

**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Staff Selection Commission**  
**Northern Region**  
**New Delhi**

(Website: [sscnr.net.in](http://sscnr.net.in))

**RECRUITMENT NOTICE**

**ADVERTISEMENT NO. NR/1/2016**

**File No. 1/1/2016-ND-III**

**Closing Date: 30-09-2016..**

**“GOVERNMENT STRIVES TO HAVE A WORK FORCE WHICH  
REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE  
ENCOURAGED TO APPLY”**

Applications are invited from eligible candidates with Nationality/Citizenship as indicated under Para-6 of this Notice, for the Selection Posts indicated in Para-4 of this Notice. Only those Applications successfully filled through the Website <http://ssconline.nic.in/sscselectionpost> and Print out of Online Application along with all the required documents received in the concerned SSC Regional Office within the specified time are accepted. Procedure for Online Submission of Application consists of two stages – (i) Registration Part & (ii) Application Part.

2. Candidates should go through the Recruitment Notice carefully before applying for the post and ensure that they fulfil all the eligibility conditions like Age-Limit/Essential Qualifications (EQs)/ Experience/ Caste/ Category etc. as indicated in this Notice. Candidature of candidates not meeting the eligibility conditions is liable to be cancelled at any stage of the recruitment process without any notice. Candidature of Applicants shall be purely **PROVISIONAL** at all stages of the recruitment process.

3. All information relating to this recruitment right from the status of application upto the

nomination of the selected candidates to the User Department including call letters for OMR/Computer Based Examination to the provisionally eligible candidates will be available on the website of Staff Selection Commission, **Northern Region** i.e. <http://sscnr.net.in>. Candidates are advised to visit the said website frequently for the latest information regarding the recruitment process.

**NOTE: -CANDIDATES ARE ALSO ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES AND MOBILE NUMBER IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL/SMS ONLY.**

#### **4. DETAILS/DESCRIPTION OF POSTS:**

##### **Post Category No: - NR10116**

- Name of Post :** Senior Technical Assistant
- Classification :** (Group 'B', Non-Gazetted & Non-Technical)
- Vacancy :** 02 (UR)
- Department :** Directorate of Adult Education, M/o Human Resource Development, D/o School Education & Literacy, New Delhi.
- Age :** 18-30 years (Age relaxation is admissible as per Govt. Instructions).
- Pay Scale :** Rs. 9300-34800/- + G. P. Rs. 4200/-
- Essential Qualification :**
- (i) At least Second Class Master's Degree of a recognised University or equivalent.
  - (ii) 2 years' experience in collection, tabulation, analysis and interpretation of research data.
- D.Q. :** Training in Adult Education from a recognized University/Institution.
- Initial Place of Posting :** New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).
- Job Requirements :** Senior Technical Assistant is responsible for collection, tabulation, analysis and interpretation of research data in Adult Education/education or related field; preparation of Annual Action for Unit as per Budget allocation. Preparation of schedule of organization workshops, meetings and training and submission of accounts etc. preparation of policy guidelines, provided technical supports for all programmes, workshops and training etc. Senior Technical Assistant is also responsible for

collecting Data and compiling the same for submission to the higher authorities.

**Instruction for PH (PWD Candidates) :** Post is not identified suitable for PH Candidates.  
**(whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates along with details of disability admissible)**

### Post Category No: - NR10216

**Name of Post :** Guide Lecturers

**Classification :** (Group 'B', Non-Gazetted) Non-Ministerial.

**Vacancy :** 04 (UR – 03 & OBC – 01)

**Department :** National Gallery of Modern Art, M/o Culture, New Delhi.

**Age :** 18-30 years (Age relaxation is admissible as per Govt. Instructions).

**Pay Scale :** Rs. 9300-34800/- + G. P. Rs. 4200/-

#### Essential

**Qualification :** (i) Bachelors degree in Fine Arts or Museology or Art History & Criticism from a recognized university.  
(ii) 2 years experience in guiding, planning and organizing educational activities and Exhibitions in a large Museum/Gallery.

**D.Q. :** Master's Degree in Fine Arts or Museology or Art History & Criticism from a recognised University.

#### Initial Place

**of Posting :** New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements :** The duties of the Guide Lecturer are multifarious. He should be able to explain works of art to the visitors and should also help in organizing talks/lecturers, seminars, art workshops, children art sketch club etc. at regular intervals; arrange art film shows and organize exhibition programs and take mobile exhibition programs bus to colleges, universities, schools etc.

**Instruction for PH (PWD Candidates) :** Post is not identified suitable for PH Candidates.  
**(whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates along with details of disability admissible)**

### Post Category No: - NR10316

**Name of Post :** Junior Investigator

**Classification :** (Group 'B', Non-Gazetted) Non-Ministerial.

**Vacancy :** (OBC – 01)

**Department :** M/o Road Transport and Highways, New Delhi.

**Age :** 18-30 years (Age relaxation is admissible as per Govt. Instructions).

**Pay Scale :** Rs. 9300-34800/- + G. P. Rs. 4200/-

**Essential**

**Qualification :** Graduate degree in Economics or Applied Economics or Business Economics or Econometric from a recognised University or Institute.

OR

Graduate Degree in Mathematics (with Economics as a Subject) from a recognised University or Institute.

OR

Graduate Degree in Statistics (with Economics as a subject) from a recognised University or institute.

OR

Graduate Degree in Commerce (with Economics as a subject) from a recognised University or Institute.

**D.Q. :** Nil.

**Initial Place**

**of Posting :** New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements :**

- (i) Data collection, compilation, Scrutiny of Data, preparation of manuscript, printing & dissemination for the publication Statistics of India's Ship building & Ship-repairing Industry, Inland Water Transport, Road Transport year book (annual) and Review of the Performance of State Road Transport Undertakings.
- (ii) Maintenance of the data base of Statistics of India's Ship Building & Ship-repairing Industries, Statistics of Inland water Transport.
- (iii) Supply of data/information to various agencies & users.
- (iv) Co-ordination and maintenance of all reports/journals received in TRW.
- (v) Preparation of material for parliament questions, RTI application, tables for the publications of central statistical organization requiring road transport data.

**Instruction for PH (PWD Candidates) :** Post is identified suitable for PH (whether post is identified SUITABLE/ (OL, OA, HH, BL, LV) Candidates. NOT SUITABLE for PH (PWD) Candidates along with details of disability admissible)

## Post Category No: - NR10416

- Name of Post :** Technical Assistant (Economics)
- Classification :** (Group 'B', Non-Gazetted) Non-Ministerial.
- Vacancy :** (UR – 02)
- Department :** Directorate of Economics & Statistics, D/o Agriculture & Cooperation, M/o Agriculture, New Delhi.
- Age :** 18-30 years (Age relaxation is admissible as per Govt. Instructions).
- Pay Scale :** Rs. 9300-34800/- + G. P. Rs. 4200/-
- Essential Qualification :** Bachelor's degree from a recognized University or equivalent having Economics as one of the subjects.
- D.Q. :** Nil.
- Initial Place of Posting :** New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).
- Job Requirements :** Compilation and posting of Agro-Economic data and other routine work.
- Instruction for PH (PWD Candidates) (whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates along with details of disability admissible) :** Post is identified suitable for HH Candidates.

## Post Category No: - NR10516

- Name of Post :** Documentation Assistant
- Classification :** (Group 'B', Non-Gazetted) Non-Ministerial.
- Vacancy :** (UR – 01)

**Department :** National Museum of Natural History, M/o Environment, Forest and Climate Change, New Delhi.

**Age :** 18-30 years (Age relaxation is admissible as per Govt. Instructions).

**Pay Scale :** Rs. 9300-34800/- + G. P. Rs. 4200/-

**Essential**

**Qualification :** (1) At least second class Master's Degree in Botany/Zoology/Geology from a recognised University or equivalent.  
(2) Experience of identification, accessioning Registration and cataloguing of Natural History Specimens.

**D.Q. :** Degree or Diploma in Museology of a recognised University or equivalent.

**Initial Place**

**of Posting :** National Museum of Natural History, New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements :** The job requirements and duties of the post are identification, accessioning, registration and cataloguing of Natural History specimens.

**Instruction for PH (PWD Candidates) :** Post is not identified suitable for PH Candidates.  
**(whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates along with details of disability admissible)**

**Post Category No: - NR10616**

**Name of Post :** Senior Audio Visual Assistant

**Classification :** (Group 'B', Non-Gazetted) Non-Ministerial.

**Vacancy :** (UR – 01)

**Department :** National Museum of Natural History, M/o Environment, Forest and Climate Change, New Delhi.

**Age :** 18-30 years (Age relaxation is admissible as per Govt. Instructions).

**Pay Scale :** Rs. 9300-34800/- + G. P. Rs. 4200/-

**Essential**

**Qualification :** (i) Diploma in Electronics from a recognised University/Institution or equivalent.  
(ii) 3 years experience in handling audio visual equipments, public address system and repair and maintenance of electronic equipments.

**D.Q.** : Nil.

**Initial Place of Posting** : New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : (i) Related design and development of electronic circuits and their implementation exhibits.  
(ii) Maintenance of Audio-Visual software and Hardwares.  
(iii) Providing assistance to curatorial and administrative sections in the selection of Hardware and Software for the NMNH and Regional Museums.  
(iv) Recording of commentaries and animal calls.

**Instruction for PH (PWD Candidates) (whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates along with details of disability admissible)** : Post is not identified suitable for PH Candidates.

### **Post Category No: - NR10716**

**Name of Post** : Assistant Chemist

**Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.

**Vacancy** : (OBC – 01)

**Department** : National Museum, M/o Culture, Janpath, New Delhi.

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instructions).

**Pay Scale** : Rs. 9300-34800/- + G. P. Rs. 4200/-

**Essential Qualification** : (i) Master's Degree in Chemistry from Recognized University.  
(ii) Two years' practical experience in the field of analysis of materials.

**D.Q.** : Certificate of training in conservation techniques of art objects from a recognized Institute or Museum.

**Initial Place of Posting** : New Delhi.

**Job Requirements** : (i) Examination and analysis of museum materials.  
(ii) To attend to in case of emergency delicate preservation problems.  
(iii) To attend to routine work of Conservation Laboratory.  
(iv) To lecture to various conservation course trainees.  
(v) Application of Chemistry in the examination, analysis and preservation of museum materials.

**Instruction for PH (PWD Candidates) :** Post is not identified suitable for PH Candidates.  
**(whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates along with details of disability admissible)**

**Post Category No: - NR10816**

**Name of Post :** Store Keeper

**Classification :** (Group 'B', Non-Gazetted) Non-Ministerial

**Vacancy :** 08 (UR-05, OBC-01, SC-01, ST-01)

**Department :** M/o Mines, Geological Survey of India, Western Region, Jaipur, Rajasthan

**Age :** 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale :** PB-2 (9300-34800/-) + G.P. (Rs. 4200/-)

**Essential Qualification :** Diploma in Engineering from a recognized University or institute or degree in science with two years experience in stores and material management (procurement, maintenance of scientific and technical Stores & equipment and inventory control.)

**D.Q. :** Nil.

**Initial Place of Posting :** Western Region, Jaipur, Rajasthan with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements :**

- (i) Serviceable stock of the items to avoid risk of issuing the same against an Issue Voucher as serviceable and keep such items away from serviceable items away duly labelled indicating its condition and category.
- (ii) The cases of defect noticed in the security measures and fire fighting appliances provided for in the shed will be promptly reported to the Stores Supdt. and Stores Officer.
- (iii) He will prepare work orders in respect of repairable items stocked in his shed and forwarded the same to the Stores Supdt. and Stores Officer, through proper channel for onward transmission to the Mechanical Engineer for necessary repair.
- (iv) He will be responsible for the general tidiness and cleanliness of the stores shed.
- (v) Sealing and opening of Godown.



- (vi) Supervision of packing and dispatch of stores.
- (vii) To seal with important, complicated and priority cases relating to stores, purchase and purchase co-ordination.
- (viii) Any duties pertaining to receipt issue, maintenance, accounting and safe custody of the stores, as deemed necessary by the officer-in-charge of the respective stores section.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates**  
**Along with details of disability admissible)**

### **Post Category No: - NR10916**

**Name of Post** : Cost Accountant

**Classification** : (Group 'B', Non-Gazetted) Ministerial

**Vacancy** : UR – 02

**Department** : M/o Mines, Geological Survey of India, Western Region, Jaipur, Rajasthan

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-2 (9300-34800/-) + G.P. (Rs. 4600/-)

**Essential Qualification** :  
(1) B.Com degree of a recognized University.  
(2) Two years experience in Finance, Budget, Accounts and Audit from Govt. or Industrial organisation.

**D.Q.** : Passed final examination from the Institute of Cost and Works Accountants of India (ICWAI) or Institute of Chartered Accountant of India (CA) or Master of Business Administration (Finance) from recognized University or Institute.

**Initial Place of Posting** : Western Region, Jaipur, Rajasthan with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : Preparation of Cost Statement after collecting basic cost data recovery of cost of services rendered to different parties, maintenance of capital Block Register-workshop costing review and recommendation of overhead cost analysis submission of periodical return – General accounts, budget, finance works etc.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates**  
**Along with details of disability admissible)**

**Post Category No: - NR11016**

**Name of Post :** Senior Technical Assistant (Fisheries)

**Classification :** (Group 'B', Non-Gazetted) Non-Ministerial.

**Vacancy :** 02 (UR – 01 & ST – 01)

**Department :** M/o Agriculture, Department of Animal Husbandry, Dairying and Fisheries, Krishi Bhawan, New Delhi.

**Age :** 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale :** PB-2 (9300-34800/-) + G.P. (Rs. 4600/-)

**Essential Qualification :** (i) M.Sc. Degree in zoology of a recognised University or equivalent.  
(ii) About 2 years experience of research and/or field work in connection with Fisheries Development.

