT of your Permanent Address.
  - m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be saved and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.
  - n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
  - o. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login



- p. After successful password change, you need to login again using your Registration Number and changed password.
  - q. On successful login, information about the “Basic Details” so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on “Next” button at the bottom to complete your one-time Registration.
  - r. SNo-11: Provide information about your Category.
  - s. SNo-12: Provide information about your Nationality
  - t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
  - u. S No-14: Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified suitable for government jobs, then provide Disability Certification Number.
  - v. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to the last Part of the Registration Process.
  - w. Save the information provided. Take draft printout and review the information filled in the Registration Form carefully, before “Final Submit”.
  - x. Read the “Declaration” carefully, if you agree with the declaration, click “I agree”.
  - y. Upon clicking “Final Submit” different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.
6. Though you can edit/modify your One-time Registration data, you must be very cautious while filling up details in the One-time Registration. Wrong/ incorrect information may lead to cancellation of your candidature.
7. **YOU ARE AGAIN CAUTIONED THAT NAME, FATHER’S NAME, MOTHER’S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**
8. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.

## Screenshots of One-time Registration Form

### BASIC DETAILS

**NOTE: Candidates must be cautious while filling up Registration details. Your candidature may get cancelled in case incorrect/ wrong information is furnished.**

1. Do you have Aadhaar ? \*  Yes  No

1a. Aadhaar Number   
Aadhaar Number should be same as mentioned in Aadhaar Card

1b. Verify Aadhaar Number

1c. Type of ID \*  ▼  
Type of ID and ID Number to be provided if you don't want to give Aadhaar number

1d. ID Number \*

2a. Name \*   
1. Name should be same as mentioned in Matriculation Certificate  
2. Please enter name without any salutation (i.e. Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof)

2b. Verify Name \*

2c. Have you ever changed Name?  Yes  No

2d. New Name / Changed Name

3a. Father's Name \*   
1. Father's Name should be same as mentioned in Matriculation Certificate  
2. Please enter name without any salutation (i.e. Mr/ Shri/ Late/ Dr/ Prof etc)

3b. Verify Father's Name \*

4a. Mother's Name \*   
1. Mother's Name should be same as mentioned in Matriculation Certificate  
2. Please enter name without any salutation (i.e. Mrs/ Ms/ Smt/ Late/ Dr/ Prof etc)

4b. Verify Mother's Name \*

5a. Date of Birth (DD/MM/YYYY) \*   
Date of Birth should be same as mentioned in Matriculation Certificate

5b. Verify Date of Birth (DD/MM/YYYY) \*

6. Matriculation (10<sup>th</sup> Class) Examination details :

(i). Education Board \*  ▼  
Education Board of Matriculation Examination

(ii). Verify Education Board \*  ▼

(iii). Roll Number \*   
1. Roll Number should be same as mentioned in Matriculation Certificate  
2. Only / and - are allowed , Please enter Roll number without any other special character(s)  
3. If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."

## Annexure-IV(2/3)

(iv). Verify Roll Number *	<input type="text" value="301739"/>
(v). Year of Passing *	<input type="text" value="2013"/>
(vi). Verify Year of Passing *	<input type="text" value="2013"/>
7a. Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
7b. Verify Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender
8. Level of Educational Qualification *	<input type="text" value="Graduation"/>
9a. Mobile Number *	<input type="text" value="8111111111"/>
9b. Verify Mobile Number *	<input type="text" value="8111111111"/>
10a. Email ID *	<input type="text" value="sample123@gmail.com"/>
10b. Verify Email ID *	<input type="text" value="sample123@gmail.com"/>
• State / UT of Permanent Address *	<input type="text" value="Delhi"/>

### ADDITIONAL AND CONTACT DETAILS

[Edit](#)

