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**STAFF SELECTION COMMISSION**

**Last Date of Receipt of Application: 01.06.2009**  
**Date of Examination: 02.08.2009**

**NOTICE**

**DATA ENTRY OPERATOR EXAMINATION, 2009**

**(Commission's Website: <http://www.ssc.nic.in>)**

**You may also visit SSC NR website at <http://www.sscnr.org>)**

**F.No.3/2/2009-P&P.** An open competitive examination for recruitment to the post of Data Entry Operator, a Group 'C' (Ministerial) post in the Office of Comptroller and Auditor General in the Pay Scale of PB-1 (Rs.5200-20200 with Grade Pay of Rs.2400) (Pre-revised Rs.4000-100-6000) all over the country will be held by the Staff Selection Commission on Sunday, the **2<sup>nd</sup> August, 2009**.

**2. VACANCIES/RESERVATION**

The approximate number of vacancies to be filled in is **400 (i.e. UR-202, SC-60, ST-30 and OBC-108)**. Out of these **400** vacancies, **40** vacancies are reserved for Ex-Servicemen and **12** vacancies are reserved for P.H. (i.e. **04** vacancies each are reserved for OH [One leg affected (O.L.)/Both leg affected (B.L.)], HH (Partially Deaf) and VH (Low Vision) persons. The number of vacancies is liable to alteration.

The person recruited will be posted in various offices of the department located in various States/Union Territories all over the country. Presently All India service liability is **not** involved.

**3. NATIONALITY/CITIZENSHIP:**

A candidate must be either:

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

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

A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination provisionally but the Offer of appointment will be given

only after the necessary eligibility certificate has been issued to him by Government of India.

**4(A) AGE ( As on 01.06.2009 ):- 18 to 25 years** i.e. he/she must have been born not earlier than 02.06.1984 and not later than 01.06.1991).

**NOTE:** CANDIDATES SHOULD NOTE THAT THE DATE OF BIRTH AS RECORDED IN THE MATRICULATION/SECONDARY EXAMINATION CERTIFICATE OR AN EQUIVALENT CERTIFICATE ONLY, ON OR BEFORE THE DATE OF SUBMISSION OF APPLICATION WILL BE ACCEPTED BY THE COMMISSION AS PROOF OF AGE. NO SUBSEQUENT REQUEST FOR ITS CHANGE WILL BE ENTERTAINED.

**B) The Upper age limit as prescribed in Para 4(A) will be relaxable:**

- (i) Upto a maximum of **5 years** if a candidate belongs to a Scheduled Caste or a Scheduled Tribe category;
- (ii) Upto a maximum of **3 years** in the case of candidates belonging to OBCs who are eligible to avail of reservation applicable to such candidates i.e. for the purpose of **Age relaxation belonging to OBC category, the candidates should not belong to the Creamy Layer**” as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Department of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 and 14.10.2008.
- (iii) Upto a maximum of **10 years** in case of candidates belonging to physically handicapped person. For candidates belonging to SC/ST/OBC who are physically handicapped, the maximum age relaxation of 10 years permissible for physically handicapped shall be in addition to the age relaxation provided in terms of column (i) and (ii) above;
- (iv) Upto the maximum of **5 years** to candidates of Jammu and Kashmir who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989. (Any person intending to avail of the aforesaid relaxation shall submit the certificate from either District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority so designated in this behalf by the Govt. of Jammu and Kashmir to the effect that he had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989);
- (v) Upto a maximum of **8 years** (upto 13 years for members of Scheduled Castes/ Scheduled Tribes and 11 years for OBC) in the case of widows, divorced women and women judicially separated from their husbands and who are not remarried subject to production of copy of the judgement/decree of the appropriate Court to prove the fact of divorce or the judicial separation;
- (vi) Upto a maximum of **three years** (8 years for SC/ST and 6 years for OBCs candidates) in the case of Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.

- (vii) Upper age limit is also relaxable for retrenched employees of Chukha Hydel Project Authority in Bhutan who were directly recruited, to the extent of service rendered by them with the Authority (period of service rendered by the retrenched employees will be decided on the basis of certificate issued by the Chukha Hydel Project Authority).

4(C) **Age concession for Ex-S** will be allowed in accordance with the extant Govt. orders issued by the Government from time to time as indicated below:

Ex-Servicemen, fulfilling the conditions laid down by the Govt. from time to time, shall be allowed to deduct military service from their actual age and such resultant age should not exceed the prescribed age limit by more than 3 years (6 years in case of OBC and 8 years in case of SC/ST). Candidates admitted to the examination under this age concession will be eligible to compete for all the vacancies whether reserved or not for ex-servicemen.

**EXPLANATION:** An Ex-Serviceman **means** a person 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

- (i) who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or
- (ii) who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or
- (iv) who has been released from such service after completing the specific period of engagements, 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 of the following categories, namely :-
  - (a) **Pension holders for continuous embodied service,**
  - (b) **Persons with disability attributable to military service; and**
  - (c) **Gallantry award winners.**

**Note: (i)** Ex-servicemen who have already joined government job in civil side after availing of the benefits given to ex-servicemen for their re-employment are only eligible for the age concession. Such candidates will **not** be eligible for the benefit of reservation as Ex-S or for fee concession.

**Note: (ii)** **The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of Para 4(C) above.**

**Note: (iii)** For any Serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of ex-serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE (i.e. **01.06.2009**).

**Note: (iv) AGE CONCESSION IS NOT ADMISSIBLE TO THE SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.**

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

**4(D): AGE RELEXATION FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES:**

The upper age limit is relaxable upto the age of 40 years (45 years for SC/ST candidates and 43 years for OBC candidates) for the Central Government Civilian Employees holding civil posts who have rendered not less than 3 years continuous service on regular basis ( and not on Ad- hoc basis ) as on **01.06.2009**.

**NOTE-1:** The Central Government Civilian Employees should have **rendered not less than 3 years continuous service on regular basis** (and not on Ad-hoc basis) as on **01.06.2009** and should remain in Central Government service holding civil post in various Department/Offices of the Govt. of India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment through the examination.

**NOTE-2: Central Government Civilian Employees** are required to submit a certificate (as per **Annexure-III**) issued by their office indicating length of service at the time of applying for the examination to enable the Commission to decide their eligibility. They may send their applications directly to the Commission after intimating their Head of Office/Department and need not send another copy through proper channel. However, in case they decide to send Application through proper channel they must ensure that the application complete in all respects, reaches Staff Selection Commission by the closing date. Applications shall be rejected if received late and/or not complete in all respect in terms of above mentioned rules.

**SAVE AS PROVIDED ABOVE, THE LIMITS PRESCRIBED ABOVE SHALL IN NO CASE BE RELAXED.**

#### **4(E) : PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:**

The details of the categories of disabilities allowed/eligible for the posts in accordance with extant guidelines of M/Social Justice & Empowerment to be recruited through the instant examination are as follows:-

Nature of physical Disabilities permissible for the post
One Leg affected(OL), Both Legs affected(BL), Partially Deaf(PD) and Low Vision (LV)

Provision for one eyed candidates and visually handicapped (Low vision) candidates using Magnifying Glass whose visual Degree of Disability is less than forty percent:- One eyed candidates and visually handicapped (Low Vision) candidates whose visual Degree of Disability is less than forty percent will not be considered as visually handicapped persons. Further, partially blind candidates and Low Vision 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.