**D.Q. :** Diploma in Fisheries Science issued by the Central Institute of Fisheries Education, Bombay or equivalent.

**Initial Place of Posting :** New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements :**

- (1) Technical examination of proposals received from States/UTs/ other organization for release of funds for fisheries development.
- (2) Handling correspondence with States/UTs/ICAR and ICAR institute/MPEDA/DOD/DBT/DST/NIO/ MoEF etc. and other national and international agencies relating to fisheries.
- (3) Arranging meetings/ seminars/ workshops/ training programmes and preparation of briefs, agenda, reports etc. for these meetings;
- (4) Preparation of budget estimates and material for annual report, annual plan & performance budget etc.
- (5) Issue of administrative approvals and sanctions etc. for release of funds.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH**

**PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Along with details of disability admissible)**

**Candidates.**

**Post Category No: - NR11116**

- Name of Post** : Research Investigator
- Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.
- Vacancy** : 03 (UR – 02 & OBC – 01)
- Department** : M/o Rural Development, D/o Land Resources, G Wing, NBO Building, Nirman Bhawan, New Delhi.
- Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)
- Pay Scale** : PB-2 (9300-34900/-) + G.P. (Rs. 4200/-)
- Essential Qualification** : (i) Bachelor's Degree in Statistics/Economics/Mathematics/ Operations Research/Agriculture (with statistics)/ of a recognized University or equivalent; and  
(ii) Two years' experience in collection/compilation/ formulation and processing of forestry/watershed development programmes on forest/non-forests wastelands with main activities of afforestation/pasture/silvi-pasture/horticulture development/soil and water conservation/bio-technology.
- D.Q.** : Nil.
- Initial Place of Posting** : New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).
- Job Requirements** : (1) Collection, Compilation and interpretation of economic and statistical data and other related information in respect of wasteland Development.  
(2) Preparation of reviews and progress of various plans and schemes related to Wasteland Development.  
(3) Preparation of technical notes, reports etc. based on studies of different aspects of Wasteland Development / Watershed Development.
- Instruction for PH (PWD Candidates)** : **01 Post is reserved for OH Candidate.**  
**PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Along with details of disability admissible)**

## Post Category No: - NR11216

- Name of Post** : Senior Research Assistant
- Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.
- Vacancy** : UR – 01
- Department** : M/o Water Resources, Central Water Commission, River Data Directorate, R.K. Puram, New Delhi.
- Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)
- Pay Scale** : PB-2 (9300-34800/-) + G.P. (Rs. 4200/-)
- Essential Qualification** : Master degree in Chemistry from a recognised University.
- D.Q.** : Nil.
- Initial Place of Posting** : All India Service Liability (Candidate is liable to be post anywhere in India).
- Job Requirements** :
1. Analysis of water samples for determination of physico-chemical, biological & micro-biological water quality parameters.
  2. To Assist the Assistant Research Officer in the analysis of trace & toxic elements and organic compounds using highly sophisticated equipments viz. ICP, HPLC, AAS, TOC analyzer etc. in the laboratories.
  3. Operation and maintenance of laboratory equipments.
  4. To assist in compilation and publication of data in the form of water quality, sediment and bed material year books.
  5. Special studies like longitudinal DO and BOD surveys.
  6. To assist in the preparation of water quality status reports giving special emphasis on suitability of water different uses and report on specified tests at selected sites on users demand.
  7. To assist in the preparation of Water Quality Bulletins and other reports.
  8. To assist in preparation of SFC memos and working estimates for different schemes related to “water quality monitoring in rivers, lakes / reservoirs”.
  9. To assist in preparation of technical specifications for procurement of various equipments including advanced, sophisticated and imported equipments.
  10. Entry of water quality and sediment data in SWDES

- form.
11. Participation in Inter Laboratory Assurance Programme (AQC) exercise.
  12. To assist ARO/RO/Senior research Officers in various scientific /Technical matters.
  13. To conduct analysis of Bed Material Samples.

**Instruction for PH (PWD Candidates) :** **Post is identified suitable for PH (OH/HH/VH) candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

### **Post Category No: - NR11316**

- Name of Post :** Assistant Research Officer
- Classification :** (Group 'B', Non-Gazetted) Non-Ministerial
- Vacancy :** 08 (UR-04, SC-02, ST-02)
- Department :** M/o Human Resource Development, D/o Higher Education, R.K. Puram, New Delhi.
- Age :** 18-30 years (Age relaxation is admissible as per Govt. Instruction.)
- Pay Scale :** PB-2 (9300-34800/-) + G.P. (Rs. 4600/-)
- Essential Qualification :** (i) Master's Degree in Hindi or Sanskrit with Hindi as an elective subject at Degree stage from the recognized University or equivalent and should have studied English as a compulsory/optional subject at degree level.
- D.Q. :** Certificate/Diploma from a recognized Institute in translation or applied Linguistic or Functional Hindi.
- Initial Place of Posting :** New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).
- Job Requirements :**
- (i) To assist in the implementation of schemes relating to propagation & Development of Hindi.
  - (ii) To assist the publication of various periodicals.
  - (iii) To assist the preparation of dictionaries – Lingual, bilingual and multilingual.
  - (iv) To assist the preparation of Dictionaries in Foreign language and cultural exchange programme.

**Instruction for PH (PWD Candidates) :** **Post is identified suitable for OH Candidate.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates**

Along with details of disability admissible)

### Post Category No: - NR11416

- Name of Post** : Section Officer (Horticulture)
- Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.
- Vacancy** : 06 (UR – 05 & SC – 01)
- Department** : Central Public Works Department, Urban Development & Poverty Alleviation, New Delhi.
- Age** : 18-27 years (Age relaxation is admissible as per Govt. Instruction.)
- Pay Scale** : PB-2 (9300-34800/-) + G.P. (Rs. 4200/-)
- Essential Qualification** : Degree of Bachelor of Science (Agriculture)  
Degree of Bachelor of Science (Horticulture)
- D.Q.** : Nil.
- Initial Place of Posting** : New Delhi with AISL.
- Job Requirements** : 1. The Section Officer selected for this job will be responsible for the progression and maintenance of the trees, lawn and the Garden of Bungalows, residential colonies, parks and both sides of the roads.  
2. The Section officer will be responsible for sharing the work with his subordinate employees presented.  
3. He is also responsible for maintaining the accounts of tools and plants and the material purchased for the store by him.  
4. Section Officer should be capable for distributing the work to the gardeners normally 40 to 50 gardeners will be there and make them do more work and the Section Officer himself should be physically strong and should have the capacity to work in all the climates such as instructions determined by the Department from time to time.

**Instruction for PH (PWD Candidates)** : **Post is not identified suitable for PH Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates**  
Along with details of disability admissible)

### Post Category No: - NR11516

- Name of Post** : Technical Officer (S&R)
- Classification** : (Group 'B', Non-Gazetted) Non-Ministerial
- Vacancy** : 13 (UR – 07, OBC – 02, SC – 03 & ST – 01)

**Department** : D/o Food & Public Distribution, M/o Consumer Affairs, Food & Public Distribution, Krishi Bhavan, New Delhi.

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-2 (9300-34800/-) + G.P. (Rs. 4200/-)

**Essential Qualification** : Master's degree in Entomology or Plant Pathology or Bio-Chemistry from a recognized University.  
OR  
Master's Degree in Agriculture with aspecialisation in Entomology or Plant Pathology or Bio-chemistry from a recognized University;  
OR  
Master's degree in Zoology or Botany or Chemistry from a recognized University.

**D.Q.** : Two years experience of work relating to Storage of Food grains and control of pests or experience in Chemical analysis for quality assessment of food grains and allied products in Government organizations or Public Sector Undertakings or Universities.

**Initial Place of Posting** : All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : The duties of Technical Officer is to analyse food grains samples, assist in inspection activities and R&D activities of QCC and IGMRI; supervision of work of Laboratory Assistant Laboratory Attendants/Technical Operators; to undertake lectures on storage and inspection aspects of food grains in various programmes of the Department.

**Instruction for PH (PWD Candidates)** : **Post is identified suitable for PH (OH/HH/VH) Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

**Post Category No: - NR11616**

- Name of Post** : Assistant Field Officer
- Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.
- Vacancy** : 03 (UR/HH)
- Department** : Soil & Land Use Survey of India, (Department of Agriculture, Cooperation & Farmers Welfare), I.A.R.I Buildings, Pusa, New Delhi.
- Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)
- Pay Scale** : PB-2, Rs.9300-34800/- + G.P. (Rs. 4200/-)
- Essential Qualification** : M.Sc. degree in Soil science, Agriculture Chemistry or Agriculture with specialization in Soil Science of a recognised University or equivalent.
- D.Q.** : Nil.
- Initial Place of Posting** : Noida ,UP(1), Nagpur(1), Hyderabad(1) with All India Service Liability (Candidate is liable to be post anywhere in India).
- Job Requirements** :  
1. To study, analyze and interpret remote sensing data for pre-field and post-field mapping.  
2. To carry out soil survey, collection of related data, preparation of soil maps and draft reports.  
3. Generation of spatial and non-spatial data for draft report preparation as well as relevant thematic maps using GIS & RDBMS.  
4. Soil & Water samples analysis for their phsic-chemical properties as per requirement.  
5. Assist senior officials in all relevant technical work.
- Instruction for PH (PWD Candidates)** : **Post is reserved for UR/HH Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

**Post Category No: - NR11716**

- Name of Post** : Technical Assistant (Economics)
- Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.



**Vacancy** : OBC-01

**Department** : Department of Agriculture, Cooperation & Farmers Welfare,  
Ministry of Agriculture, Cooperation & Farmers Welfare,  
Shastri Bhawan, New Delhi.

**Age** : 18-30 years (Age relaxation is admissible as per Govt.  
Instruction.)

**Pay Scale** : PB-2, Rs.9300-34800/- + G.P. (Rs.4200/-)

**Essential  
Qualification** : Bachelor's degree from a recognized University having  
Economics as one of the subjects.

**D.Q.** : Nil.

**Initial Place  
of Posting** : New Delhi with All India Service Liability (Candidate is liable to be  
post anywhere in India).

**Job Requirements** : Compilation and posting of Agro – Economic data and  
other routine work.

**Instruction for PH (PWD Candidates)** : **Post is identified suitable for HH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Along with details of disability admissible)** **Candidates.**

### **Post Category No: - NR11816**

**Name of Post** : Technical Assistant (Economics)

**Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.

**Vacancy** : 02 (UR-01, OBC-01)

**Department** : Department of Agriculture, Cooperation & Farmers Welfare,  
Ministry of Agriculture, Cooperation & Farmers Welfare, Shastri  
Bhawan, New Delhi.

**Age** : 18-30 years (Age relaxation is admissible as per Govt.  
Instruction.)

**Pay Scale** : PB-2, Rs.9300-34800/- + G.P. (Rs.4200/-)

**Essential  
Qualification** : Bachelor's degree from a recognized University having  
Economics as one of the subject.

**D.Q.** : Nil.

**Initial Place of Posting** : New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : Compilation and posting of Agro – Economic data and other routine work.

**Instruction for PH (PWD Candidates) : Post is identified suitable for HH PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible) Candidates.**

### **Post Category No: - NR11916**

**Name of Post** : Junior Technical Assistant

**Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.

**Vacancy** : 08 (UR-06 & SC-02)

**Department** : Department of Biotechnology, M/o Science & Technology, Block-2, CGO Complex, Lodhi Road, New Delhi.

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-2, Rs.9300-34800 /- + G.P. (Rs. 4200/-)

**Essential Qualification** : Bachelor's Degree in Life Sciences from a Recognised University.

**D.O.** : Master's Degree or Bachelor of Technology or Bachelor of Engineering in Biotechnology from a recognised University or Institute.

**Initial Place of Posting** : New Delhi.

**Job Requirements** :

1. To make preliminary analysis and scrutiny of the proposal/programmes/projects as per approved guidelines.
2. To suggest for collecting additional or supplementary Information for final approval.
3. To obtain information regarding the progress of implementation of programmes/projects etc.
4. To collect, collate, tabulate and interpret data wherever consider necessary.

5. To assist scientists.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Candidates.  
Along with details of disability admissible)**

**Post Category No: - NR12016**

**Name of Post** : Assistant Archaeologist

**Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.

**Vacancy** : 45 (UR-23(01-OH)), SC-06, ST-06, OBC-10(01-HH)

**Department** : Archaeological Survey of India, M/o Culture, O/o The Director General, Janpath, New Delhi.

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-2, Rs. 9300 -34800/- + G.P. (Rs. 4200/-)

**Essential Qualification** : Master Degree in India History with Ancient Indian History or Medieval Indian History as a subject or Master Degree in Archaeology or Anthropology with Stone-age Archaeology as a Subject or Master Degree in Geology with Pleistocene Geology as a subject from a recognized University or equivalent.  
OR  
Master Degree in Sanskrit or Pali or Arabic or Prakrit or Persian or Tamil or Telugu or Malayalam or Kannada or History of Art with Ancient or Medieval Indian History as a Subject from a recognized University or equivalent.