11a. Category *	<input checked="" type="radio"/> General <input type="radio"/> EWS <input type="radio"/> OBC <input type="radio"/> ST <input type="radio"/> SC
11b. Verify Category *	<input checked="" type="radio"/> General <input type="radio"/> EWS <input type="radio"/> OBC <input type="radio"/> ST <input type="radio"/> SC
12. Nationality *	<input type="text" value="Citizen of India"/>
13. Identification Marks *	<input type="text" value="MOLE ON RIGHT CHEEK"/>
14a. Are you a Person with Benchmark Disability? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
14b. Type of Disability	<input type="text" value="--Select--"/>
<b>NOTE</b> <b>VH:</b> Blindness and low vision. <b>HH:</b> Deaf and hard of hearing. <b>OH:</b> Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy. <b>Others:</b> Autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.	
14c. Disability Certificate Number	<input type="text"/>
15a. Permanent Address *	<input type="text" value="SAMPLE PERMANENT ADDRESS"/>
15b. State/ UT *	<input type="text" value="Punjab"/>

## Annexure-IV(3/3)

15c. District *	<input type="text" value="Patiala"/>
15d. PIN Code *	<input type="text" value="140401"/>
16. Is Present.Address same as Permanent.Address?	<input checked="" type="radio"/> Yes <input type="radio"/> No
17a. Present.Address *	<input type="text" value="SAMPLE PERMANENT ADDRESS"/>
17b. State/ UT *	<input type="text" value="Punjab"/>
17c. District *	<input type="text" value="Patiala"/>
17d. PIN Code *	<input type="text" value="140401"/>
18. Contact details for other nationals	<input type="text"/>

### DECLARATION

**Declaration :** I hereby declare that the information given by me in this form is true, complete and correct to the best of my knowledge and belief. 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.

I Agree.

**Part-II (Online Application Form)**

1. Before proceeding with filling of online application, keep the following data ready:
  - a. Recent scanned colour passport size photograph (not more than three months old from the date of publication of the Notice of Examination) in JPEG/JPG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). In compliance of the Order dated 05.03.2020 of Hon'ble Supreme Court in the matter of Shantanu Kumar & Ors. [Writ Petition(C) No.234 of 2018], the photograph of the candidate should not be more than three months old from the date of publication of notice of the examination. **The Photograph must be without cap and spectacles.** The frontal view of the face should be clearly visible. Applications with blurred photograph liable to be rejected. Specimen of photographs delineating photograph acceptable/ photograph not acceptable is also given at **Annexure-VIII.**
  - b. Scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0cm (height). Applications with blurred signature will be rejected.
2. Login to online system through your “Registration Number” and password.
3. Click “Apply” link in **Junior Secretariat Assistant/Lower Division Clerk Grade Limited Departmental Competitive Examination, 2023 & 2024** Section under “Latest Notifications” tab.
4. Information in columns at S No-3 to 16 will be automatically filled from your One-time Registration Data which is non-editable. However, if you want to modify any of One-Time Registration details, click on “Modify Registration” tab provided at the left hand top corner of your dash board and make suitable corrections before proceeding further.
5. S No-17: The centre of examination would be Delhi only.
6. S No-18.1 to 18.7: If you are eligible for availing the facility of scribe as per Para-24 of the Notice of examination, provide information about the requirement of scribe.
7. S No-19: Please indicate the language in which you wish to take Paper-I (Conventional type).
8. S No-20: Please enclose self-attested copy of 12<sup>th</sup> standard or equivalent certificate.

9. S No-21: Please indicate whether or not you are a Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.
10. S No-22.1 to 22.2: Please indicate whether you are eligible for age relaxation or not.
11. S.No-23: Please indicate name and full address of Ministry/Department.
12. S No-24.1 to 24.5: Please furnish the details of your service/cadre.
13. S No-25: Please provide the details of your appointment as Multi-Tasking Staff/Group "C" post.
14. S. No. 26.1 to 26.4: Please indicate your ex-cadre post details.
15. S. No. 27.1 to 27.2: Please provide details of your "debarment", if any.
- 16 S.No. 28: Please fill up yours "Service Details" (in chronological order).
17. S.No. 29: Please fill up the declaration for enclosing supporting documents.
18. S.No. 30 & 31 : Information in columns at S No-30 & 31 will be automatically filled from your One-time Registration Data which is non-editable.
19. S.NO. 32: The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination. Click "Yes", if the photograph uploaded above is not more than three months old from the date of publication of the Notice of Examination. Please upload your signature and thumb impression, if applicable.
20. Go through the declaration carefully and click on "I agree" check box, if you accept the same. Fill up captcha code.