However, such candidates will have to bring their own Magnifying Glass in the Examination Hall. Further, such candidates may opt for any of the Examination Centre as mentioned in the Commission's Notice.

Candidates who wish to be considered as SC/ST/OBC/PH/ExS/Central Government Civilian Employees against vacancies reserved or seek age-relaxation, **must submit requisite certificate** from the competent authority along with their application for the examination, otherwise, their claim for SC/ST/OBC/PH/ExS/Central Govt. Civilian Employees status will **not be entertained** and their candidature/applications will be considered under General (UR) category. Any deviation of the Certificate from the following prescribed format will **not** be accepted by the Commission. Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained. The Commission will however have the discretionary power to reduce/waive off any of the provisions in exceptional and deserving cases.

The nature & format of certificate is as under:

- (i) **Annexure-III for Central Govt. Civilian Employees candidates;**
- (ii) **Annexure-IV/V for ExS category candidates;**
- (iii) **Annexure-VI for SC/ST category candidates;**
- (iv) **Annexure-VII for OBC category candidates;\***
- (v) **Annexure-VIII for PH category candidates.**

**NOTE:I** Candidates are warned that they may be debarred, either permanently or for a specified period, for the examinations conducted by the Commission in case candidates fraudulently claim SC/ST/OBC/PH status.

**NOTE:II IMPORTANT REQUIREMENT OF PH CERTIFICATE**

(i). According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate is the Medical Board duly constituted by the Central and the State Government for the purpose.

(ii). The certificate must be valid for a period of five years for the candidates having temporary disability. In case of candidates with permanent disability, the validity of the certificate should be shown as 'Permanent'.

**5. ESSENTIAL EDUCATIONAL QUALIFICATIONS: (As on 01.06.2009)**

- (i) 12<sup>th</sup> Standard Pass or equivalent and
- (ii) Should possess a Speed of not less than 8,000 key Depressions per hour for data entry work.

**NOTE-I:** Candidates who do not possess the proof of passing the required examination for obtaining the prescribed educational qualification as on the stipulated date are **NOT** eligible and need not apply for the post.

**NOTE-II:** Mark-sheet/Provisional Certificates issued by the Competent Authorities would be accepted as proof of possessing the minimum Educational Qualifications by the applicants.

**NOTE-III:** All candidates who are declared qualified by the Commission for appearing at the skill test are required to produce proof of possessing essential educational qualification at the time of such skill test, failing which the candidature of such candidates will be cancelled by the Commission without any further correspondence in this regard.

**6. No person:**

- (a) who has entered into or contracted a marriage with a person having 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 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.

**7.** 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 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-Servicemen a certificate of fitness granted by the Demobilisation Medical Board of the Defence Service will be considered adequate for the purpose of appointment.

8. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

9. No candidate will be admitted to the examination unless he/she holds a Admission Certificate (AC) from the Commission.

10. All Candidates other than SC/ST/PH must pay the fee prescribed therein after.

11. Any attempt on the part of a candidate to obtain support for his/her candidature by any means may disqualify him/her for the examination.

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

Candidates are advised to furnish correct particulars/ information and documents and should not suppress any material information while filling in the application form failing which appropriate action may be taken against them by the Commission.

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

- (i) Obtaining support for his/her candidature by any means, or
- (ii) Impersonating, or
- (iii) Procuring impersonation by any person, or
- (iv) Submitting fabricated documents or documents which have been tampered with, or
- (v) Making statements which are incorrect or false or suppressing material information, or
- (vi) Resorting to any other irregular or improper means in connection with his candidature for the examination/selection or
- (vii) Writing irrelevant matters including obscene languages or pornographic matter in the script, or
- (viii) Committing mischief or misbehaving in any other manner in the examination hall, or
- (ix) Using unfair means in the examination hall, or
- (x) Possession of Mobile Phones / Cellular Phones / Pagers and / or any other unauthorized electronic gadget inside the Examination Hall whether in use or not, will be deemed to have been using unfair means and would accordingly be liable to disciplinary action as deemed fit, including ban from future examination conducted by S.S.C.; or
- (xi) Taking away the Question Booklet/Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination, or
- (xii) Harassing or doing bodily harm to the staff employed by the Commission for the conduct of these examination, or
- (xiii) Violation of any of the instructions issued to candidates alongwith their Admission Certificates permitting them to take examination, or
- (xiv) Attempting to commit, or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:-

- (a) **to be disqualified** by the Commission from the examination for which he/she is a candidate as also from any other examination/selection of the Commission in which he/she might have appeared but the final result/selection has not yet been declared/made, and/or;

- (b) to be **debarred** either permanently or for a specified period upto 10 years:-  
(i) by the Commission from all examinations or selections held by them,  
(ii) by the Central Government from any employment under them;
- (c) to disciplinary action under appropriate rules if he is already in service under Government; and / or
- (d) to take any other appropriate legal action.

**13. FEE PAYABLE:- Rs.100/-** (Rupees One Hundred by CRFS only). No fee is payable by Scheduled Castes/Scheduled Tribe, Physically handicapped and Ex-Servicemen candidates.

**14. MODE OF PAYMENT:-**The candidates should pay the fee by means of (CRFS) "Central Recruitment Fee Stamps" only, available at the counters of all post offices of the country.

These Recruitment Fee Stamps may be pasted on the application form in the BOX earmarked for the purpose (at Sl. No.21 of the application form).

**These Recruitment Stamps must be got cancelled from the Counters of Post Office of issue with the date stamp** in such a manner that the cancellation partially overflows on the Application Form itself, taking care at the same time that the impression is legible to facilitate the identification of date and post office of issue. Thereafter application form completed in all respect may be sent/submitted to the concerned Regional /Sub Regional Office.

**Note I** : Fee once paid will not be refunded under any circumstances.

**Note II**: Fee paid by modes other than specified above will be forfeited and the applications of such candidates summarily rejected.

**NoteIII**: Candidates are advised to get the CRFS cancelled by the Post Office in the manner indicated above, failing which application may be rejected summarily.

**15. Centre of Examination and address to which applications should be sent: -**

A candidate should carefully select only one of the centres mentioned in Column 2 of the Table below, for the written examination and submit his/her application only to the address mentioned in Column 3 against the Centre selected by him/her. No request for change in Centre shall be entertained under any circumstances.

**NOTE:I**: The Commission reserve the right to cancel any Centre and ask the candidates of that Centre to appear from another Centre or to divert candidates of any Centre to some other Centre to take the examination.