**D.Q.** : (i) Junior research fellowship or Senior research fellowship or M.Phil or Ph.D from a recognized University or equivalent.  
(ii) Post Graduate Diploma in Archaeology from Archaeological Survey of India or Diploma in Epigraphy or Archaeology or Museology of recognized University or equivalent.  
(iii) 1 Year field experience in Archaeology.

**Initial Place of Posting** : All India Service Liability (Candidate is liable to be post anywhere in India).

## **Job Requirements**

- :
- (1) Assisting the Superintending Archeologist/Deputy Superintending Archaeologist in all matters connected with exploration and excavation, reports-writing and publication.
  - (2) Conducting or supervising archaeological excavations and explorations. Preparing any keeping relevant records for purposes of preliminary and final reports and for research activities.
  - (3) Documenting, cataloguing and indexing of the Excavated, explored other archaeological material Including loose sculptures at monuments and sites and museums.
  - (4) Supervision of Muster Rolls or in the absence of M.R Officers maintaining of muster rolls etc. and other records connected therewith the employment of labour For excavation and exploration or camp.
  - (5) Keeping in safe custody excavated or explored Material and records connected therewith.
  - (6) Taking measures for the safe transportation of all excavated material for purposes of study and exhibition and to arrange proper exhibition.
  - (7) To take round visitors to the excavated sites, Monuments and exhibitions whenever required.
  - (8) Performing all work relating to village to village survey and preparing fully documental records there of prescribed for the purpose, preparing periodical statements, returns etc. and maintaining all records, registers, accounts, stocks etc.
  - (9) Preparing cultural/technical notes on monuments And antiquities.
  - (10) Participation in all other academic activities connected with archaeology and contributory research paper.
  - (11) Holding charge of the Museum under his full responsibility for the safety of the antiquities and the maintenance of display arrangements and organizing new galleries.
  - (12) Safe keeping of the reserve collection of Antiquities
  - (13) Maintaining museum-liberary and stock of publications, admission tickets and receipt books.
  - (14) Personal supervision at the time of the opening and closing of the museum, when in headquarter keeping the keys in his custody and taking adequate arrangements in this regard during his absence.
  - (15) Supervision of watch-and ward duties of Class IV staff, cindluing surprise checks at night, preparation of duty roster of Chowkidars and museum attendants and enforcing strict compliance there to.
  - (16) Checking the sale of publication/tickets and other Monetary transaction for the museum as per G.F.R. and Other rules on the subject.
  - (17) Accessioning indexing and cataloguing of Antiquities and yearly verification of antiquities.

- (18) Taking adequate measures for the safety of museum, objects and following instructions issued from time to time regarding theft attempted thefts or any other such incident in the museum.
- (19) Participation in all other academic activities connected with archaeology and contributory research paper.
- (20) Any other work relating to his office/Branch and his job assigned by superior officers.

**Instruction for PH (PWD Candidates) : Post is reserved for OH/HH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Along with details of disability admissible) Candidates.**

### **Post Category No: - NR12116**

<b>Name of Post</b>	:	Assistant Archaeological Chemist
<b>Classification</b>	:	(Group 'B', Non-Gazetted) Non-Ministerial.
<b>Vacancy</b>	:	21 (UR-11(01-HH and 01-OH), SC-04(01-HH), ST-02, OBC-04(01-OH)
<b>Department</b>	:	Ministry of Culture, Archeological Survey of India, Janpath, New Delhi.
<b>Age</b>	:	18-30 years (Age relaxation is admissible as per Govt. Instruction.)
<b>Pay Scale</b>	:	PB-2, Rs.9300-34800/- + G.P. (Rs. 4200/-)
<b>Essential Qualification</b>	:	Master Degree in Chemistry from a recognized University or equivalent.
<b>D.Q.</b>	:	2 years' practical experience in testing of materials and analysis of inorganic and organic substances in a recognized laboratory or recognized research laboratory.
<b>Initial Place of Posting</b>	:	All India Service Liability (Candidate is liable to be post anywhere in India).
<b>Job Requirements</b>	:	<ol style="list-style-type: none"><li>1. Execution of chemical treatment and preservation of monuments and antiquities.</li><li>2. Collection of Archaeological specimens and recording of date required for preservation.</li><li>3. Carrying out analysis, texts and preparation of technical reports.</li></ol>

4. Preparation of work-estimates.
5. Maintenance of tools and other instruments of his use stores and relevant records.
6. Maintenance of laboratories and work-shops.
7. Participation in all other academic activities connected with archaeological and contributory research paper.
8. Any other work relating to his office/branch and his job assigned by superior officers.

**Instruction for PH (PWD Candidates) : Post is reserved for OH/HH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Along with details of disability admissible) Candidates.**

### **Post Category No: - NR12216**

<b>Name of Post</b>	:	Data Processing Assistant, Grade 'A'
<b>Classification</b>	:	(Group 'B', Non-Gazetted) Non-Ministerial.
<b>Vacancy</b>	:	21 (UR-12, OBC-05, SC-03 & ST-01)
<b>Department</b>	:	Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
<b>Age</b>	:	18-30 years (Age relaxation is admissible as per Govt. Instruction.)
<b>Pay Scale</b>	:	PB-2, Rs.9300-34800/- + G.P. (Rs. 4200/-)
<b>Essential Qualification</b>	:	(i) Bachelor's degree in Computer Applications/Information technology/ Computer Science of a recognized university / institute. (ii) A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.
<b>D.Q.</b>	:	Nil.
<b>Initial Place of Posting</b>	:	O/o UPSC, New Delhi.
<b>Job Requirements</b>	:	1. Data Programming Assistant Grade 'A' will be responsible for day to day processing of data pertaining to various examinations. 2. Data Programming Assistant Grade 'A' will be liable for developing/modification of software of examination system, 3. Data Programming Assistant Grade 'A' will be

responsible for development/modification/maintenance ONLINE system such as SOAP, DAF, ORA, E-Admit Card.

4. As a Technical programming staff, they will also be responsible for development/modification/maintenance of website.

5. As a Technical programming staff, they will also be responsible for developing/modification/maintenance of MIS application related to various branches.

6. Data Programming Assistant Grade 'A' will be responsible for creating and maintaining backup of various software as well as database.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates Candidates  
Along with details of disability admissible)**

### **Post Category No: - NR12316**

**Name of Post** : Data Processing Assistant

**Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.

**Vacancy** : UR-01

**Department** : National Crime Records Bureau, Ministry of Home Affairs,  
East Block-7, R.K. Puram, New Delhi-110066.

**Age** : 18-30 years (Age relaxation is admissible as per Govt.  
Instruction.)

**Pay Scale** : PB-2, Rs.9300-34800/- + G.P. (Rs. 4600/-)

**Essential  
Qualification** : Master's Degree in Computer applications/ Information  
Technology/Computer Science of a recognized University/  
Institute;  
OR  
B.E./B.Tech in Computer Engineering/Computer Science/  
Computer Technology/ Computer Science and Engineering/  
Information Technology from a recognized University/Institute.

**D.Q.** : Nil.

**Initial Place  
of Posting** : New Delhi with All India Service Liability (Candidate is liable to be  
post anywhere in India).

**Job Requirements** : 1. Procurement, maintenance and upkeep of hardware &  
software including network maintenance.

2. Documentation, Development and maintenance of Crime Criminal Applications.
3. Preparation of study material and conducting training for functional level Officers.
4. Customization of Crime Criminal Applications as per States' requirements.
5. Implementation of systems.
6. Providing support for users of Crime Criminal application.
7. Assistance in administration of Data Centre and Network-assistance .

**Instruction for PH (PWD Candidates) : Post is identified Suitable for OH/HH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Along with details of disability admissible) Candidates**

**Post Category No: - NR12416**

- Name of Post** : Investigator (SS) Grade-I
- Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.
- Vacancy** : 04 (UR-02, OBC-01& ST-01)
- Department** : Office Of The Registrar General, India, Ministry of Home Affairs, A-II Section, Sewa Bhawan, R.K. Puram, New Delhi - 110066
- Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)
- Pay Scale** : PB-2, Rs.9300-34800+ G.P. (Rs. 4200/-)
- Essential Qualification** : Master's Degree from recognized university or equivalent in Anthropology or Sociology with specialization in Village or Community study with special reference to the Scheduled Castes or Scheduled Tribes.
- D.Q.** : Nil.
- Initial Place of Posting** : Head Quarter, New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).
- Job Requirements** : 1. To carry out and assist in planning and execution of



ethnographic studies/surveys on SCs & STs socio-economic surveys of villages and towns, tabulation and analysis of field data and preparation of draft reports.

2. To assist the Research Officer (Social Studies) in:

(i) Scrutiny of ethnographic notes, village/town study reports received from Census Directorates.

(ii) Scrutiny of draft DCHB manuscripts, State level town directory, etc. particularly checking the statistical portion of the report.

3. To compile All India town directory and scrutiny of town level information.

4. To collect/consolidate statistical data in respect of ethnographic information on castes and tribes (With special reference to the SCs & STs) from various journals, book, etc. for the purpose of examination of the proposals concerning revision of State-wise SCs & STs lists received from the Ministry of Social Justice & Empowerment and Ministry of Tribal Affairs.

5. To prepare manuscript of ethnographic publications, town directories and drafting of bulletins/reports etc.

6. To undertake analytical social studies and preparation of reports.

7. To assist in the work relating to coding and editing of census data on religion, SCs & STs.

8. To undertake compilation and supply of census data on SCs & STs.

9. To undertake scrutiny and verification of data contained in primary census abstracts for SCs & STs.

10. To undertake analysis of VD/TD & PCA data and prepare analytical reports.

11. To attend to correspondence and maintenance of files, registers. Control charts etc.

12. To assist in preparation of materials on questions received for reply in Parliament/State Assemblies and other miscellaneous duties assigned from time to time by Senior Officers.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Along with details of disability admissible) Candidates.**

**Post Category No: - NR12516**

**Name of Post :** Assistant (Printing)

**Classification :** (Group 'B', Non-Gazetted) Ministerial.

- Vacancy** : UR-03
- Department** : Ministry of Law & Justice. Legislative Department  
Shastri Bhawan, New Delhi.
- Age** : 18-30 years (Age relaxation is admissible as per Govt.  
Instruction.)
- Pay Scale** : Rs.9300-34800/- + G.P. (Rs. 4200/-)
- Essential Qualification** : (i) Degree from a recognized University established or  
Incorporated by or under a Central Act; Provincial Act  
Or a State Act or any institution for higher education  
Deemed to be a University by the Central Government or  
Any other institution or foreign University approved by  
the Central Government.  
(ii) Two years' experience of proof reading, particularly  
proofs of Bills, Acts, Ordinances in a Government Press.
- D.Q.** : (i) Experience of English Copy-holding or proof reading work in a  
Government printing press or a registered Newspaper office.  
(ii) Passed High School with Hindi as a subject or as a medium of  
Examination from a recognised Board.
- Initial Place of Posting** : New Delhi.
- Job Requirements** : To edit the manuscripts of Bills, Acts, Gazettes,  
Digital editions and other jobs published by the  
Department and to check the proofs of the above jobs.

**Instruction for PH (PWD Candidates)** : **Post is identified suitable for**  
**PH(Whether post is identified SUITABLE/** **OH,HH,VH Candidates.**  
**NOT SUITABLE for PH (PWD) Candidates**  
**Along with details of disability admissible)**

**Post Category No: - NR12616**

- Name of Post** : Library and Information Assistant
- Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.
- Vacancy** : UR-02
- Department** : Ministry of Commerce and Industry, Department of Industrial  
Policy and Promotion, (Establishment-II Section)  
Udyog Bhawan, New Delhi.
- Age** : 18-30 years (Age relaxation is admissible as per Govt.  
Instruction.)

- Pay Scale** : PB-2 Rs.9300-34800/- + G.P. (Rs. 4200/-)
- Essential Qualification** : (i) Bachelor's degree in Library Science or Library and Information Science from recognized University or Institute.  
(ii) Two years' relevant professional experience in a Library under Central Government/ State Government/ Autonomous body/ PSU/Statutory body recognized Educational or Research Institution or any recognized Institutional Library.
- D.Q.** : Diploma in computer application from a recognized University or Institute.
- Initial Place of Posting** : New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).
- Job Requirements** : Cataloging, preserving and maintaining books, Manuscripts, magazines, of historical, scientific and literary importance. Compiling records, sorting/ shelving books, issuing and receiving library materials, such as books, periodicals, films, newspapers, etc. To assist in library works and computer based works in library. To conduct and supervise any other duty with responsibility as assigned in Library.

**Instruction for PH (PWD Candidates)** : **01 Post is reserved for OH Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

### **Post Category No: - NR12716**

- Name of Post** : Technical Assistant (Printed Publicity/Production)
- Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.
- Vacancy** : 02 (UR-01) & (OBC-01) (PWD)
- Department** : Directorate of Advertising & Visual Publicity  
(Ministry of Information & Broadcasting)  
Phase-IV, Soochana Bhavan, CGO Complex, Lodhi Road,  
New Delhi-110003
- Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

- Pay Scale** : PB-2 Rs.9300-34800/- + G.P. (Rs. 4200/-)
- Essential Qualification** : (i) Diploma in Printing Technology from a recognized University/ Institution or equivalent.  
(ii) 2 years' experience in a reputable printing press/ publishing house/ advertising agency/ Government organization engaged in bringing out books, periodicals, posters, folders, calendars' and other form of printed materials.
- D.Q.** : (1) Knowledge of Hindi.  
(2) Practical experience in Offset Printing.  
(3) Costing and Estimating.
- Initial Place of Posting** : New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).
- Job Requirements** : To assist the Assistant Production Manager (Printed Publicity)/ Assistant Director (Production) in the day-to- day work for completion of Production and Printing of books, periodicals, posters, folders, calenders and other form of printed materials.