Junior Secretariat Assistant/ Lower Division Clerk Grade Limited Departmental Competitive Examination,  
2023-2024

Instructions

PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM

1. Select your Department: *	--Please Select--
2. Applying for the Year: *	--Please Select--
3. Date of Joining Feeder Service/Cadre: *	dd-mm-yyyy
3.1. Length of service:	
4. Candidate's Name (As per the Matriculation Certificate):	ADITYA XIFY
5. New / Changed Name	ADITYAFY
6. Father's Name:	OPCFY
7. Mother's Name	VCFY
8. Date of Birth (DD/MM/YYYY) (As per the Matriculation Certificate):	31/07/2005
9. Gender:	Male
10. Category:	UR
11. Whether Person with Benchmark Disability (PwBD)?	No
11.1. If Yes, Type of Disability:	
12. Nationality:	Citizen of India
13. Mark of Visible Identification:	MOLEEY

14. Matriculation (10<sup>th</sup> Class) Examination Board:

15. Matriculation (10<sup>th</sup> Class) Roll No.:

16. Matriculation (10<sup>th</sup> Class) Year of Passing:

17. Examination Centres: \*

18.1. Are you a person with benchmark disabilities (40% or more) in the category of Blindness (BH)?  Yes  No

18.2. Are you a person with benchmark disabilities (40% or more) in the category of OH- Both Arms Affected (OH-BA)?  Yes  No

18.3. Are you a person with benchmark disabilities (40% or more) in the category of OH- Cerebral Palsy (OH-CP)?  Yes  No

18.4. Do you have a physical limitation to write and Scribe is required to write on your behalf (Certificate to this effect from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care Institution as per Notice of the Examination, would be required at the time of Examination.)?  Yes  No

18.5. Whether scribe is required?  Yes  No

18.6. Will you make your own arrangement of Scribe?  Yes  No

18.7. If Scribe is to be arranged by SSC, then indicate medium:

19. Medium of Paper-I: \*

**Confirm Medium of Paper-I:**

20. Education Qualification (enclose self attested copy of 12th standard or equivalent certificate) :  Yes  No

21. Are you Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof? : \*  Yes  No



22.1. Whether seeking Age Relaxation? \*  Yes  No

22.2. If Yes, Age Relaxation code:

23. Name and full postal address of the Ministry/Department/Office in which you are working at the time of applying:

24.1. Are you a permanent, regular or regularly appointed temporary Multi-tasking staff/ Group 'C' Post under DOPT, Railway Board, AFHQ, M/o External Affairs (Cadre Cell), M/o External Affairs (CPO), Farm Machinery Training and Testing Institute, Forest Survey of India, Lal Bahadur Shastri National Academy of Administration, Central Administrative Tribunal? \*  Yes  No

24.2. Indicate the name of the Service / Cadre to which you belong: \*

24.3. Date of confirmation in the Multi-tasking staff/ Group 'C' Post, if permanent.

24.4. Date of appointment as Multi-tasking staff/ Group 'C' Post, if your appointment is temporary.

24.5. Rank and the year of the examination if appointed based on Multi-tasking staff/ Group 'C' Examination (By Direct Recruitment/ By Promotion/ By LDCE etc.) (e.g. 23/2016):

25. From which date have you been continuously employed Multi-tasking staff/ Group 'C' Post in DOPT, Railway Board, AFHQ, M/o External Affairs (Cadre Cell), M/o External Affairs (CPO), Farm Machinery Training and Testing Institute, Forest Survey of India, Lal Bahadur Shastri National Academy of Administration, Central Administrative Tribunal? \*