**The applications should be addressed to the Regional Offices of the Commission as indicated in the table below:-**

<b>Sl. No.</b>	<b>Centre of Examination and Centre Code</b>	<b>Address to which applications should be sent</b>
1	2	3
1.	Delhi-121, Jaipur-170, Jodhpur-175, Kota-177, Udaipur-176, Dehradun-148. Almora-146.	Regional Director(NR), Staff Selection Commission, Block No.12, CGO Complex, Lodhi Road, New Delhi-110504.
2.	Hyderabad-603, Vishakhapatnam-608, Chennai-671, Madurai-685, Tirupati-606, Kurnool-612, Rajamundry-615, Guntur-617, Coimbatore-683, Tiruchirapalli-695, Puducherry-701, Tirunelveli-702	Regional Director(SR), Staff Selection Commission, EVK Sampath Building, 2nd Floor, College Road, Chennai-600006
3.	Kolkata-301, Port Blair-341, Gangtok-381, Jalpaiguri-330, Midnapur-311, Cuttack-351, Koraput-357, Sambalpur-358, Bhubaneswar-360, Ranchi-370	Regional Director (ER), Staff Selection Commission, 1 <sup>st</sup> MSO Building, 8 <sup>th</sup> Floor, Nizam Palace, 234/4, A.J.C., Bose Road, Kolkata-700 020.
4.	Mumbai-501, Pune-523, Nasik-521, Nagpur-515, Panaji-531, Ahmedabad-551, Rajkot-555.	Regional Director(WR), Staff Selection Commission, 1 <sup>st</sup> Floor, South Wing, Pratishta Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020
5.	Allahabad-241, Patna-201, Lucknow-264, Bhagalpur-211, Gorakhpur-256, Agra-261.	Regional Director(CR), Staff Selection Commission, 8-AB, Beli Road, Allahabad-211002.
6.	Guwahati (Dispur)-421, Itanagar-401, Imphal-441, Shillong-451, Aizwal-461, Kohima-475, Agartala-481, Silchar-431, Dibrugarh-425.	Regional Director(NER), Staff Selection Commission, Rukmini Nagar, P.O.Assam Sachivalaya, Guwahati-781006.
7.	Bangalore-621, Thiruvananthapuram-645,	Regional Director(KKR),

	Kochi-656, Dharwad-624, Kozhikode-641, Mangalore-633, Gulbarga-626, Thrissur-652.	Staff Selection Commission, Ist Floor, "E" Wing, Kendriya sadan Koramangala, Bangalore-560034.
8.	Raipur-229, Bhopal-221, Gwalior-232, Indore-230, Jabalpur-226, Bilaspur-756.	Dy. Director(MPR), Staff Selection Commission, "Nishant Villa", F. Jalvihar Colony, Raipur-492001. ( Chhattisgarh )
9.	Chandigarh-151, Jammu-113, Srinagar-116, Shimla-101, Jalandhar-165, Ambala-158, Hamirpur-103, Bathinda-163.	Dy. Director(NWR), Staff Selection Commission, Block No-3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160017.

## 16. SCHEME OF EXAMINATION AND SYLLABUS:

### (A) SCHEME OF EXAMINATION

**The examination will be conducted in two stages:**

Part-I : Written examination (Max marks:200)(Objective Type),

Part-II : Skill test in Data Entry on Computer.

### PART-I

### WRITTEN EXAMINATION

The Written Examination will consist of the following **Four** papers:-

Papers	Subjects	No. of Questions	Marks	Time Allowed	Time Allowed for VH(Low Vision)candidates
( i )	General-Intelligence	50	50	2 Hours	2 Hours & 20 Minutes (10.00 A.M. to 12.20 P.M.)
(ii)	General-Awareness	50	50	(10.00 A.M. to	
(iii)	English-Language	50	50	12.00 Noon)	
(iv)	Arithmetic	50	50		

		200	200		
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The questions will be “Objective Multiple-Choice-Type.” Candidates will be required to qualify all papers separately. The Commission will have full discretion to fix the minimum qualifying marks in all the papers. The questions in Part-I of Papers (i), (ii) & (iv) will be set in English and Hindi.

**Part-II : SKILL TEST**

**Data Entry Speed of 8,000 (eight thousand) Key Depressions per hour on Computer.**

The ‘Speed of 8000 key depressions per hour on Computer’ will be adjudged on the basis of the correct entry of all the key depressions in computer as per the given text passage and the duration of the said Test will be 15 (Fifteen) minutes and printed passage of running text matter in English containing about 2000-2200 strokes/key-depressions would be given to each candidate who would enter the same in the Computer.

The “Data Entry Speed” Skill Test would be **of qualifying nature**. Candidates allowed to take this test, will have to qualify the test at the prescribed speed on Computer, to be provided by the Commission or the agency authorized by the Commission to conduct such skill test at the Centre/venue so notified.

Only those candidates who qualify in the written part of examination and secure minimum qualifying marks as may be fixed by the Commission in their discretion, will be eligible to take the Skill Test, i.e. Part-II of the examination.

Only such candidates as qualify in the Skill Test at a speed of not less than 8000 key depressions per hour will be eligible for being recommended for appointment as per their position in the merit list.

None of the candidates including PH candidates who qualify in the written part of the examination will be exempted from the Skill Test as passing of the skill test is precondition and one of the essential qualifications for appointment to the post of Data Entry Operator.

**NOTE-I:** Only those candidates who secure at least the minimum qualifying marks in the written examination, as may be fixed by the Commission at their discretion, will be called for skill test.

Provided that candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, ExS and PH may be called for the Skill Test by the Commission by applying relaxed standards if the Commission is of the opinion that sufficient number of candidates of these categories are not likely to be called for the skill test on the basis of general standard in order to fill up the vacancies reserved for these categories (i.e. SC, ST, PH, ExS and OBC).

**NOTE-II:** Central Government civilian employees must furnish “No Objection Certificate” from their Employer/Office **at the time of the skill test** that in the event of their final selection for the relevant posts through the Commission’s examination, they would be relieved by their Office for joining the new post/service else their candidature will be cancelled.

**The skill test will be held at the Commission's Regional Offices or other centers as may be decided by the Commission.**

(B) **SYLLABUS**

**PAPER-I (OBJECTIVE TYPE)**

(i) **General Intelligence** : The Syllabus for General Intelligence would include questions of both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will also include questions designed to test the candidate’s abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

(ii) **General Awareness:** Questions in **General Awareness** component will be aimed at testing the candidate’s General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions pertaining to History, Culture, Geography, Economic Scene, General Polity, Indian Constitution, Sports, Literature, Scientific Research, Basics/fundamentals of Computer, etc. These questions will be such that they do not require a special study of any discipline.

(iii) **English Language** : Questions in this component will be designed to test the candidate’s understanding and knowledge of English Language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, etc. There will be a question on passages and comprehension of passages also. The standard of the questions will be only of 10+2 level.

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

**17. SELECTION PROCEDURE/MODE OF SELECTION:**

1. **Canvassing in any form will disqualify the candidate.**

2. Candidates will be selected by the Commission from amongst the candidates who fulfill eligibility in all the respect, by the examination and skill test as provided in para 16 of the Notice.

3. The Commission has full discretion to fix minimum qualifying standards for the Examination as a whole or component-wise in Part-I for different categories i.e. UR, SC, ST, OBC etc.

4. **Final Select List** would be prepared on All-India basis in order of merit as disclosed by the aggregate marks (marks of Written Examination) secured by each candidate.

5. SC, ST, PH, ExS and OBC candidates who are selected on their own merit without relaxed standards, alongwith candidates belonging to unreserved category, will not be adjusted against the reserved vacancies. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, PH, ExS and OBCs which will comprise SC, ST, PH, ExS and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category, but otherwise found suitable for appointment even by relaxed standard.

6. In so far cases of EXS is concerned, deduction from the age of Ex-Servicemen is permissible against unreserved posts and such exemption cannot be termed as relaxed standards in regard to age limit.