**Instruction for PH (PWD Candidates)** : **01 Post is reserved for OA/HH/OL/LU Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

### **Post Category No: - NR12816**

- Name of Post** : Assistant Examiner of Trade Marks & Geographical Indications
- Classification** : (Group 'B', Non-Gazetted)
- Vacancy** : UR-04
- Department** : Ministry of Commerce & Industry, Office of The Controller General Patents, Designs & Trade Marks , IPO Building, Boudhik Sampada Bhavan , S. M. Road, Antop Hill, Mumbai-400037.
- Age** : 21-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-2, Rs.9,300-34,800/- + G.P. (Rs. 4,200/-)

**Essential Qualification** : (i) Degree from a recognized university or equivalent.

**D.Q.** : Five years experience in legal aspect of Trade Marks and Geographical Indications.

**Initial Place of Posting** : Trade Marks Registry, Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : Examination of various types of application forms in respect of their sections, preparation of examination reports, assist to Examiner and put up note in the respective file for approval of controlling officer and other appeals & Court matters concerning registration of Trade Marks and Geographical Indication.

**Instruction for PH (PWD Candidates) : Post is identified Suitable for PH (Whether post is identified SUITABLE/ OH, HH,VH Candidates NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

### **Post Category No: - NR12916**

**Name of Post** : Assistant Field Officer

**Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.

**Vacancy** : 17 (UR-10, OBC-03 & SC-04)

**Department** : Soil & Land Use Survey of India, Ministry of Agriculture & Farmers Welfare (Department of Agriculture, Cooperation & Farmers Welfare), Pusa, New Delhi.

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : Rs.9300-34800/- + G.P. (Rs. 4200/-)

**Essential Qualification** : M.Sc. degree in Soil Science, Agriculture Chemistry or Agriculture with specialization in Soil Science of a recognized University or equivalent.

**D.Q.** : Nil.

**Initial Place of Posting** : Kolkata, W.B.(3), Nagpur, Maharashtra(6), Noida, UP(4), Ahmedabad, Gujarat (3), Ranchi, Jharkhand (1) with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** :

1. To study, analyze and interpret remote sensing data for pre-field and post-field mapping.
2. To carry out soil survey, collection of related data, preparation of soil maps and draft reports.
3. Generation of spatial and non-spatial data for draft report preparation as well as relevant thematic maps using GIS & RDBMS.
4. Soil & Water samples analysis for their physico-chemical properties as per requirement.
5. Assist senior officials in all relevant technical work.

**Instruction for PH (PWD Candidates)** : **Post is identified Suitable for OH/HH Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

### **Post Category No: - NR13016**

**Name of Post** : Assistant Technical Officer

**Classification** : (Group 'B', Non-Gazetted) Non-Ministerial

**Vacancy** : 07 (UR-03, OBC-03 & SC-01)

**Department** : Soil & Land Use Survey of India, Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Cooperation & Farmers Welfare, I.A.R.I. Buildings, New Delhi.

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : Rs.9300-34800/- + G.P. (Rs. 4200/-)

**Essential Qualification** :

1. (I) B.Sc. with Geology as a subject or B.Sc.(Agriculture) from a recognized University or Institute. (II) Two years' experience in field of Soil science or Agriculture Chemistry; or
2. M.Sc. (Agriculture) with Soil Science or Soil Science and Agriculture Chemistry as a subject from a recognized University or equivalent.

**D.Q.** : Nil.

**Initial Place**

**of Posting** : Noida, UP(01); Kolkata, West Bengal(01); Nagpur, Maharashtra(02); Hyderabad, Telangana(01); Ranchi, Jharkhand(01) and Bangalore, Karnataka (01) with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : 1. To carry out physical and chemical analysis of soil & water samples using standard technique.  
2. Calculation, tabulation and data entry of soil analysis results.  
3. To assist Technical Officer and Assistant Soil Chemist in day to day laboratory work.  
4. Proper maintenance of laboratory, instruments, Glasswares & chemicals etc.

**Instruction for PH (PWD Candidates)** : **Post is identified suitable for OH/HH Candidates & 1 OH post reserved against UR category.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

### **Post Category No: - NR13116**

**Name of Post** : Russian Steno-II

**Classification** : (Group 'B', Non-Gazetted) Non-Ministerial

**Vacancy** : UR-01

**Department** : Ministry of Defence, Office of the Joint Secretary (Trg) & Chief Administrative Officer, E Block, Room No. 174, Dalhousie Road, New Delhi – 110011.

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-2 (Rs.9300-34800/-) + G.P. (Rs. 4200/-)

**Essential Qualification** : (i) Higher Secondary or equivalent from a recognized University/Board with advanced diploma in Russian Language (two year's duration) from a recognized University or Institution.  
OR  
Degree from a recognized university with certificate of proficiency in Russian Language (one years' course) from a recognized University or Institution.  
(ii) Should be able to take dictation in Russian Language at a speed of 40 words per minute.  
(iii) Speed of 40 words per minutes in English Typewriting.

**D.Q.** : Nil.

**Initial Place of Posting** : New Delhi/Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : (a) Taking dictation & typing in Russian/English.  
(b) Typing of indents.  
(c) Maintain files connected with Contracts, Supplementary Agreements and working Protocols on documentation procured Ex-Russia.  
(d) Convert and insert transliterated equivalents of Russian pertaining to Russian characters during computerization of data-base pertaining to Russian documentation.

**Instruction for PH (PWD Candidates)** : **Post is identified Suitable for OH(OL, BL, OA,) & VH(B, LV) Candidates**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

### **Post Category No: - NR13216**

**Name of Post** : Assistant Field Officer

**Classification** : (Group 'B', Non-Gazetted) Non-Ministerial

**Vacancy** : 14 (UR-10, OBC-01, & ST-03)

**Department** : Soil & Land Use Survey of India,  
Ministry of Agriculture & Farmers Welfare (Department of Agriculture, Cooperation & Farmers Welfare)  
I.A.R.I. Buildings, Pusa, New Delhi-110012

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : Rs.9300-34800/- (G.P. Rs. 4200/-)

**Essential Qualification** : M.Sc. degree in Soil Science, Agriculture Chemistry or Agriculture with specialization in Soil Science of a recognized University or equivalent.

**D.Q.** : Nil

**Initial Place of Posting** : Kolkata, W.B.(2), Nagpur, Maharashtra(4), Hyderabad, Telangana(1), Ranchi, Jharkhand (3), Ahmedabad, Gujrat (1), Bangalore, Karnataka(2) and New Delhi, Delhi-(1) with All India Service Liability (Candidate is liable to be post anywhere in India).



**Job Requirements** : 1. To study, analyze and interpret remote sensing data for Pre-field and post-field mapping.  
2. To carry out soil survey, collection of related data, preparation of soil maps and draft reports.  
3. Generation of spatial and non-spatial data for draft report preparation as well as relevant thematic maps using GIS & RDBMS.  
4. Soil & Water samples analysis for their physico-chemical properties as per requirement.  
5. Assist senior officials in all relevant technical work.

**Instruction for PH (PWD Candidates)** : **Post is identified Suitable for OH/HH Candidates & 1 OH Post reserved against UR category.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

### **Post Category No: - NR13316**

**Name of Post** : Artist

**Classification** : Group 'B', Non-Gazetted (Non-Ministerial)

**Vacancy** : UR-01

**Department** : Central Hindi Directorate, Ministry of Human Resource Development, Department of Higher Education West Block-7, R.K. Puram, New Delhi-110066

**Age** : 18-25 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-II (Rs.9300-34800/-) + (G.P. Rs. 4200/-)

**Essential Qualification** : (i) Matriculation.  
(ii) Diploma in Commercial art from recognized School of arts.  
(iii) Experience of commercial & fine arts and lay out for poster and charts.

**D.Q.** : (i) Experience of preparing educational Material illustration for book/journals and publication etc.  
(ii) Preference to be given to a candidate knowing Photography and slide making.

**Initial Place of Posting** : New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : Nil.

**Instruction for PH (PWD Candidates) :** **Post is not identified Suitable for PH Candidates**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates**  
**Along with details of disability admissible)**

**Post Category No: - NR13416**

**Name of Post** : Senior Technical Assistant (Dairy)

**Classification** : (Group 'B', Non-Gazetted) Non-Ministerial.

**Vacancy** : 02 (UR-01 & SC-01)

**Department** : Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry, Dairying and Fisheries, Krishi Bhavan, New Delhi

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-2, Rs.9300-34800 + (G.P. Rs. 4200/-)

**Essential Qualification** : (1) (i) Degree in Dairy Science or Dairy Technology from a Recognized University.  
(ii) Two years' practical experience in production, handling and marketing of milk and milk products in a recognized Dairy Plant of Dairy Federation or Dairy Union, or;  
(2)(i) Diploma in Dairy Technology from a recognized Institute.  
(ii) Four years' practical experience in production, handling and marketing of milk and milk products in a Dairy Plant or Dairy Federation or Dairy Union.

**D.Q.** : Master's Degree in Dairy Science or Dairy Technology from recognized University or Institute.

**Initial Place of Posting** : New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : 1.To examine the proposals received from the State Govts./State Dairy Federations.  
2. To assist in implementation and monitoring the progress of projects approved under dairy development schemes.  
3.To assist in matter related to promotion of dairy sector in the country.

- 4.To assist in all technical matter relating to dairy sector.
5. Any other works related to subject assigned by the Senior officers.

**Instruction for PH (PWD Candidates) : Post is identified Suitable for OH/HH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Candidates  
Along with details of disability admissible)**

**Post Category No: - NR13516**

- Name of Post :** Map Curator
- Classification :** (Group 'C', Non-Gazetted, Non-Ministerial)
- Vacancy :** 05 (UR – 04 & OBC – 01)
- Department :** O/o Joint Secretary (Trg) & Chief Administrative Officer, M/o Defence, New Delhi.
- Age :** 18-30 years (Age relaxation is admissible as per Govt. Instructions).
- Pay Scale :** Rs. 5200-20200/- + G. P. Rs. 2400/-
- Essential Qualification :**  
(i) Bachelor's Degree or equivalent from recognised University.  
(ii) Two years experience in any recognised Map Library.
- D.Q. :**  
1. Bachelor's Degree or equivalent from a recognised University in Library Science or Geography or Earth Science.  
2. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depressions Per Hour/ 9000 key Depressions Per Hour on an average of 5 depressions for each word.
- Initial Place of Posting :** New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).
- Job Requirements :** To operate & maintain maps and reproduction material libraries and other technical publications published by foreign and local agencies from time to time. Proper indexing and cataloguing of all such material to catalogue information with regard to the availability from ant source of maps and mapping material of defined areas; To collect and collate useful survey data from technical periodicals; Noting, drafting and handling of correspondence relating to maps and survey data; To compile Gazetteers Compilations and drawing of indexes, i.e. plotting of Reticules and sheet lines.

**Instruction for PH (PWD Candidates) :** 01 Post is reserved for OH/HH  
(whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates Candidates and one vacancy is to be  
along with details of disability admissible) filled up by Ex-Serviceman Quota.

### **Post Category No: - NR13616**

**Name of Post :** Tourist Information Officer

**Classification :** (Group 'C', Class-III)

**Vacancy :** 03 (UR-01, OBC-01 & ST/OH-01)

**Department :** M/o Tourism, India Tourism, Janpath, New Delhi.

**Age :** 21-25 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale :** PB-2 (9300-34800/-) + G.P. (Rs. 4200/-)

**Essential Qualification :**

1. Graduate of recognized University in India.
2. Knowledge of computer application supported by Diploma or Degree in Computer application from a Government Institute of Institute recognized by the Government.
3. General knowledge of and familiarity with places of tourist interest in India.
4. Knowledge of various phases of India History and architecture, ancient and modern.

**D.Q. :**

1. Diploma in Tourism.
2. Knowledge of any European language other than English.
3. Experience in a travel or publicity firm or office. Academic qualification relax able by the Government in the case of candidates otherwise exceptionally suitable for reasons to be recorded in writing.

**Initial Place of Posting :** New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements :** To attend foreign/domestic tourists both at office and airport counters, providing information , drawing up their tour programmers', facilitate the visitor through customs, immigration formalities, up-date write ups on tourist places of interest in India. Answer postal enquiries within India & abroad to receive and see off Departmental guests and make their Travel arrangements, participating in exhibitions, compilation of tourism data, public relation work, handling office administration work etc.

**Instruction for PH (PWD Candidates) : 01 Post is reserved for ST/OH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Candidate.  
Along with details of disability admissible)**

**Post Category No: - NR13716**

**Name of Post :** Senior Library Attendent

**Classification :** (Group 'C', Non-Gazetted & Non-Ministerial)

**Vacancy :** UR – 01

**Department :** M/o Human Resource Development, D/o School Education & Literacy, Directorate of Adult Education, Shahjahan Road, New Delhi.