26.1. Are you holding an ex-cadre post? \*  Yes  No

26.2. Whether the deputation to the ex-cadre post has the approval of the competent authority.  Yes  No

26.3. Are you holding ex-cadre post on deputation basis or on transfer basis:

26.4. Do you continue to hold lien on post of Multi-tasking staff/ Group 'C' Post in the DOPT, Railway Board, AFHQ, M/o External Affairs (Cadre Cell), M/o External Affairs (CPO), Farm Machinery Training and Testing Institute, Forest Survey of India, Lal Bahadur Shastri National Academy of Administration, Central Administrative Tribunal?  Yes  No

27.1. Have you ever been debarred or disqualified by any Public Service Commission/Institution of Secretarial Training & Management/Subordinate Service Commission/ Staff Selection Commission for any of the Examinations/selection? \*  Yes  No

27.2. Give details of the case:

28. Complete details of service (in chronological order) by you under Government in different offices and Grades.

Name of the Deptt/ office *	Post held & Scale of pay *	State whether post held Permanently/ On Probation/Temporary *	From *	To *	Actions
<input type="text"/>	<input type="text"/>	Please Select <input type="text"/>	mm/dd/yyyy <input type="text"/>	mm/dd/yyyy <input type="text"/>	<input type="button" value="+"/>

29. Give a list of the documents attached with the application (Please see paragraph 11) **files should be (pdf/page)**

- Document as indicated in para 11 (i). \*  No file chosen
- Document as indicated in para 11 (ii).  No file chosen
- Document as indicated in para 11 (iii). \*  No file chosen
- Document as indicated in para 11 (iv). \*  No file chosen
- Document as indicated in para 11 (v), if applicable.  No file chosen
- Document as indicated in para 11 (vi), if applicable.  No file chosen
- Document if any you wish to upload.  No file chosen
- Document if any you wish to upload.  No file chosen

30. Correspondence Address:	HNOY
State:	Andhra Pradesh
District:	Dr. B.R. Ambedkar Konaseema
Pin:	530012
31. Permanent Address	HNOY
State:	Andhra Pradesh
Pin:	530012

**Photograph and Signature**

<p>Upload a photograph without Spectacles/Cap taken on or after 14-July-2023*</p> <p style="color: #00a651;">Allowed File Size: 20 KB to 50 KB</p> <p style="color: #00a651;">Format: JPEG/ JPG</p> <p style="color: #00a651;">Image Size: About 3.5 cm (width) x 4.5 cm (height)</p> <p style="text-align: center;"> <input type="button" value="Choose File"/> No file chosen         </p>	<p>Upload Signature (Signature should not be blurred) *</p> <p style="color: #00a651;">Allowed File Size: 10 KB to 20 KB</p> <p style="color: #00a651;">Format: JPEG/ JPG</p> <p style="color: #00a651;">Image Size: About 4.0 cm (width) x 2.0 cm (height)</p> <p style="text-align: center;"> <input type="button" value="Choose File"/> No file chosen         </p>	<p>PwD Candidates unable to sign may put left hand ThumbImpression (ThumbImpression should not be blurred)</p> <p style="color: #00a651;">Allowed File Size: 10 KB to 20 KB</p> <p style="color: #00a651;">Format: JPEG/ JPG</p> <p style="color: #00a651;">Image Size: About 4.0 cm (width) x 2.0 cm (height)</p> <p style="text-align: center;"> <input type="button" value="Choose File"/> No file chosen         </p>
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32. Whether the photograph has been taken on or after 12-October- 2023?  Yes  No

## Declaration

1. I have read the Notice of the Examination, and accept all the terms & conditions of the Notice of the Examination.
  2. I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the Notice of Examination, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere in India.
  3. I declare that the Photograph uploaded in Application form is not more than 3 months old.
  4. I agree to authorize SSC to use my Aadhaar data for verification purpose. \*
  5. 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.
  6. 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.
- I Agree



Try Another

ENTER TEXT

Preview

Reset

Close

**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.

**TO BE FILLED BY THE HEAD OF DEPARTMENT OR OFFICE IN WHICH THE  
CANDIDATE IS SERVING**

Certified that:

The information given by Shri/Smt/Kumari \_\_\_\_\_  
in 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) There is no circumstance rendering him/ her unsuitable for promotion to the  
post of the Junior Secretariat Assistant/ Lower Division Clerk of the Ministries/  
Departments/ Organizations listed at Para 01 of the Notice of the Examination.