7. Tie between two or more than two candidate due to more than one candidate having the same aggregate marks will be resolved by applying following ways, one after another by the Commission till it is resolved:-

- (a) The tie is resolved by the Commission by referring to the marks in the Paper I where the first cut off is given and the candidate who has secured more marks in the Paper-I is given preference;
- (b) If the tie still persists, the candidate older in age gets preference;
- (c) Tie is finally resolved by referring to the alphabetical order of the names i.e. the candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference.

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

**Note-II:** **The period of probation will be of 2 years.** Candidates finally selected will be required to undergo such training as may be decided by the Competent Authority during the course of such probation.

**Note-III:** Commission will nominate candidates so selected in due course to the Office of the C & A.G. for posting etc.

## **18. HOW TO APPLY:**

(1) The application must be submitted in the Application Format given in **Annexure-I, neatly typed on A-4 size paper and sent/submitted by post /by hand to the address** shown in column 3 against the examination centre (column 2) selected by the candidates as given in the Table under para 15 of the notice.

The candidates **may also use** the Form published in the 'Employment News'.  
**Ball-point pen only** be used to fill in such form.

Candidates may also download the Application Form from SSC's Website <http://www.ssc.nic.in> for making an application for this Examination.

(2) **The application must be filled up by the candidate in their own handwriting.**

(3) Candidates should **put their signature in running script (and not in Capital or BLOCK letters)** at the appropriate places/Declaration, failing which the application will be summarily rejected by the Commission without any correspondence with the candidate.

**NOTE-I:** The Applicants in their own interest are advised to go through the Commission's Notice, as published in the Employment News for all relevant details.

**NOTE-II:** Candidates are warned that Application submitted on format which is not exactly the same as published in this advertisement, are liable to be rejected summarily.

(4) The envelope containing the application must be superscribed in bold letters, as **"APPLICATION FOR DATA ENTRY OPERATOR EXAM., 2009 "** and the **name of the Centre** from where the candidate intends to appear should be written in capital letters at left hand side corner.

(5) SC/ST/PH/Ex-S/OBC candidates should also **superscribe their category** on the envelope.

(6) Candidates should enclose self attested/ duly attested by a Gazetted Officer copies of various documents as per extant procedure alongwith the application form.

(7) **Where Central Govt employees send their application directly to the Commission** such candidates are required to submit **an undertaking** that they have informed their Head of Office/Department that they have applied for the examination.

(8) While filling in his/her application form, a candidate should carefully decide about his/her choice for the centre. If a candidate **sends more than one application**, the Commission will cancel the candidature of the candidate and the Commission's decision in the matter shall be final. Similarly, sending more than one application in a single envelope may also lead to rejection of such applications without entering into any correspondence with the concerned candidates.

(9) Due care should be taken by the candidates to fill up their application form correctly. **No column of the application should be left blank.** Incomplete or defective applications shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.

(10) **NO ORIGINAL CERTIFICATE BE SENT ALONGWITH THE APPLICATION.**

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/candidature cancelled.

## 19. ADMISSION TO THE EXAMINATION:

(1) The candidates applying for the examination **should ensure that they fulfill all the eligibility conditions for admission to the examination.** Their admission at all the stages of examination will be purely **PROVISIONAL** subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination and skill test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission. Hence, before submitting his/her application a candidate must carefully read the eligibility conditions for the examination and satisfy himself/herself that he/she fulfills all the eligibility conditions. Candidates should not submit more than one application opting different centres.

**THE COMMISSION DO NOT UNDERTAKE ANY SCRUTINY OF THE APPLICATIONS BEFORE THE WRITTEN EXAMINATION. ALL APPLICANTS, EXCEPT WHOSE APPLICATIONS ARE SUMMARILY REJECTED ARE ALLOWED TO APPEAR IN THE EXAMINATION, PURELY ON THE PROVISIONAL BASIS,** subject to their eligibility being verified after the examination. Hence, merely admission to examination will not be considered as a ground for his/her being eligible for the examination.

(2) All Candidates who apply in response to this advertisement before/ by the closing date are assigned Roll numbers and communicated to them on the self-addressed postcards (sent by the candidates with their applications) within two-three weeks from the closing date.

(3) A candidate **must** write his/her Roll number alongwith his/her name, date of birth and name of the examination while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

(4) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final. .

(5) Admission Certificates(AC) for the Examination indicating time table and also venues of examination for each candidate will be issued to all applicants about two weeks before the date of examination. If any candidate does not receive admission certificate (AC) for the examination one week before the date of examination, **HE/SHE MUST IMMEDIATELY CONTACT THE CONCERNED REGIONAL OFFICE OF THE COMMISSION** with proof of having submitted his/her application. The Commission will not be responsible for failure of the candidate to do so.

(6) If any candidate appears at a centre other than the one indicated by the Commission in his Admission Certificate and take the examination therefrom, the papers of such candidate will **NOT** be evaluated and his candidature will be liable to cancellation.

(7) No candidate will be admitted to the examination unless he/she holds certificate of admission from the Commission. The candidate must take the examination at the allotted centre of examination.

**NOTE-I:** Candidates should occupy their seat in the examination venues according to Ticket Number printed on their Admission Certificates (AC) as seating plan will be displayed at the venue in the same manner. It may be noted that Ticket Number and Roll Number are **two different** things.

**NOTE-II:** Candidate should note that answer sheets not bearing **Candidate's Name, Roll Number, Signature, Ticket Number and Test Form Number** (blackening the relevant rectangle as per instructions given to the candidates) will not be evaluated and such candidates would be awarded **"ZERO"** mark. In other words, wrong coding or no coding leads to no-evaluation.

**NOTE-III:** Candidates are informed that while processing the result, the particulars, i.e., Name, Roll No., Ticket No., Category, and Date of Birth etc. filled in/indicated by the candidate in the OMR ANSWER SHEET are scanned. Thus, the result processing is done with respect to the DATA blackened by the candidates in the OMR Answer Sheets. Hence, any mistake/error in the particulars indicated by the candidate in the OMR Answer Sheet will lead to cancellation of the candidature of such candidates. The following steps may be taken by the candidate while filling up the OMR Answer Sheet in black ink/ball point pen:-

**"First write in black ink / ball point pen the required information in the boxes (wherever provided). Then darken the appropriate bubble corresponding to the alphabet/numeral underneath each box with HB pencil. What you write in these boxes is only for your guidance and verification that you are darkening the bubble corresponding to the correct alphabet/numeral.**

**A machine will process the OMR Answer Sheet. The machine picks up only the dark pencil marks. Therefore, darken the alphabet/numeral uniformly using HB Pencil only".**

**20. CANDIDATES APPLYING FOR THE EXAMINATION SHOULD SEND FOLLOWING DOCUMENTS TO THE COMMISSION.**

**(A) Duly filled in Application Form.**

**(B) Attach following with the application form:-**

- (i) Central Recruitment Fee Stamps (CRFS) of Rs.100/-, affixed and clearly cancelled on the Application Form as prescribed in this Notice.
- (ii) One recent good quality Passport size photograph to be pasted on the Application Form in the space provided for the purpose.
- (iii) One self-addressed Postcard worth postage of Rs.6/-. The candidate must indicate **"APPLICATION FOR DATA ENTRY OPERATOR EXAM., 2009 "** on the postcard.
- (iv) One self-addressed envelope of 12 cms x 25 cms size, which must be affixed with postage stamps worth Rs.5/-.
- (v) Attested copies of Document(s) in support of claim of SC/ST/OBC/PH/ExS persons.