**Age :** 18-27 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale :** PB-1 (5200-20200/-) + G.P. (Rs. 1800/-)

**Essential Qualification :** Class 10+2 and diploma in Library science with one year's experience in a public library.

**D.Q. :** Not Applicable.

**Initial Place of Posting :** New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements :** Senior Library Attendent is responsible for circulate all the magazines and Newspapers to the higher officers of the Directorate. Display all the documents in the Library on the Notice Board and also in the Library. To attend all the officers and provide the required books, magazines, newspapers to the staff members or officer of the Directorate who came to the Library.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Candidates.  
Along with details of disability admissible)**

**Post Category No: - NR13816**

**Name of Post :** Educational Assistant

- Classification** : (Group 'C', Non-Gazetted & Non-Ministerial)
- Vacancy** : OBC – 01
- Department** : National Museum of Natural History, M/o Environment, Forests and Climate Change, Tansen Marg, New Delhi.
- Age** : 18-28 years (Age relaxation is admissible as per Govt. Instruction.)
- Pay Scale** : PB-1 (5200-20200/-) + G.P. (Rs. 2800/-)
- Essential Qualification** : (i) Bachelor's degree in Botany and Zoology from a recognised University or equivalent.  
(ii) Degree in Education or two years experience of teaching in Natural Science subjects at high school level.  
or  
Experience in conducting educational activities in a Museum or a similar institution.
- D.Q.** : Nil.
- Initial Place of Posting** : National Museum of Natural History, New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).
- Job Requirements** : (i) To conduct visitors and special groups round the galleries for exhibit interpretation.  
(ii) To assist in planning, organizing, conducting and coordinating in house and out-reach educational programmes for general public, students, teachers, handicapped children, special groups, professionals, delegates.  
(iii) To assist in preparation of popular museum literature, quiz, teaching aids, write-ups for museum exhibits, identification of flora and fauna etc.  
(iv) To assist the Senior Educational Assistant and Scientists in planning and organizing exhibitions whenever required.
- Instruction for PH (PWD Candidates)** : **Post is not identified suitable for PH Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates**  
**Along with details of disability admissible)**

**Post Category No: - NR13916**

**Name of Post** : Clerk (Departmental Canteen)

**Classification** : (Group 'C', Non-Gazetted, Non-Ministerial, Non-Technical)

**Vacancy** : UR – 01

**Department** : M/o Information & Broadcasting, 'A' Wing, Shastri Bhawan, New Delhi.

**Age** : 18-25 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-1 (5200-20200/-) + G.P. (Rs. 1900/-)

**Essential Qualification** : (a) 12<sup>th</sup> Class Pass or equivalent with Commerce.  
(b) A 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 Depression Per Hour/9000 Key Depression Per Hour on an average of 5 key depressions for each word).

**D.Q.** : Nil.

**Initial Place of Posting** : New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : (i) To issue coupons in respect of items prepared for daily sale on counter;  
(ii) To maintain daily sale register.  
(iii) Tally daily cash sales against the coupon issued off and submit daily account in respect of sales.  
(iv) Responsibility of accounting Tiffin Room C-Type.  
(v) Any other additional duty allotted by the in-charge of the Canteen.

**Instruction for PH (PWD Candidates)** : **Post is not identified suitable for PH Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

**Post Category No: - NR14016**

**Name of Post** : Library Clerk

**Classification** : (Group 'C', Non-Gazetted & Non-Ministerial)

**Vacancy** : 03 (UR – 02 & OBC – 01)

**Department** : M/o Civil Aviation, O/o the Director General of civil Aviation, Opposite Safdarjung Airport, New Delhi.

<b>Age</b>	:	18-25 years (Age relaxation is admissible as per Govt. Instruction.)
<b>Pay Scale</b>	:	PB-1 (5200-20200/-) + G.P. (Rs. 1900/-)
<b>Essential Qualification</b>	:	(i) Matriculation from a recognized Board or equivalent. (ii) Certificate in Library Science from a recognised institution.
<b>D.Q.</b>	:	Nil.
<b>Initial Place of Posting</b>	:	New Delhi.
<b>Job Requirements</b>	:	<ol style="list-style-type: none"> <li>1. To receive Periodicals (both technical and non-technical), to Dairies and enter them in the Check Cards, to Circulate/Issue them to DGCA Staff and to maintain movement of each issue in the Movement Register.</li> <li>2. To locate and issue books and publications for readers &amp; to receive back.</li> <li>3. To assist officers appointed for carrying out the annual stock verification of the stocks of erstwhile Library.</li> <li>4. To prepare catalogue cards/e-catalogue (Machine Readable Catalogue in Library Software) for newly procured books.</li> <li>5. To supervise the placement of books &amp; publication/periodicals/ Journals at the proper places on the shelves which are kept by the library attendant after receiving back from borrowers.</li> <li>6. To perform typing and other types of work through computer in both Hindi and English languages.</li> <li>7. To prepare books cards, to write classification nos. etc. on the book labels and to prepare books &amp; publications for issue.</li> <li>8. To perform suggestions of readers to the Library Inchage/ALIO.</li> <li>9. To prepare reminders for issue to the borrowers for the overdue books and publications etc.</li> <li>10. To make photocopies of various press clippings &amp; other documents.</li> <li>11. To perform all types of works related to ICAO document i.e. to dairies, to classify, shelving and issuing, incorporation of amendments.</li> <li>12. To bring Gazettes from authorized agencies and provide them to concerned officer.</li> <li>13. To perform all types of work related to Gazettes of India i.e. to arrange, to maintain them before and after binding, to keep record of their issue &amp; return etc.</li> <li>14. To send newspapers, periodicals etc. to C&amp;G Section for onward disposal as waste paper.</li> </ol>



15. To perform inter-Library Loan work.
16. To attend enquiries raised by readers.
17. To assist Library Incharge in different types of work in library section.
18. To perform different types of work in absence of Library Incharge/Senior staff of library.
19. To do any other jobs assigned by the library Incharge.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates Candidates.  
Along with details of disability admissible)**

**Post Category No: - NR14116**

**Name of Post :** Language Typist (Hindi)

**Classification :** (Group 'C', Non-Gazetted & Non-Ministerial)

**Vacancy :** UR – 01

**Department :** Directorate of Advertising & Visual Publicity, M/o Information & Broadcasting, Sookhana Bhavan, CGO Complex, Lodhi Road, New Delhi.

**Age :** 18-25 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale :** PB-1 (5200-20200/-) + G.P. (Rs. 1900/-)

**Essential Qualification :** (i) Matriculation or its equivalent.  
(ii) Minimum speed of 20 words per minute in the language.

**D.Q. :** (1) Knowledge of English Typewriting.

**Initial Place of Posting :** New Delhi.

**Job Requirements :** To assist the Assistant Editors of the respective language and carry out the typing work of respective language. Also help the AE in proof checking, diarizing & dispatch of necessary dak & others papers.

**Instruction for PH (PWD Candidates) : Post is identified suitable for OH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates Candidates.  
Along with details of disability admissible)**

**Post Category No: - NR14216**

<b>Name of Post</b>	:	Data Entry Operator Grade 'A'
<b>Classification</b>	:	(Group 'C', Non-Gazetted & Non-Ministerial)
<b>Vacancy</b>	:	02 (UR – 01 & OBC – 01)
<b>Department</b>	:	M/o Agriculture and Farmers Welfare, D/o Agriculture, Cooperation & Farmers Welfare, Directorate of Economics & Statistics, Shastri Bhawan, New Delhi.
<b>Age</b>	:	18-25 years (Age relaxation is admissible as per Govt. Instruction.)
<b>Pay Scale</b>	:	PB-1 (5200-20200/-) + G.P. (Rs. 2400/-)
<b>Essential Qualification</b>	:	(a) Senior Secondary School Pass from a recognized Board or University. (b) Should possess a speed of not less than 8000 (eight thousand) key depressions per hour for data entry work.
<b>D.Q.</b>	:	Knowledge of Data Base Management and spread sheet on Personal Computer.
<b>Initial Place of Posting</b>	:	New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).
<b>Job Requirements</b>	:	Compilation, feeding, tabulation and posting of Agro-Economic data and other routine work.
<b>Instruction for PH (PWD Candidates) PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)</b>	:	<b>Post is identified suitable for VH Candidates.</b>

**Post Category No: - NR14316**

<b>Name of Post</b>	:	Data Entry Operator Grade 'B'
<b>Classification</b>	:	(Group 'C', Non-Gazetted & Non-Ministerial)
<b>Vacancy</b>	:	UR – 01
<b>Department</b>	:	M/o Agriculture and Farmers Welfare, D/o Agriculture, Cooperation & Farmers Welfare, Directorate of Economics & Statistics, Shastri Bhawan, New Delhi.
<b>Age</b>	:	18-25 years (Age relaxation is admissible as per Govt.

Instruction.)

**Pay Scale** : PB-1 (5200-20200/-) + G.P. (Rs. 2800/-)

**Essential Qualification** : (a) Bachelor's Degree from a recognized University.  
(b) Should possess a speed of not less than 8000 (eight thousand) key depressions per hour for data entry work.

**D.Q.** : Preference will be given to those who possess degree with Economic or Statistics as one of the subject.

**Initial Place of Posting** : New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : Compilation, feeding, tabulation and posting of Agro-Economic data and other routine work.

**Instruction for PH (PWD Candidates)** : **Post is identified suitable for VH Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

### **Post Category No: - NR14416**

**Name of Post** : Clerk

**Classification** : (Group 'C', Non-Gazetted & Non-Ministerial)

**Vacancy** : 02 (UR – 01 & SC – 01)

**Department** : Department of Industrial Policy & Promotion, M/o Commerce Industry, Udyog Bhawan, New Delhi.

**Age** : 18-25 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-1 (5200-20200/-) + G.P. (Rs. 1900/-)

**Essential Qualification** : (a) 12<sup>th</sup> Class pass or equivalent with Commerce.  
(b) A 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 Depression Per Hour/9000 Key Depression Per Hour on an average of 5 Key depressions for each word.)

**D.Q.** : Nil.

**Initial Place**

**of Posting** : New Delhi with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : (I) To issue coupons in respect of items prepared for daily sale on counter;  
(II) To maintain daily sale register.  
(III) Tally daily cash sales against the coupon issued off and submit daily account in respect of sales.  
(IV) Responsibility of accounting Tiffin Room C-Type.  
(V) Any other additional duty allotted by the in-charge of the canteen.

**Instruction for PH (PWD Candidates)** : **Post is not identified suitable for PH Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates**  
**Along with details of disability admissible)**

### **Post Category No: - NR14516**

**Name of Post** : Laboratory Assistant

**Classification** : (Group 'C', Non-Gazetted, Non-Ministerial & Non-Technical)

**Vacancy** : OBC - 01

**Department** : M/o Environment, Forests & Climate Change, Zoological Survey of India, 'M' Block, New Alipore, Kolkata – 700053.

**Age** : 18-27 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-1 (5200-20200/-) + G.P. (Rs. 2000/-)

**Essential Qualification** : Higher Secondary (10+2 Years course) or equivalent with Biology as one of the subject from a recognized Board or University.

**D.Q.** : (i) Familiarity with handling and maintenance of equipment in a Zoological laboratory.  
(ii) Knowledge of preparing zoological fixatives and stains.  
(iii) Ability to read and write Hindi.

**Initial Place of Posting** : DRC, Jodhpur (Rajasthan) with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : (i) Proper maintenance of the laboratories and equipment.  
(ii) Preparation of material required for sectional work.  
(iii) Proper upkeep of laboratory equipment.

- (iv) Preparation of material required for sectional work.
- (v) Maintenance cleanness of laboratory.
- (vi) Any other work assigned.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Along with details of disability admissible)**

### Post Category No: - NR14616

**Name of Post** : Technical Assistant

**Classification** : (Group 'C', Non-Gazetted & Non-Ministerial)

**Vacancy** : UR-01

**Department** : M/o Agriculture & Farmers welfare, D/o AH, Dairying & Fisheries, Central Cattle Breeding Farm, District: Sri Ganganagar, Rajasthan.

**Age** : 18-25 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-1 (5200-20200/-) + G.P. (Rs. 2800/-)

**Essential Qualification** :  
(i) 12<sup>th</sup> Pass from recognized Board or University.  
(ii) Diploma in Veterinary Science or Animal Science or Husbandry or Animal Dairying from a recognized University or Institution.

**D.Q.** : Bachelor Degree in Agriculture with Animal Science from a recognized University or Institution.

**Initial Place of Posting** : Presently at Suratgarh (Rajasthan) but can be transferred any where in India with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : Supervision of livestock & breeding section, maintenance of various technical data related to livestock management and breeding.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH  
PH(Whether post is identified SUITABLE/  
NOT SUITABLE for PH (PWD) Candidates  
Along with details of disability admissible)**

### Post Category No: - NR14716

**Name of Post** : Junior Chemist

**Classification** : Group 'C', Non-Technical

**Vacancy** : 02 (UR)

**Department** : Directorate of Marketing and Inspection. Ministry of Agriculture & Farmers Welfare, Department of Agriculture, Co-operation & Farmers Welfare.

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-1, 5200-20200/- + G.P. Rs. 2800/-

**Essential Qualification** : (i) Master's degree in Chemistry or Dairy Chemistry or Oil Technology or Food Technology or Food Technology from a recognized University.  
OR  
(ii) Bachelor of Science Degree with Chemistry as one of the subjects or Bachelor of Science (Hons.) in Chemistry from a recognized University or equivalent and with two years experience in analytical work.