(4) He/she is a regularly appointed temporary/quasi-permanent officer of the  
Multi-Tasking Staff/Group "C" of the the Ministries/ Departments/ Organizations  
listed at Para 01 of the Notice of the Examination with effect from  
\_\_\_\_\_and continues to be so employed.

(5) He/she is on deputation to Ex-Cadre post held by him/her with the approval  
of the competent authority.

(6) He/ she is appointed against a "transfer" post and continue to have lien on  
the post mentioned in the notice of examination.

(7) It has been verified from his/ her service record that he/she has been  
exempted from passing the Commission's typing test for the purpose of  
confirmation or continuance in Junior Secretariat Assistant/ Lower Division Clerk  
of the Junior Secretariat Assistant/ Lower Division Clerk of the Ministries/  
Departments/ Organizations listed at Para 01 of the Notice of the Examination  
before the notification of the examination.

(8) It has been verified from his/her service records that he/ she has passed the  
Commission's typing test for the purpose of confirmation or continuance in Junior  
Secretariat Assistant/ Lower Division Clerk of the Ministries/ Departments/  
Organizations listed at Para 01 of the Notice of the Examination before the  
notification of the examination.

(9) Certified true copy of the first page of Service Book of the candidate is  
**enclosed** herewith. It is also certified that the candidate fulfills all eligibility  
conditions for the year(s) 2023, 2024 & 2023/2024 considering that of crucial  
date and length of service as mentioned in the Notice of Junior Secretariat

Assistant/Lower Division Clerk Grade Limited Departmental Competitive Examination, 2023 & 2024 published by SSC.

(10) 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/Organization.

(11) Certified that the candidate fulfills the eligibility criteria with regard to the length of service as on the crucial date for counting of approved service.

(12) Certified that the candidate fulfills the age limit criteria as per provisions of notice of examination and is not over the age of 45 years (50 years for the case of SC/ST, 48 years in the case of Defence Personnel (Other than SC/ST) and 53 years in case of disable Defence Personnel (SC/ST).

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department/Office \_\_\_\_\_

Complete Postal Address \_\_\_\_\_

Date \_\_\_\_\_

**Strike out portion not applicable.**

Note-1: Forwarding Authority may sign the photograph of the candidate in printed version of online application form and also put his/her seal half on the photograph and half on printed version of online application form without defacing the photograph. Without these (photo on the application being signed by forwarding authority in addition to his/her seal) the application will be summarily rejected.

Note-2: The complete application of the candidate which will be forwarded by the Department/Organization to the Commission after the closing date must accompany the Department/Organization certificate that "The Application was submitted to the Department by the Candidate on or before the closing date". However, no application after the closing date mentioned in this regard will be accepted.

**Note-3: It will be the responsibility of the Department or Office concerned to ensure eligibility of the candidates as laid down in the Notice of Junior Secretariat Assistant/Lower Division Clerk Grade Limited Departmental Competitive Examination, 2023 & 2024.**



**Specimen of Photographs**

Acceptable Photograph



**Samples of photographs which are not acceptable**

Extra Colour



Too close



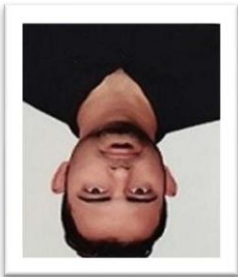
With hat/cap



Blur Photographs



Inverted



Too dark



With goggles



Facing Sideways



Too Small



With spectacles