- (vi) Attested copies of Matriculation certificates as a proof of age (Date of Birth).
- (vii) Documents in support of claim of age relaxation (for categories not covered in item (v) above).
- (viii) Candidates in Government Service are to attach an undertaking that they have informed in writing their Head of Office/Department that they have applied for the examination.
- (ix) Attested copy of Mark-sheets/Provisional Certificate or their equivalent in support of their educational qualifications.

**NOTE :**

1. If the above documents are not submitted alongwith the application, application will be rejected summarily or at any stage of the recruitment process and no request for revival will be considered.
2. Incomplete or unsigned applications or applications without Photograph/fee or late applications will be rejected summarily.

**21. CLOSING DATE:** Completed application forms must reach to the concerned Regional Office of the Commission latest by **01.06.2009(5.00 P.M.)** and in the case of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and for candidates residing abroad, the closing date is **08.06.2009 (5.00 P.M.)**. APPLICATIONS RECEIVED AFTER THE SPECIFIED TIME OF CLOSING DATE WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES. The Commission will not be responsible for postal delays. HENCE CANDIDATES ARE **ADVISED TO POST THE APPLICATION WELL BEFORE** THE CLOSING DATE.

**22. CHECK LIST**

**VERIFY THE FOLLOWING BEFORE MAILING/SUBMITTING THE APPLICATION TO AVOID REJECTION.**

Before submission of application, a candidate **must** ensure that:-

1. application is in the correct format and on a paper of appropriate size as given in the SSC Notice published in Employment News/Rozgar Samachar dated **16.05.2009** or as given in the SSC's Website for the Examination.
2. **Signature:** Two/Three/Four signatures in running script (not in block letters):-
  - in the space below photograph; (Please see Sl.No.15 of application form)
  - at the end of Declaration(to be signed by all candidates);
  - Declaration by the Central Govt. employee, if applicable;
  - Declaration regarding OBC, if applicable.
3. **all the columns** of the application form have been filled correctly and no column has been left blank.

4. **attested photocopies** of certificates in support of age/date of birth, required minimum educational qualification, SC/ST/OBC/Ex-servicemen/PH category as claimed in the application.
5. **a good quality recent passport size photograph** (5 cm x 7 cm) has been firmly pasted (not pinned or stapled) in the prescribed place in the application form.
6. fee is paid by CRFS.
7. Applicant fulfills eligibility.
8. COMMUNITY/CATEGORY STATUS has been indicated correctly in column 10 of the Application Form.

**Abbreviations** used in the Notice denote as under:

<b><u>ABBREVIATIONS</u></b>	<b><u>COMMUNITY/CATEGORY</u></b>
<b>UR</b> :	Unreserved
<b>SC</b> :	Scheduled Caste
<b>ST</b> :	Scheduled Tribe
<b>OBC</b> :	Other Backward Classes
<b>EXS</b> :	Ex-Serviceman
<b>PH</b> :	Physically Handicapped

**23. INVALID APPLICATIONS :**

The applications having any of the following deficiencies or irregularities are liable to be summarily rejected (the List is only illustrative & not exhaustive):

- 1) Application not submitted in prescribed format as given in the notice.
- 2) Incomplete or illegible applications.
- 3) Unsigned/undated applications.
- 4) Without standard passport size (5 cm x 7 cm) photograph.
- 5) Affixing/attaching Xerox copy of Photograph.
- 6) Without signatures in box below the Photo and on Application form and on various Declarations.
- 7) Signatures done in Block/Capital letters in English.
- 8) Particulars of Exam Fees Paid not filled in relevant column of Application/Without CRFS of requisite value and validity, where applicable.
- 9) Non-cancellation of CRFS properly by/through the concerned Post Office.
- 10) Applications not filled in English or Hindi or not filled by candidate in his/her own handwriting.
- 11) Without attested copies of certificates, in respect of SC/ST/OBC/PH candidates and Ex-servicemen/relaxation sought in age. Certificate should be obtained from the competent authority in the prescribed format, as in Annexures of the notice .

- 12) Without Declaration by OBC candidate in the format as given in Annexure by the Candidate.
- 13) Under aged/over aged candidates.
- 14) Not having the requisite Educational Qualification on the closing date and time of submitting the application.
- 15) Applications received after 17.00 hrs. on closing date(**01.06.2009**).
- 16) More than one application for the post by the same candidate.
- 17) Applications of more than one candidate sent in one envelope.
- 18) Any other irregularity.

## **24. INSTRUCTIONS TO CANDIDATES.**

- (i) Application form should be filled up in Hindi or English only.
- (ii) Send only one application in one envelope..
- (iii) The envelope containing the application must be superscribed in bold letters as "**APPLICATION FOR DATA ENTRY OPERATOR EXAM., 2009**" and name of **CENTRE** opted should be written in capital letters on left side corner.
- (iv) Candidate should read all the provisions of the Notice in his/her own interest and comply with instructions and provision of the notice failing which their candidature is liable to be cancelled at any stage of the recruitment process.
- (v) If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Hr Secondary, he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after Matric etc. The changed name should also have been indicated in the Gazette Notification.
- (vi) **The Commission will not be responsible for postal delays.**
- (vii) Candidates should sign at the bottom of Application Form as well as in the space provided for below the photograph (preferably in black ink/Black Ball pen), the Attendance Sheet, etc. in the same manner and in the same language as they sign in the Application Form and there should be no variation of any kind. If any variation is found in the signature appended by them at different places, candidature in such cases is liable to be cancelled by the Commission.
- (viii) Candidate should paste (and not staple or pin) his/her recent good quality photograph on the Application Form and keep one spare copy of the same photograph for the purpose of pasting, if required or directed by the Commission, on the Admission Certificate as and when received by the candidate from the Commission. Any variation in the photographs may lead to rejection of his/her candidature.
- (ix) Candidate should take care while filling up application form not to over-write/make cuttings/apply fluid/paste any additional paper etc. If such corrections become unavoidable, such corrections should be suitably authenticated by putting full signature by the candidate.

(x) Candidates have the option to submit either self-attested photocopies of various documents or get them attested by a Gazetted Officer. Original documents/certificates will be verified at the time of Skill Test and their candidature will be subject to result of such scrutiny. While exercising the facility of self-attestation of various documents, the following must be kept in view:-

Any wrong attestations so as to mislead the Commission or to gain access to our Examinations, would lead to criminal/debarment action against the candidates, besides cancellation of their candidatures.

(xi) A candidate should ensure before submitting the application that he/she is eligible for the post for which he/she is applying in terms of requirements of age, educational qualification as on crucial date, etc. Their admission at all stages of examination (written examination, skill test etc.) will be purely **provisional** as the **Commission does not undertake any pre examination scrutiny of documents**. Thus, if at any stage, it is found that candidate does not fulfill any of the eligibility conditions, his/her candidature will be cancelled by the Commission.

(xii) While filling up the application form put tick (✓) mark wherever applicable.