**D.Q.** : Nil.

**Initial Place of Posting** : (1) RAL, Okhla, New Delhi.  
(2) RAL, Jaipur with All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : (i) Analysis of Agriculture commodities certified under AGMARK.  
(ii) Internal calibration of laboratory equipments and glass ware.  
(iii) Sampling of Agmark graded commodities as well as collection of samples from the market for Research etc.

**Instruction for PH (PWD Candidates)** : **Post is not identified suitable for PH Candidates.**  
**PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

**Post Category No: - NR14816**

**Name of Post** : Data Entry Operator (Grade-B)

**Classification** : (Group 'C', Non-Gazetted) Non-Ministerial.

**Vacancy** : 06 UR-04 (01-PH), OBC-01, SC-01

**Department** : Ministry of Labour & Employment, Directorate General of Employment, 320, B-Wing, Shram Shakti Bhawan. Rafi Marg New Delhi.

**Age** : 18-25 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-1, Rs.5200-20200/- + G.P. (Rs. 2800/-)

**Essential Qualification** : (i) Bachelor's degree from a recognized University or equivalent with one of the following subjects:-  
Mathematics with Statistics or Commerce with Statistics or Economics with Statistics; and  
(ii) Diploma in Computer Application/programming from a recognized University or equivalent.

**D.Q.** : Nil.

**Initial Place of Posting** : New Delhi.

**Job Requirements** : I. To scrutinize input and output documents.  
II. Coding of Data.  
III. Keying of data from documents, verification and correction of entered data.  
IV. Cleaning and upkeep of tapes/ discs and records and supply of tapes/ discs from computer operations as per job schedule.

**Instruction for PH (PWD Candidates)** : **Post is identified suitable for OH PH(Whether post is identified SUITABLE/ NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)** **Candidates.**

**Post Category No: - NR14916**

**Name of Post** : Eviction Inspector

**Classification** : (Group 'C', Non-Technical)

**Vacancy** : UR-01

**Department** : Ministry of Urban Development Directorate of Estates Nirman Bhawan, New Delhi.

**Age** : 18-27 years (Age relaxation is admissible as per Govt. Instruction.)

**Pay Scale** : PB-1 (5200-20,200) with Grade Pay of Rs. 2,800/-

**Essential Qualification** : Degree of a recognized University or equivalent

**D.Q.** : Experience of 2-3 years of handling allotment/litigation work in Estate matters

**Initial Place of Posting** : Directorate of Estates, New Delhi.

**Job Requirements** : (i) Executing warrants issued by the Estate Officer for Physical eviction of unauthorized occupants from Govt. premises.  
(ii) To keep records of evictions carried out by them and Submitting of reports regarding vacation to Allotment/subletting/Computer Section.  
(iii) To deal with all related issues with eviction Including Court cases.

**Instruction for PH (PWD Candidates) : Post is not identified suitable for PH PH(Whether post is identified SUITABLE/ Candidates. NOT SUITABLE for PH (PWD) Candidates Along with details of disability admissible)**

**Post Category No: - NR15016**

**Name of Post** : Technical Superintendent (Weaving)

**Classification** : (Group 'B', Non-Gazetted & Non-Ministerial)

**Vacancy** : 02 (UR)

**Department** : Weaver's Service Centre, Office of the Development Commissioner for Handlooms, Bharat Nagar, Delhi – 110052.

**Age** : 18-30 years (Age relaxation is admissible as per Govt. Instructions).

**Pay Scale** : Rs. 9300-34800/- + G. P. Rs. 4200/-

**Essential Qualification** : (i) Bachelor's Degree in Textile Technology or three years Diploma in Handloom Technology or Handlooms and Textile Technology from a recognised University or Institute.  
(ii) Two years practical experience as Shift-in-charge for Degree holders and three years for Diploma holders in a textile weaving or production establishment or Corporation or Institution, out of which, at least one year should be in handlooms dealing with all the different techniques of production as well as analysis and costing of handloom fabrics including traditional varieties and special fabrics of all fibres and their blends, dismantling, erecting and working of different types of handlooms and handloom accessories such as



jacquards, dobbies, jalas and experience of guiding and controlling the activities of the weavers in the production of fabrics with new designs and textures as well as organise production of commercial samples using improved accessories and appropriate techniques of production.

**D.Q.** : Nil.

**Initial Place**

**of Posting** : (Meerut – 01 & Chamoli – 01 ) North Zone (Delhi/Haryana/Himachal Pradesh/Uttarakhand/UP/Rajasthan/J&K) All India Service Liability (Candidate is liable to be post anywhere in India).

**Job Requirements** : Supervision and controlling the activities of the weavers in the production of samples, fabrics with new designs and textures by using improved accessories and appropriate techniques. Duties related to dismantling, erecting and working on different types of looms jacquards, dobbies, jalas, imparting training in house & in the field.

**Instruction for PH (PWD Candidates)** : Post is identified suitable for OH (OL) (whether post is identified SUITABLE/ Candidates. NOT SUITABLE for PH (PWD) Candidates along with details of disability admissible.

**NOTE-I: THE VACANCIES HAVE BEEN ADVERTISED BY STAFF SELECTION COMMISSION AS PER THE INDENT SUBMITTED BY THE RESPECTIVE INDENTING OFFICES. THE STAFF SELECTION COMMISSION WILL NOT BE RESPONSIBLE FOR WITHDRAWAL/ALTERATION OF THE VACANCIES BY THE INDENTING OFFICES.**

**NOTE-II: CANDIDATES WHO WISH TO APPLY FOR MORE THAN ONE POST SHOULD APPLY SEPARATELY FOR EACH POST AND PAY THE EXAMINATION FEE FOR EACH POST.**

**5. ABBREVIATIONS USED:**

SSC: Staff Selection Commission; M/o: Ministry of, D/o: Department of, O/o: Office of, Age: Age-limit, EQ: Essential Qualification, DQ: Desirable Qualification, IP: Initial Posting, AISL: All India Service Liability, JR: Job Requirements, UR: Unreserved, GEN: General, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, ExS: Ex-Serviceman, PH (PWD): Physically Handicapped (Persons with Disabilities), OH: Orthopedically Handicapped, HH: Hearing Handicapped, VH: Visually Handicapped, OA: One arm affected, OL: One leg affected, BL: Both legs affected, PD: Partially Deaf, LV: Low vision, CGCE: Central Government Civilian Employee; NA: Not Applicable; OEA: Other Employed Applicant.

**6. NATIONALITY/ CITIZENSHIP**

A candidate must either be:

- (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 1<sup>st</sup> 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.

6.1. 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.

6.2. 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 issued to him by the Government of India as produced by the candidate.

## **7. EXAMINATION FEE, EXEMPTION FROM PAYMENT OF FEE; AND MODE OF PAYMENT OF FEE:**

### **A. EXAMINATION FEE**

**Rs. 100/- (Rupees one Hundred only) through “SBI Net-Banking/Credit Cards/Debit Cards” or through SBI Challan.**

**Fee paid through any other mode will NOT be accepted. Fee once paid will not be refunded under any circumstances. Fee should be paid separately for each category of post applied.**

### **B. EXEMPTION FROM PAYMENT OF FEE:**

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.

## **8. HOW TO APPLY ONLINE AND MAKE PAYMENT:**

(i) **CANDIDATES WILL HAVE TO APPLY FOR EACH CATEGORY OF POST SEPARATELY AND PAY FEE FOR EACH CATEGORY.**

(ii) **CANDIDATE MAY NOTE THAT ONLY ONLINE APPLICATIONS WILL BE ACCEPTED AT <http://ssconline.nic.in/sscselectionpost> Applications received through any other mode would be summarily rejected.**

(iii) **Candidates should apply only once for any post. IN CASE OF MULTIPLE APPLICATIONS FOR ANY ONE POST, THE LAST APPLICATION WILL ONLY BE CONSIDERED AND ALL EARLIER/PREVIOUS APPLICATIONS WILL BE REJECTED.**

(iv) **Procedure for filing online Applications is given in Appendix – I (A).**

(v) After filling up the Application Form Online and after making payment of Examination Fee, candidate should take a print out of the Application Form, sign the same, affix a copy of the same photograph used for filling up online application and attach self-attested copies of Certificates/documents in support of age, Essential Qualifications,

Experience, where it is prescribed as Essential Qualification, proof of

- (vi) Caste/Category [SC/ST/OBC/PH(PWD)/EXS – in the format as given in the Notice] issued by the Competent Authority and send the same to the Regional Director at the address mentioned below so as to reach the Regional Office within ten days from the last date prescribed for payment of fee.

The Regional Director (NR),  
Staff Selection Commission,  
Office of Northern Region,  
Block No. 12, Kendriya Karyalaya Parisar,  
CGO Complex, Lodhi Road, New Delhi – 110003.

The information furnished by the candidates in their applications will be verified by the Commission with reference to the original documents after the OMR/Computer Based Examination. During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/her candidature will be rejected forthwith. No appeal or representation against rejection of such candidature will be entertained. The candidates should ensure that they have furnished correct information in the application form.

- (vii) **IMPORTANT** : CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES AND MOBILE NUMBER IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE COMMISSION THROUGH E-MAIL/SMS ONLY.

**9. CLOSING DATE FOR FILLING UP ONLINE APPLICATION PART IS (05.00 P.M). CLOSING DATE FOR MAKING ONLINE PAYMENT IS 30-09-2016 (05.00 P.M.).**

**10. CRUCIAL DATE FOR ESSENTIAL QUALIFICATIONS (EQ) & AGE LIMIT:**

- i. Essential Qualifications (EQs) & Age Limit for each Post are mentioned in Para - 4 of this Notice.
- ii. The Crucial Date for determining the possession of 'AGE AND ESSENTIAL QUALIFICATION (EQs)/EXPERIENCE' will be the closing date for filling up Registration Part/Application part of the application i.e. **30-09-2016**.
- iii. Before applying for the post, the candidates must ensure that they possess the **ESSENTIAL QUALIFICATIONS including Experience wherever it is prescribed as Essential Qualification and also meet the Age Limit** as on the crucial date mentioned in Para 10(ii) above.
- iv. For posts where **EXPERIENCE** in a particular field/discipline for a specified period has been indicated as an **ESSENTIAL**

**QUALIFICATION**, the applicants should submit self attested copy of **CERTIFICATE** in support of their claim of possession of Experience in that field/discipline from the **Competent Authority along with the print out of the application, failing which their application shall be rejected.**

- v. If candidates claim that their Educational Qualifications are **EQUIVALENT** to the prescribed Essential Qualifications, it is the responsibility of the candidates to submit the necessary Documents/Certificates (Order/Letter with Number & Date) in support of equivalence, issued by the Government of India or by the Competent Authority from which they obtained the Educational Qualification, failing which their application shall be rejected.
- vi. In respect of Post(s) requiring proficiency in the relevant language as an essential qualification the applicant must have studied that language up to Matriculation level and in case the relevant language is not taught as a subject in Matriculation, the said language must be the mother-tongue of the applicant.

**NOTE:** As per Ministry of Human Resources Development, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, GOI. Accordingly, unless such Degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.

## **11. AGE-LIMIT AND RELAXATION ON UPPER AGE-LIMIT:**

**AGE LIMIT IS MENTIONED IN PARA-4 AGAINST EACH CATEGORY OF POST.**

### **A. PROOF OF AGE**

The Date of Birth as recorded in the Matriculation/Secondary Examination Certificate will be accepted by the Commission for determining the AGE and no subsequent request for change will be considered or granted.

### **B. RELAXATION IN UPPER AGE-LIMIT**

Relaxation in upper Age-limit admissible to eligible categories of applicants is given below:

The Relaxation in upper Age-limit is admissible only when the applicants claim the same in the online Application Form and also properly fill the CATEGORY CODE.

The 'Category CODES', 'CATEGORY' and 'Permissible Age Relaxation beyond the Upper age limit as mentioned at Para-4 of this Notice' are given below:-

<b>Category-Codes for claiming Age Relaxation as on the date of reckoning: Code No.</b>	<b>CATEGORY</b>	<b>Permissible Age Relaxation beyond the Upper age limit</b>
<b>For Group-'B' &amp; Group-'C' Posts</b>		
01	SC	5 years
02	ST	5 years
03	OBC	3 years
04	PWD	10 years
05	PWD (OBC)	13 years

06	PWD(SC)	15 years
07	PWD(ST)	15 years
08	Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of
09	Ex-Servicemen (OBC)	06 years (3 years+3 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application.
10	Ex-Servicemen (SC)	08 years (3 years+5 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application.
11	Ex-Servicemen (ST)	08 years (3 years+5 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application.
<b>For Group 'B' Posts</b>		
12	Central Government Civilian Employees (Unreserved / General) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	05 years
13	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	08 (5+3) years
14.	Central Government Civilian Employees (SC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	10 (5+5) years
15	Central Government Civilian Employees (ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	10 (5+5) years
<b>For Group 'C' Posts</b>		
16.	Central Government Civilian Employees (Unreserved / General) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 40 years of age
17	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 43 years of age
18	Central Government Civilian Employees (SC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age

19	Central Government Civilian Employees (ST) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
<b>For Group `B` &amp; Group `C` Posts.</b>		
20	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)	5 years
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (OBC)	8 years
22	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (SC)	10 years
23	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (ST)	10 years
<b>For Group `B` &amp; Group `C` Posts.</b>		
24	Widows/Divorced Women/Women judicially separated and who are not remarried (Unreserved/General)	Upto 35 years of age
25	Widows/Divorced Women/Women judicially separated and who are not remarried (OBC)	Upto 38 years of age
26	Widows/Divorced Women/Women judicially separated and who are not remarried (SC)	Upto 40 years of age
27	Widows/Divorced Women/Women judicially separated and who are not remarried (ST)	Upto 40 years of age
28	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (General/ Unreserved)	5 years
29	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC)	8 (5+3) years
30	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and	10 (5+5) years
31	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and	10 (5+5) years
32	Others	As per Government of India's Orders issued from time to time.

**NOTE:** The age relaxation for reserved category applicants is admissible only in the case of vacancies reserved for such categories. The reserved category applicants, who apply against posts meant for UR category, are not entitled to get age relaxation.

## **12. CONDITIONS ON SEEKING FEE CONCESSION, AGE-RELAXATION, RESERVATION ETC.**

### **A. FOR SCHEDULED CASTES/SCHEDULED TRIBES (SC/ST) APPLICANTS**

- i. SC/ST applicants seeking **FEE CONCESSION, AGE-RELAXATION, RESERVATION** etc. shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per **FORMAT (Appendix-II)** of this Notice) from **COMPETENT AUTHORITY (APPENDIX-I)** of this Notice) and their Sub-Castes/Communities are approved by the Government of India on or before the closing date of

receipt of applications otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.

**B. FOR OTHER BACKWARD CLASSES (OBC) APPLICANTS**

- i. OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time, seeking AGE-RELAXATION, RESERVATION etc. **shall invariably submit, along with the print out of their Application Forms,** the requisite Certificate as per FORMAT (Appendix-III of this Notice) issued by the COMPETENT AUTHORITY (APPENDIX-I of this Notice) and also submit a Declaration as per FORMAT [Appendix-III (A) of this Notice]. **They shall ensure that their Community falls under the Central List of OBCs as approved by the Government of India for different States.**
- ii. **The closing date for receipt of application as mentioned at Para-9 of the Notice will be treated as the date of reckoning for Non-Creamy Layer status of applicants under the OBC category. However, for the benefit of the candidates, the Commission will also accept OBC Certificates issued on or before the date of Examination. The candidates shall ensure that their OBC Certificates are issued not earlier than three years from the date of Examination.**

**OTHERWISE, THEIR CLAIM FOR OBC STATUS ALONG WITH CLAIM FOR AGE RELAXATION AND RESERVATION WILL NOT BE ENTERTAINED AND THEIR CANDIDATURES/APPLICATIONS WILL BE CONSIDERED UNDER GENERAL CATEGORY (UR) IF ELIGIBLE.**

**C. FOR PHYSICALLY HANDICAPPED (PH) (PERSONS WITH DISABILITIES) [OH/HH/VH] APPLICANTS:**

**Whether the post is identified suitable for Physically Handicapped persons or not and the nature of disability admissible is indicated against each category of post. Physically Handicapped Candidates should apply only for posts for which they are eligible.**

- i. Only the PH (PWD) persons having 40% or above disability are eligible for **FEE CONCESSION, AGE-RELAXATION, RESERVATION etc.**
- ii. They shall invariably submit, along with the print out of their Application Forms, the requisite Certificate as per FORMAT [Appendix-VI(Form-II)/(Form-III)/(Form-IV)] of the Notice, otherwise, their claim for PH (PWD) status will not be entertained.

**D. SPECIAL INSTRUCTION FOR THE PH CANDIDATES:**

- a. Persons with visual disability of less than forty percent will not be treated as Visually Handicapped candidates. 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. 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 to be provided by the Commission in the OMR/Computer Based Examination subject to such requests being made to the Commission while filling up the application form. Candidates suffering from Cerebral Palsy will also be provided with the facility of Scribe and compensatory time at par with VH candidates. Question Papers and Answer Sheets will not be provided in BRAILLE. Visually Handicapped (VH), including blind and partially blind, candidates with visual disability of **forty percent** and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VH/Cerebral Palsy candidates will be allowed inside the examination premises.

- b. **Provision of Compensatory Time:** The Visually Handicapped candidates and candidates suffering from Cerebral Palsy will be allowed compensatory Time in the examination, as per the decision of the Commission.

**E. SPECIAL INSTRUCTIONS FOR THE EX-SERVICEMEN APPLICANTS:**

- (i) EXS applicants seeking for FEE **CONCESSION, AGE-RELAXATION, RESERVATION** etc. shall invariably submit along with the printout of their Application Forms, the requisite Certificate as per FORMAT (**Appendix-V** of this Notice) from COMPETENT AUTHORITY (APPENDIX-I of this Notice) and also submit a Declaration as per FORMAT [**Appendix-V(A)** of this Notice] otherwise their claims for fee concession, age-relaxation, reservation etc. shall not be considered.
- (ii) For any serviceman of the three Armed Forces of the Union to be treated as EXS for the purpose of securing the benefits of reservation etc.; he/she must have already acquired, at the relevant time of submitting his/her application for Post/Service, the status of EXS and/or is in a position to establish his/her acquired entitlement by documentary evidence from the COMPETENT AUTHORITY that he/she would complete specified term of engagement with the Armed Forces within the stipulated period of ONE YEAR from the closing date of receipt of applications as stipulated at Para-9 of this Notice, or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

**F. EX-SERVICEMAN:** An Ex-Serviceman means a person

- i. who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian 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/her pension; or
- b. who has been relieved from such service on medical grounds attributable to military service/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 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 circumstances 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 14<sup>th</sup> 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.

- G. The period of 'Call up Service' of an EXS in the Armed forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.

- i) A Matriculate Ex-Serviceman (includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service on the closing date of receipt of applications as stipulated at Para-9 of this Notice with Armed Forces of the Union shall be considered eligible for appointment to the Group 'C'. Posts. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on the closing date of receipt of applications as stipulated at Para-8 of this Notice are not be treated as a deemed graduate applicant.

- ii) As per Department of Personnel & Training's O.M. No. 36034/6/90-Estt-SCT Dated 24.4.92, such EXS applicants who have already secured employment under the Central Govt. in civil side after availing of the benefit given to them as EXS for their re-employment, are eligible for age-relaxation prescribed for EXS for securing another employment in a higher grade, but will not be eligible for the benefit for reservation for the EXS for securing another employment in a higher grade. They will also not be eligible for fee concession admissible to EXS. Such EXS would have to pay the requisite fee for this recruitment.

However, as per the Department of Personnel & Training's O.M. No. 36034/1/2014-Estt- (Res.) dated 14.08.2014, the Govt. of India has now decided that if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-servicemen for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment should give 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. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation

is applicable to the ex- servicemen.

- iii) Service Clerks in the last year of their COLOUR SERVICE are not exempted from payment of fee.

#### **H. INSTRUCTIONS FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEE (CGCE) APPLICANTS**

- i. Central Govt. Civilian Employees should have rendered not less than 3 years continuous service on a regular basis (and not on ad hoc basis) as on the closing date of receipt of applications as mentioned at Para-9 of the Notice and should remain in Central Government Service holding civil post in any Department/Offices of Government of India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.
- ii. For claiming the benefit of age relaxation they shall invariably submit along with the printout of their Application Forms, the requisite Certificate as per FORMAT (**Appendix-IV** of this Notice) from the COMPETENT AUTHORITY (APPENDIX-I of this Notice) and also submit a Declaration [**Appendix-IV(A)** of this Notice] otherwise their claims for age-relaxation shall not be considered.
- iii. Central Government Civilian Employees applying for any post shall invariably submit along with the print out of their Application Forms, a Declaration [Appendix-IV(A) of this Notice] that they have intimated their Office and also they would be in a position to furnish NO OBJECTION CERTIFICATE from their EMPLOYER at the time of **VERIFICATION OF DOCUMENTS**, failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process.

**Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for appearing in the examination, their applications shall be *rejected and candidature shall be cancelled.***

#### **13. DOCUMENTS VERIFICATION:**

- (a) Applicants must submit **Self Attested legible Copies** of all their Certificates/Documents, along with the print out of their Applications, in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH (PWD)/ESX – in the format as given in the Notice] from the Competent Authorities, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.
- (b) They shall be in a position to produce all the ORIGINAL CERTIFICATES/DOCUMENTS in support of the information given in their Application Forms at the time of **VERIFICATION OF DOCUMENTS after the OMR/Computer Based Examination**, failing which their candidature is liable to be cancelled at that very stage or at any subsequent stage.

- (c) **Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/PH(PWD)/ExS/C.G.C.E. Status or submit false Certificates/Documents/Mark Sheets claiming reservation / age relaxation admissible to these categories or in support of Essential Qualification/Experience/Age-proof.**

**14. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:**

**APPLICATIONS / CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/REJECTED SUMMARILY OR AT ANY STAGE OF THE RECRUITMENT PROCESS IN THE EVENT OF ALL OR ANY OF THE FOLLOWING:**

- i. Applications being incomplete.
- ii. Any variation in the Signatures.  
[All the **SIGNATURES** (in **FULL NOT IN SHORT**) done on the Print out of the Application Form and also on other Documents must be **THE** same.]
- iii. Application without **CLEAR** and **LEGIBLE PHOTOGRAPH**.
- iv. Non-payment of Examination Fees, if not otherwise exempted.
- v. Fee not paid as per instructions.
- vi. Under aged/over aged candidates.
- vii. Non forwarding of **Self Attested legible Copies** of all the relevant Certificates/Documents issued by the competent authority, along with the print out of Application Forms, in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC/PH(PWD)/ESX].
- viii. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
- ix. Incorrect information or misrepresentation or suppression of material facts.
- x. Non-receipt / Late receipt of the printout of the Application Form along with self-attested copies of the relevant documents.
- xi. For carrying mobile phones / accessories in the Examination premises/Hall.
- xii. Any other irregularity.
- xiii. Non-production of Original Certificates at the time of Verification of Documents

**Note I.** CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ANY OTHER COMMUNICATION DEVICES/ INSIDE THE EXAMINATION PREMISES/HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DEBARMENT FROM SSC'S FUTURE EXAMINATIONS WITHOUT PREJUDICE TO INITIATION OF CRIMINAL PROCEEDINGS AGAINST THE CANDIDATES.

**Note II.** THE CANDIDATES SHOULD BRING HIS/HER OWN PEN/HB

PENCIL, ERASER. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THOSE SPECIFIED ABOVE, SUCH AS BOOKS, NOTES AND LOOSE SHEETS, MOBILES AND ANY OTHER ELECTRONIC GADGGETS ETC. INTO THE EXAMINATION HALL.

**5. SELECTION PROCEDURES:**

- (a) The Government has dispensed with Interviews for Junior Level Posts. Accordingly, recruitment to Selection Posts will be through OMR/Computerised Based Objective Type Multiple Choice Examination.
- (b) Candidates will be shortlisted for OMR/Computer Based Examination based on the percentage of marks in Essential Qualifications as indicated by them in their application. Candidates will be shortlisted in the ratio of 1:25, i.e. 25 candidates for every vacancy, subject to availability of sufficient number of eligible candidates. Candidates will be shortlisted by applying suitable cut off in the percentage of marks, in multiples of five. The number of candidates shortlisted may be slightly more or less due to the criteria of applying cut off in multiples of five.
- (c) For the purpose of shortlisting of candidates for OMR/Computer Based Examination, the Commission will follow the yardstick adopted by the University/Institution and take into account the percentage of marks as indicated in the Final Year Marks Statement. The Commission will not take the responsibility of working out the percentage of marks by adding up the marks secured by the candidates in different subjects/each year of Graduation and instead take into account the percentage of marks / CGPA as indicated in the Final year mark statement.
- (d) Where the Merit of the candidate is indicated in the Final Year Mark Statement in CGPA without indicating the corresponding percentage of marks, the Commission will follow the criteria indicated by the University/Institution in the Certificate, if any for arriving at the corresponding percentage. In all other cases, the Commission will apply the conversion formula of CGPA (as indicated in the Final Year Mark Statement) multiplied by (x) 9.5.
- (e) The criteria followed by the Commission in shortlisting candidates will be final. No appeal or representation will be entertained against such Shortlisting criteria.
- f) The information furnished by the candidates in their applications will be verified by the Commission with reference to the original documents after the OMR/Computer Based Examination. During verification of documents, if it is found that any information furnished by the candidate in the application is wrong, his/her candidature will be rejected forthwith. No appeal or representation against such rejection of candidature will be entertained. The candidates should ensure that they have furnished correct information in the application form.

**16. SCHEME OF EXAMINATION :-**

- (a) For posts with **Matriculation as EQ**, the examination will have **150 Question carrying** one mark each, on the four components given below:-

General Intelligence & Reasoning	:	25 Questions
Numerical Aptitude	:	25 Questions
General English	:	50 Questions
General Awareness	:	50 Questions

(b) For posts with **Higher Secondary as the EQ**, Examination will have 200 Questions carrying one mark each as indicated below:-

General Intelligence	:	50 Questions
Quantitative Aptitude	:	50 Questions
English Language	:	50 Questions
General Awareness	:	50 Questions

(c) For posts with **Graduation in any subject & Graduate/Post Graduate Degree (with specialization in any subject) as the EQ**, the Examination will have 200 questions, each carrying one mark, on the following subjects:

General Intelligence & Reasoning	:	50 Questions
General Awareness	:	50 Questions
Quantitative Aptitude	:	50 Questions
English Comprehension	:	50 Questions

**There will be Negative Marking of 0.25 for each wrong answer.**

(d) Skill Tests like Typing/Data Entry/Computer Proficiency Test, etc., where prescribed in the Essential Qualification, will be conducted, which will be of a qualifying nature.