(xiii) Candidates are also requested to **go through carefully** the general instructions to the candidates (**Annexure-II**) for answering objective type questions.

(xiv) Any candidate claiming reservation, age relaxation available to SC/ST/OBC/EX-S/PH wrongfully or fraudulently may be permanently debarred for the examinations conducted by SSC.

## **25. COMMISSION'S DECISION FINAL**

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

## **26. COURTS JURISDICTION:**

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

**Note:** This Notice is also available on SSC's Website <http://www.ssc.nic.in>. Application format available on this website is downloadable and can be used by the Candidates for making an Application for this Examination.

(A.K.ROY)  
UNDER SECRETARY(P&P)  
For STAFF SELECTION COMMISSION



16. Are you a Central Govt. Civilian Employee? (Refer instructions)

If yes, attach necessary certificate

17. Indicate the Code No. for Age relaxation (Refer PART II of instructions)   
(Put "X" in the box if not applicable)

18. For PH (OL/BL/PD/LV) candidates only (Refer para 2 of the Notice & Instructions)

(a) Type of Disability  (b) Nature of Disability  (c) Degree of Disability(%)

19. Whether you have been debarred in any earlier examination of SSC/UPSC?   
(Refer Instructions)

If Yes, Please furnish details

Name of Examination  Year of Exam  Roll Number  Date of Debarment(dd/mm/yyyy)   
Period upto which debarred

20. Details of service rendered by Central Government Employee/Ex-Servicemen  
Ministry/Department/Office

Date of Appointment

Length of Service

\*Date of Discharge  \*Details of last Unit/Corps   
\* For Ex-S candidates only

21. Box for affixing CRFS of requisite denomination (See instructions)

Please paste here Central Recruitment Fee Stamp(CRFS) for Rs.100/- within the box provided and get them cancelled by the issuing Post Office in such a manner that the date & name of the Post Office are clearly readable & the stamp of the Post Office is partly on the CRFS and partly on the Application Form

**DECLARATION**  
**(TO BE SIGNED BY ALL THE CANDIDATES COMPULSORILY)**

1. I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.
2. I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.
3. I further declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, etc., prescribed for admission to the examination. I have enclosed attested photocopies of certificates in support of my claim for Educational Qualifications, age, category (SC/ST/ExS/OBC/OH/HH/VH) and age relaxation.
4. I also declare that I do not stand debarred by SSC/UPSC as on date and have never been convicted by any court of law.
- \*5. I also declare that I do not belong to creamy layer section of persons of OBC as mentioned in G.O.I. Deptt. of Personnel and Training O.M. . No.36033/3/2004-Estt.(Res) dated 14.10.2008.  
\*(strike out if candidate does not belong to OBC)
6. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature / appointment is liable to be cancelled.

Place :   
Date :

**Right Hand Thumb Impression**

Signature of the candidate  
**(in running handwriting)**

**NOTE: The Application of all those candidates who have not put his/her thumb impression and not signed will be summarily rejected.**

**\*DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY**

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 Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No.36012/22/93-Estt(SCT) dated 8.9.1993. It is also declared that I do not belong to the persons/sections (creamy layer) mentioned in Column 3 of OM No-36012/22/93-Estt(SCT) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 and 14.10.2008.

**Place:**

**Date**

**(Signature of candidate)**

(in running handwriting)

**NOTE:** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-VII issued by the competent authority on or before the Closing Date as stipulated in the Notice.

**\* FOR CENTRAL GOVT. CIVILLIAN EMPLOYEES ONLY**

I also declare that I am informing my Head of Office / Department / Ministry in writing that I have applied for this examination.

**Place:**

**Date:**

**Signature of the candidate**

(in running handwriting)

**Note-I:** Application not signed by Candidate will be rejected. All signatures done on the Application Form must be in running script(not in Block letters),in the same language and in the same manner.

**Note-II:** Please ensure that the Application Form filled up by you is identical in format to the one appearing in the Notice of Examination in the Employment News/Rozgar Samachar and the paper on which your Application Form is printed/ photocopied, is white in colour and of good quality so that it can be scanned easily.

\*Strike out whichever is not applicable

## INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

**(Note: The instructions are numbered in accordance with the information sought for in the Application Form. PUT A CROSS (X) MARK IN THE RELEVANT BOX TO FURNISH 'NIL' INFORMATION OR IF NOT APPLICABLE)**

1. **Centre Opted:** Please fill up the name of the EXAMINATION CENTRE for Examination as given under Para 15 of the Notice.
2. **Centre Code:** Please fill up the Centre Code for the Examination Centre opted for Examination as given in Para 15 of the Notice.
3. **Fee:** Please write '1' for fee paid BY CRFS, '2' for fee exemption.. Please ensure that you belong to SC/ST/Ex-S/PH category to claim exemption from payment of fee. In such case please attach copies of the necessary certificate(s).
4. **Gender:** Please write '1' for Female and '2' for Male.
5. **Roll Number:** Please leave it blank. This will be filled up by the Commission.
6. **Name:** Please fill up your name as recorded in Matriculation Certificate in the order: First Name , Middle Name (if exists) & then Surname. Please do not add "Dr./Shri/Smt/Ms./Km." or any other title or honorific term to the name.
7. **Father's Name:** Please fill up your Father's name in the same manner as in the case of your name.
8. **Mother's Name:** Please fill up your Mother's name in the same manner as in the case of your name.
- 9(a) **Date of Birth:** Please write your actual date of birth as recorded in your Matriculation Certificate or its equivalent certificate.
- 9(b) **Age as on 01.06.2009.** Indicate the number of completed years, months and days(including the actual date of Birth)
10. **Category Code:** Please fill up the Category Code(s) in the three boxes as per Codes given below:

Category	Code
<b><i>First Box (Community), for all</i></b>	
Scheduled Caste	<b>1</b>
Scheduled Tribe	<b>2</b>
Other Backward Classes	<b>6</b>
General Category/Unreserved	<b>9</b>
<b><i>Second Box(Ex-Serviceman Status), if applicable</i></b>	
Ex-Serviceman	<b>3</b>
<b><i>Third (Physically Handicapped Status) if applicable</i></b>	
Orthopaedically Handicapped	<b>4</b>
Hearing Handicapped	<b>5</b>
Visually Handicapped	<b>7</b>

**Note-I: Those OBC candidates who come in Creamy Layer, must indicate their Category Code as '9' (General Category).**

**Note-II: Those Ex-Servicemen who have already joined Govt. job in Civil Side after availing of the benefits given to Ex-Servicemen for their re-employment, must indicate their community code only and must not indicate their Ex-Servicemen Code '3'. However, such Ex-Servicemen will get the benefit of age relaxation by indicating their age relaxation code in column 17 of the Application Form.**