(e) **Final Merit List will be drawn on the basis of performance in OMR/Computer Based Examination.**

(f) **Resolution of TIE CASES.**

In case two or more candidates secure same marks in the OMR/Computer Based Examination, the tie will be resolved by the following procedure:

- i. On the basis of date of birth with the older candidate being placed higher in merit.
- ii. Alphabetical Order of first names of the candidates.

**IMPORTANT NOTE:** OMR/Computer Based Examination for Selection

Posts will be held only in selected cities/Centres and the Commission reserves the right to call candidates to any of the identified centres for the examination. The Commission's decision regarding allotment of Examination Centre shall be final and no request/appeal will be entertained for change of centre.

### **RECOMMENDATION FOR APPOINTMENT**

- i. The Commission will have the full discretion to fix separate minimum qualifying marks in Computer based/ OMR Based Multiple Choice OMR/Computer Based Examination/Skill Test, wherever applicable, for each category of candidates [viz. SC/ST/OBC/PH(PWD)/ExS/General (UR)].
- ii. After the Examination and Skill Test, wherever applicable, the Commission will draw up the Merit List, on the basis of the marks obtained by the candidates in the OMR/Computer Based Examination. The Commission has prescribed minimum qualifying cut-off marks in the OMR/Computer Based Examination for different categories of candidates. Based on the position in the Merit List, candidates equal to the number of vacancies advertised will be recommended for appointment, subject to their obtaining the minimum qualifying cut-off marks prescribed by the Commission for different categories of candidates.
- iii. SC, ST and OBC candidates, who are selected on their own merit without relaxed standards (i.e. relaxation in age limit and short listing criteria), will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be adjusted against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies, if any advertised, will be filled up separately from amongst the eligible SC, ST and OBC candidates who are lower in merit.
- iv. A PH (PWD) candidate who meets the standards fixed for candidates of his/her respective category without availing relaxation in selection and in short listing criteria fixed for such categories, can be recommended against an unreserved vacancy, provided the post is identified suitable for persons with that particular category of disability.
- v. An Ex-Serviceman or PH (PWD) category candidate who qualifies on the basis of relaxed standards will be considered against vacancies reserved for them only.

- vi. Insofar as cases of Ex- Serviceman/PH candidates are concerned, age relaxation is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.
- vii. Success in the examination confers no right of appointment unless the Government is satisfied, after such enquiry/verification of documents, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/post.

**17. In pursuance of the Government's initiative of increasing access of the unemployed to job opportunities, the Regional Offices of the Commission will upload on their websites, the details of the non-selected candidates applied for different posts, who meet the minimum qualifying cut off marks prescribed for different categories of candidates, along with the marks secured by them in the qualifying Examination. The objective is that other private/public agencies, if they so desire, can use the data for making recruitment to posts in their organisations. For this purpose, the candidates will have to exercise their option in the online application form. Data of candidates who opt out of the disclosure scheme would not be placed on the website.**

**18. NO PERSON**

- a. who has entered into or contracted a marriage with a person having a spouse living; or
- b. who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service, Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**19. GOOD MENTAL AND BODILY HEALTH OF CANDIDATE**

A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/her duties as an Officer of the service. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

**Note :** In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilisation Medical Board of the Defence Services will be considered adequate for the purpose of appointment.

**20. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

- (i) 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, an explanation regarding this discrepancy should be submitted.
- (ii) Without prejudice to criminal action/debarment upto 3 years from Commission's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:-
  - i. In possession of mobile phone and/or accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched 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 unauthorized 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.

## **21. CANVASSING**

Canvassing in any form will disqualify the applicant.

## **22. 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 selection will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

## **23. JURISDICTION OF COURTS/TRIBUNALS**

ANY DISPUTE IN REGARD TO THIS RECRUITMENT WILL BE SUBJECT TO COURTS/TRIBUNALS HAVING JURISDICTION OVER THE PLACE OF THE \_\_\_\_\_ OFFICE OF THE STAFF SELECTION COMMISSION i.e. THE COURTS / TRIBUNALS AT.....



**APPENDIX-I**

Sl No.	Appendix No.	Caste/ Community/ Category/	Competent Authority	
1.	APPENDIX-I(A)	<b>Instruction for Filling up online Application Form / Instructions For Filling up the Application</b>		
2.	APPENDIX-II	<b>SC/ST</b>	i. District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commission/ Dy. Collector/1 <sup>st</sup> 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 applicant and or his family normally resides.	
		Note:	ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.	
3.	APPENDIX-III	<b>OBC</b>	i. District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).	
			ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.	
			iii. Revenue Officer not below the rank of Tehsildar.	
			iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.	
			Note:	The closing date for receipt of application will be treated as the date of reckoning for OBC status of the applicant and also, for assuming that the applicant does not fall in the creamy layer.
4.	APPENDIX-III (A)		Applicants themselves	
5.	APPENDIX-IV	<b>CGCE</b>	Head of Office or Head of Department	
6.	APPENDIX-IV(A)	<b>EA/ CGCE</b>	Applicants themselves	
7.	APPENDIX-V	<b>EXS</b>	Commanding Officer	
8.	APPENDIX-V(A)		Applicants themselves	
9.	APPENDIX-VI	FORM-II	<b>PWD</b>	Members/Chairperson of Medical Board & Counter signed by the Medical Superintendent/CMO/Head of Hospital
		FORM-III		
		FORM-IV		

**Procedure/Instructions for Registration/ Online Submission of Application**

1. To apply for Selection Posts, candidates are required to Register themselves on <http://ssconline.nic.in/sscselectionpost> Candidates may register once and can apply for any **Selection Posts** advertised by SSC.
2. The Registration facility is available to the candidates throughout the year on website <http://ssconline.nic.in/sscselectionpost>
3. Candidates should read the instructions given in the Registration/Online Application Portal <http://ssconline.nic.in/sscselectionpost>, carefully before filling up the Online Registration Form/ Application Form.
4. After reading the instructions candidates should move to the Registration Part and fill up the online Registration Form.
5. In the Registration Part, candidates will have to fill in basic information relating to them. On submission of details, candidates shall be prompted to check the details and make, corrections, if any, before submitting the Form.
6. Candidate should provide all the required details while filling up the Online Registration/Application Forms. Mandatory fields are marked with \* (asterisk) sign.
7. On submission of the Registration Form, a page with Registration ID and password will appear. Note down the Registration ID and password and keep them safely.
8. This would be your permanent Registration ID & Password which would be required to apply for Selection Posts.
9. After submission of the Registration Form, candidate should upload his/her latest colour photograph of the stipulated size and signature.
10. The digital size of the file of the photographs must be more than 4 kb and less than 20 kb with resolution of 100 pixel width and 120 pixel height.
11. 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 40 pixel width by 60 pixel height.
12. The Registration becomes complete only after the photograph and signature are uploaded by the candidate.
13. After completion of the Registration Part the candidates should proceed to fill up the Online Application Form.
14. Candidates already registered earlier can log into the system and proceed to fill up the Application Form.
15. Candidates should read the instructions in the Notice carefully before filling up the Online Application Form.
16. The facility of on-line application (including payment of fees through debit/credit card) will be available from **03-09-2016 to 30-09-2016** (5.00 PM). 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 **05:00 P.M.** provided the challan has been generated by them before 5.00 PM of **30-09-2016**. The challan generation facility will be available upto **30-09-2016** (05:00 PM) only.
17. Application part also requires filling of payment details,
18. To pay fee through SBI Challan, 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. Thereafter, log into the system with your Registration ID and Password and submit the details within the stipulated date and time.
19. Request for change/correction in the Application Form shall not be entertained under any circumstances.
20. **The application form without photograph/signature or with Blurred photograph/signature or incomplete in any manner will summarily be rejected.**

**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Castes or the Scheduled Tribes should submit in support of his claim an Self 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 Self Attested photocopies of such certificates and not any other Self 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/Sharimati/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, 991@  
 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

**%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\* \_\_\_\_\_ who  
of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of  
the State/Union Territory\* \_\_\_\_\_  
belongs 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 \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

\*\* Designation.....

(with Seal of Office)

\* 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 Certificate Certificates:**

- i. District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1<sup>st</sup> 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 applicant and or his family normally resides.

**Note:- ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.**

**(FORMAT 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/town \_\_\_\_\_ 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 OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993\*\*.

Date \_\_\_\_\_

District Magistrate/  
Deputy Commissioner etc.

Seal of Office

\*- The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.

\*\*\_- As amended from time to time.

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

- b. i. District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).  
ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.  
iii. Revenue Officer not below the rank of Tehsildar.  
iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.

\*\*\*\*\*

**APPENDIX –III(A)**

**DECLARATION TO BE SUBMITTED BY OBC APPLICANTS FOR SEEKING AGE  
RELEXATION, RESERVATION ETC.**

[Please see Para-9(B) of the Notice]

I ..... son/daughter of Shri ..... resident of village/town/city ..... district .....State ..... hereby declare that I belong to the .....Community which is recognized as a backward class by the Government of India, for purpose of reservation in services, as per Ministry of Social Justice and Empowerment’s Resolution No.....dated.....

It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 8.9.1993.

Place & Date:

*\*Full Signature of the applicant*

**FORMAT OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) SEEKING AGE-RELAXATION (Letter Head of the Organisation)**

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

[Please see Para-9(E) of the Notice]

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

Signature \_\_\_\_\_  
Name & Designation \_\_\_\_\_

Office seal

Place:

Date :

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

\*\*\*\*\*

**APPENDIX-IV(A)**

**DECLARATION TO BE SUBMITTED BY ALL THE EMPLOYED APPLICANTS INCLUDING CGCE DECLARATION**

[Please see Para-9(F) of the Notice]

I declare that I have already informed my Head of Office/Department in writing that I have applied for this examination and no vigilance is either pending or contemplated against me as on the date of submission of application.

I further submit the following information:

- Date of Appointment : .....
- Holding present Post & Pay Scale : .....
- Name & Address of Employer with : .....
- Tel. No./FAX/E-mail

Place & Date:

*\*Full Signature of the applicant*

**FORMAT OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL**

**(Letter Head of the Organisation)**  
[Please see Para-9(D) of the Notice]

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).....

Signature of Commanding Officer  
Office Seal:

Place:  
Date:

**APPENDIX– V(A)**

**DECLARATION TO BE GIVEN BY THE EXS APPLICANT**

[Please see Para-9(D) of the Notice]

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 :
- e. **Details of Re-employment, if any.** :

Place & Date:

*\*Full Signature of the applicant*

**DISABILITY CERTIFICATE  
(IN CASE OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS  
OF LIMBS AND IN CASES OF BLINDNESS)  
(See Rule 4)**

<p><b>(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)</b></p>	<p>Recent Pass Port size Attested Photograph (Showing face only) of the person with disability</p>
---	--

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 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 is \_\_\_\_\_

(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 Authorised  
Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.	
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**DISABILITY CERTIFICATE  
(IN CASE OF MULTIPLE DISABILITIES)  
(See Rule 4)**

<b>(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)</b>	Recent Pass Port size Attested Photograph (Showing face only) of the person with disability			
Certificate No.-----	Date:-----			
<p>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 Home No. _____ Ward/Village/Street _____ Post Office _____          District _____ State _____, whose photograph is affixed above, and am satisfied that :</p>				
<p>(A). He/She is a Case of <b>Multiple Disability</b>. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:</p>				
S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental-illness	X		
<p>(Please strike out the disabilities which are not applicable)          (@ e.g. Left/Right/both arms/Legs ) (# e.g. Single eye/both eyes) (£ e.g. Left/Right/both ears.)</p>				
<p>(B). In the light of the above, his/her over all permanent physical impairment as per guidelines ( to be specified) is as follows:-          In figures: _____ percent          In words:- _____ percent.</p>				
<p>2. This condition is progressive/non progressive/likely to improve/not likely to improve.</p>				
<p>3. Reassessment of disability is:</p>				
<p>(i). not necessary</p>				
Or				
<p>(ii). is recommended/after _____ years _____ months, and therefore this certificate shall be valid till ____/____/____ (DD/MM/YY)</p>				
4. The applicant has submitted the following document as proof of residence:-				
Nature of Document	Date of Issue	Details of Authority issuing Certificate		
5. Signature and Seal of Medical Authority				
Name and Seal of Member	Name and Seal of Member	Name and Seal of Chairman		
Signature/Thumb impression of the person in whose favour disability certificate is issued.				

**APPENDIX- VI [FORM-IV]**

**DISABILITY CERTIFICATE  
(IN CASES OTHER THAN THOSE MENTIONED IN FORM-II AND FORM-III)  
(See Rule 4)**

<b>(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)</b>	Recent Pass Port 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 Home 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 Body	Diagnosis	Permanent Physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Low vision	#		
3.	Blindness	Both Eyes		
4.	Hearing impairment	£		
5.	Mental retardation	X		
6.	Mental-illness	X		

(Please strike out the disabilities which are not applicable)  
 (@ e.g. Left/Right/both arms/Legs ) (# e.g. Single eye/both eyes) (£ e.g. Left/Right/both ears.)  
 2. This condition is progressive/non progressive/likely to improve/not likely to improve.  
 3. Reassessment of disability is:  
 (i). not necessary  
 Or  
 (ii). is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, 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 & Seal)

Signature/Thumb impression of the person in whose favour disability certificate is issued.	<b>(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))</b>
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