11. **Citizenship-** Write 1 for Indian and 2 for Others
12. **Educational Qualification as on 01.06.2009.** Please write '1' for 10+2 and '2' for Graduation.
13. **Permanent Address:** Please write your permanent address including Phone Number with STD code, email address, if any, within the box.
14. **Address for Correspondence:** Please write your correspondence address including Phone Number with STD code, email address, if any, within the box. Please do not write 'Do' in this box, in case your correspondence address is same as that of permanent address. Write your complete correspondence address in this box, as your correspondence address is to be scanned and is to be printed in your Admission Certificate.
15. **Photograph & Signature:** Please properly paste, within the given box, your recent good quality passport size photograph. Please sign, within the box provided, in black ink/black ball pen. Your photograph & signature are to be scanned & printed on your Admission certificate. **DO NOT PUT SIGNATURE ON THE PHOTOGRAPH**
16. **Are you a Central Govt. Civilian Employee?:** Write '1' for Yes, '2' for No  
If Yes, please attach necessary certificate(s).
17. **Indicate the Code No. for Age Relaxation** Please refer to PART-II of the Instruction for filling up the Application Form for the Code of Age Relaxation and write the Code correctly (Also refer to Para-4 of the Notice) Also attach necessary certificate
- 18(a). **Indicate the Type of Disability i.e.** write '1' for OH, '2' for HH, 3 for VH.
- 18(b). **Indicate the Nature of Disability i.e.** write '1' for OL/BL category, '2' for PD category, 3 for LV.
- 18(c). **Indicate the percentage of Disability.**
19. **Whether you have been debarred:** Please write '1' for Yes & '2' for No. If Yes, please mention further details as sought in this column.
20. **Details of service rendered by Central Government Employee/ Ex-Servicemen.**
21. **Fee:** Please paste Central Recruitment Fee Stamp(CRFS) for Rs.100/- within the box provided and get them cancelled by the issuing Post Office in such a manner that the date & name of the Post Office are clearly readable & the stamp of the Post Office is partly on the CRFS and partly on the Application Form

**Declaration by all the candidates:** Please write the name of Place, Date and put up your signature and thumb impression.

**Declaration by OBC candidates:** Please score-out, if not applicable.

**Declaration by Central Govt. Civilian Employee:** Please score-out, if not applicable.

Category-Codes for claiming Age Relaxation

Code No.	Category	Extent of Age Relaxation Permissible
01	SC/ST	5 years
02	OBC	3 years
03	PH( OH/HH/VH)	10 years
04	PH( OH/HH/VH) + OBC	13 years
05	PH( OH/HH/VH) + SC/ST	15 years
06	Ex-Servicemen( <b>General/Unreserved</b> )	(Actual age as on <b>01.06.2009</b> – Period of Military Service) <b>≤ 28 years</b>
07	EX-Servicemen( <b>OBC</b> )	(Actual age as on <b>01.06.2009</b> – Period of Military Service) <b>≤31years</b>
08	EX-Servicemen( <b>SC/ST</b> )	(Actual age as on <b>01.06.2009</b> – Period of Military Service) <b>≤33years</b>
09	Central Govt. Civilian Employees( <b>General/Unreserved</b> ) who have rendered not less than 3 years continuous service as on <b>01.06.2009</b> .	Upto 40 years
10	Central Govt. Civilian Employees( <b>OBC</b> ) who have rendered not less than 3 years continuous service as on <b>01.06.2009</b> .	Upto 43 years
11	Central Govt. Civilian Employees( <b>SC/ST</b> ) who have rendered not less than 3 years continuous service as on <b>01.06.2009</b> .	Upto 45 years
12	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( <b>Unreserved/General</b> )	5 years
13	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( <b>OBC</b> )	8 years
14	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir( <b>SC/ST</b> )	10 years
15	Widows/Divorced Women/Women judicially separated and who are not remarried	Upto 35 years
16	-Do- + OBC	Upto 38 years
17	-Do- + SC/ST	Upto 40 years
18	Retrenched employees of Chukha Hydel Project Authority in Bhutan	To the extent of service rendered by them with the Authority
19	- Do- + OBC	-Do- + 3 years
20	- Do - + SC/ST	-Do- + 5 years
21	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. ( <b>Unreserved/General</b> )	03 years
22	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. ( <b>OBC</b> )	06 years
23	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. ( <b>SC/ST</b> )	08 years

**Note: For details of provisions regarding Age Relaxation, refer to para 4(B) to 4(D) of the Notice.**

**ANNEXURE-III**

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT  
EMPLOYEES HOLDING CIVIL POSTS SEEKING AGE RELAXATION**

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

It is certified that Shri/Smt./Km. \_\_\_\_\_ is a Central government employee holding a civil post in the pay scale of Rs. \_\_\_\_\_ with 3 years continuous and regular service in the grade as on **01.06.2009**.

In case of his/her selection for the post of Data Entry Operator, he/she will be relieved of his/her duties in this office to join the new assignment.

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Office seal** \_\_\_\_\_

**Place:**

**Date:**

**ANNEXURE IV**

Form of Certificate for serving Defence Personnel (Please see Note (iii) Para-4 (C) of Notice for the Examination)

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

**Place:**

**(Signature of Commanding Officer)**

**Date:**

**Office Seal:**

**ANNEXURE-V**

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN CANDIDATE  
COVERED UNDER NOTE (iii) PARA 4 (C) OF 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).

**(Signature of the Candidate)**

**Place:**

**Date:**

## ANNEXURE-VI

### FORMAT FOR SC/ST CERTIFICATE

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

The form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

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

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_ the  
Constitution (Scheduled Tribes) order, 1950 \_ - \_\_\_\_\_ the Constitution(scheduled  
Castes) Union Territories order, 1951 \* \_\_\_\_\_ the Constitution(Scheduled Tribes)  
Union Territories Order, 1951\* \_\_\_\_\_

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

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

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

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

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

The Constitution(Pondicherry) Scheduled Castes Order 1964@.

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

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

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

The Constitution(Nagaland) Scheduled Tribes Order, 1970 @.

The Constitution(Sikkim) Scheduled Castes Order 1978@.

The Constitution(Sikkim) Scheduled Tribes Order 1978@.

The Constitution(Jammu & Kashmir) Scheduled Tribes Order 1989@.

The Constitution(SC) orders(Amendment)Act, 1990@.

The Constitution(ST) orders(Amendment) Ordinance 1991@.

The Constitution(ST) orders(Second Amendment) Act, 1991@.  
The Constitution(ST) orders(Amendment) Ordinance 1996.

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

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

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

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

State/Union Territory  
Place \_\_\_\_\_  
Date \_\_\_\_\_

- \* Please delete the words which are not applicable.
- @ Please quote specific presidential order.
- % Delete the paragraph which is not applicable.

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

List of authorities empowered to issue Caste/Tribe Certificates:

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

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

**ANNEXURE-VII**

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

This is to certify that Shri/Smt./Km\* \_\_\_\_\_ son/ daughter of \_\_\_\_\_ of village \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_ State \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10<sup>th</sup> September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13<sup>th</sup> September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20<sup>th</sup> October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24<sup>th</sup> May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25<sup>th</sup> May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6<sup>th</sup> December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri /Smt./Km. \_\_\_\_\_ and/or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State.

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 and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DoP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

Dated:

District Magistrate or  
Deputy Commissioner etc.

Seal:

**NOTE-I:** (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

- (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 1<sup>st</sup> 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-II:** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer.

The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs (as per Annexure-VII) issued by the competent authority on or before the Closing Date (01.06.2009) as stipulated in the Notice.

**STANDARD FORMAT OF THE CERTIFICATE**

**NAME & ADDRESS OF THE INSTITUTE/ HOSPITAL, issuing the Certificate:**

**Certificate No-----**

**Date-----**

**CERTIFICATE FOR THE PERSONS WITH DISABILITIES**

This is to certify that Shri/Smt/Km.....son/wife/daughter of Shri.....Age .....old male/female Registration No..... Is a case of ..... He/She is physically disabled/visually disabled/speech & hearing disabled and has .....% ( .....per cent) permanent (physical impairment/visual impairment/speech & hearing impairment).....in .....relation .....to his/her.....

- Note: 1.** This condition is progressive/non progressive/likely to improve/not likely to improve\*.
- 2.** Re-assessment is not recommended/is recommended after a period of ----- months/years\*.

**\* Strike out which is not applicable.**

**Sd/-  
(DOCTOR)  
Seal**

**Sd/-  
(DOCTOR)  
Seal**

**Sd/-  
(DOCTOR)  
Seal**

**Affix here recent  
(Attested  
Photograph))  
showing the  
disability.**

**Signature/Thumb impression  
of the patient**

**Countersigned by the Medical Supdt./  
CMO/Head of Hospital (with seal).**

**LIST OF VOCATIONAL REHABILITATION CENTRES FOR PHYSICALLY HANDICAPPED**

- |    |   |     |   |
|----|---|-----|---|
| 1. | VRC For handicapped,<br>ITI Campus<br>Kuber Nagar<br>Ahmedabad-382 340                    | 10. | VRC for Handicapped<br>S.T.I.C.D. Campus<br>Unit VIII,<br>Bhubaneswar – 751 012.          |
| 2. | VRC For Handicapped,<br>No. 22/1, Hosur Road<br>Bangalore-560 029.                        | 11. | VRC For Handicapped,<br>38, Badan Roa Lane,<br>Baliaghata,<br>Kolkata-700 010             |
| 3. | VRC For Handicapped,<br>CTI Campus<br>Sion Trombay Road,<br>Mumbai-400 022.               | 12. | VRC For Handicapped,<br>Napier Town<br>Jabalpur-482 001.                                  |
| 4. | VRC For Handicapped,<br>C.T.I. Campus,<br>Vidya Nagar<br>Hyderabad-500 768.               | 13. | VRC For Handicapped,<br>4-5A-28 Jawahar Nagar<br>Jaipur-302 004.                          |
| 5. | VRC For Handicapped,<br>C.T.I. Campus, Guindy<br>Chennai-600 032.                         | 14. | VRC For Handicapped,<br>CTI Campus, Udyognagar,<br>Kanpur-208 022.                        |
| 6. | VRC For Handicapped,<br>Nalanchira,<br>Trivandrum-695 015.                                | 15. | VRC For Handicapped,<br>CTI Campus, Gill Road,<br>Ludhiana-141 003.                       |
| 7. | VRC For Handicapped,<br>Abhoynagar,<br>Agartala-799 005<br>West Tripur                    | 16. | VRC For Handicapped,<br>Plot No.9,10 & 11, Karkardooma,<br>Vikas Marg, Delhi-110 092.     |
| 8. | VRC For Handicapped,<br>Rehabri Guwahati,<br>Assam-781 008.                               | 17. | VRC For Handicapped,<br>A/84, Gandhi Vihar,<br>Police Colony,<br>Anisabad, Patna-800 002. |
| 9. | VRC For handicapped Women,<br>Mahavir Industrial Estate,<br>Karelibaug, Vadodara-390 018. |     |   |

**ADDRESS OF SPECIAL EMPLOYMENT EXCHANGE FOR PHYSICALLY HANDICAPPED**  
**(RUNNING)**

1.       **The Regional Employment Officer,  
Special employment Exchange for  
Physically Handicapped, Azamabad,  
Hyderabad-500 020.**
  
2.       **The Special Employment Officer,  
Special Employment Exchange for  
Physically Handicapped, Salajose  
Cross road, Opp. S.V. College,  
Ahmedabad-380 001.**
  
3.       **The Employment Officer,  
Special employment Exchange for  
Physically Handicapped, Barrack  
No. 1/B.5 Block-A Curron Road,  
New Delhi-110 001.**
  
4.       **The Special Employment Officer,  
Special employment Exchange for  
Physically Handicapped, No. 5,  
Crescent Road, High Ground West,  
Bangalore-560 020.**
  
5.       **The Special employment Officer,  
Special employment Exchange for  
Physically Handicapped, Merc antile  
Chambers, 3<sup>rd</sup> Floor, Graham Road,  
Ballard Estate, Mumbai- 400 001**
  
6.       **The Special employment Officer,  
Special employment Exchange for  
Physically Handicapped, 1282 Sector 18-C,  
Chandigarh (Govt. of Punjab)-160 015.**
  
7.       **The Assistant Director,  
Special Employment Exchange for  
Physically Handicapped, 33 Mount road,  
Nandaran, Chennai-600 035.**
  
8.       **The Special Employment Officer,  
Special Employment Exchange for  
Physically Handicapped, 5 Council  
House Street (Ground Floor),  
Kolkata-700 001.**
  
  
9.       **The Employment Officer,**

**Special Employment Exchange for  
Physically Handicapped, G.T. Road,  
Kanpur-208 002.**

- 10. The Employment Officer,  
Special Employment Exchange for  
Physically Handicapped, 985, Wright Town,  
Jabalpur (MP) 482 001.**
- 11. The Employment Officer,  
Special Employment Exchange for  
Physically Handicapped, Nandavanam  
Road, Palayam, Trivandrum,  
Kerala – 695 001.**
- 12. The Employment Officer,  
Special Employment Exchange for  
Physically Handicapped, Patna (Bihar),  
Combined Labour Building, Bailey Road,  
Patna 800 001.**
- 13. The Employment Officer,  
Government of Haryana,  
Special Employment Exchange for  
Physically Handicapped,  
1282, Sector-18 C, Chandigarh-160 018.**
- 14. The Employment Officer,  
Special Employment Exchange for  
Physically Handicapped,  
Jaipur, Rajasthan-302 001.**
- 15. The Employment Officer,  
Special Employment Exchange for  
Physically Handicapped,  
Guwahati (Assam).**
- 16. The Employment Officer,  
Special Employment Exchange for  
Physically Handicapped, Agartala,  
Tripura.**
- 17. The Employment Officer,  
Special Employment Exchange for  
Physically Handicapped,  
Directorate of Employment Training,  
Himachal Pradesh Stock Palace,  
Simla-171 002.**

18. **The Employment Officer,  
Special Employment Exchange  
for Physically Handicapped,  
Dte of Employment, Flat No-367  
Sahid Nagar, Bhubaneshwar.**
19. **The Sub-Regional Employment Officer  
for Physically Handicapped, Multistorey  
Building, Nanpura, Surat, Gujarat.**
20. **The Sub-Regional Employment Officer  
for Physically Handicapped, Bldg,  
Vadodara, Gujarat.**
21. **The Sub-Regional Employment Officer  
for Physically Handicapped,  
Koessiwala Bunglow, Junction Plot,  
Rajkot, Gujarat.**
22. **The Director of Employment,  
Special Employment Exchange  
For Physically Handicapped,  
Vishakhapatnam, Andhra Pradesh.**
23. **The Director of Employment,  
Special Employment Exchange  
For Physically Handicapped for  
Physically Handicapped, Imphal  
Manipur.**