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STAFF SELECTION COMMISSION

Date of Exam: 28.11.2010
Closing Date : 27.09.2010

NOTICE

**Junior Translators(CSOLs)/Junior Hindi Translators (in Subordinate Offices)
Examination, 2010**

IMPORTANT INSTRUCTIONS TO CANDIDATES

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| 1. | Commission will hold a Combined All India Open Examination for recruitment to the posts of <u>Junior Translators(CSOLs)/Junior Hindi Translators (in Subordinate Offices)</u> . The Examination will comprise of a Written Examination followed by Interview . |
| 2. | The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, the application is accepted only provisionally . The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents, however, should be sent along with the application. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature of such candidates will be cancelled and the Commission's decision shall be final . |
| 3. | CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE AND ALSO AVAILABLE ON THE WEBSITE OF THE COMMISSION: http://ssc.nic.in CAREFULLY BEFORE APPLYING. |
| 4. | Candidates seeking reservation benefits available for SC/ST/OBC/PH/EXS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice .They should also be in possession of the certificates in the prescribed format in support of their claim at the time of application. |
| 5. | Candidates with visual disability of 40% and more only would be considered as VISUALLY HANDICAPPED (VH) and entitled to reservation for VH. |
| 6. | Central Government civilian employees/servants claiming age relaxation should submit a certificate in the prescribed format from their office in respect of the length of continuous service which should be for not less than three years in the immediate period preceding the closing date for receipt of application . They should continue to have the status of Central Government civilian servants/employees from the day of application till the time of appointment, in the event of their selection. |
| | FEE: RUPEES ONE HUNDRED ONLY(Rs.100/-) Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Physically Handicapped, and Ex-Servicemen eligible for reservation. |
| 8. | CLOSING DATE : 27.09.2010 (upto 5 P.M.) . For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and 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 – 04.10.2010 (upto 5 P.M) . APPLICATIONS RECEIVED LATE WILL NOT BE ENTERTAINED. |
| 9. | Only a single application will be entertained. Candidature in respect of multiple applications will be summarily rejected. |
| 10. | MOBILES AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES. IF ANY CANDIDATE IS FOUND TO BE IN POSSESSION OF SUCH GADGETS IN THE EXAMINATION HALL, HIS/HER CANDIDATURE WILL BE SUMMARILY CANCELLED. |
| 11. | THE FACILITY OF ONLINE APPLICATION WILL NOT BE AVAILABLE FOR THIS EXAMINATION. |

F.No.3/6/2010-P&P. **Staff Selection Commission will hold on Sunday, the 28.11.2010 an All India Open Competitive Examination for recruitment to the following posts:-**

- (i) **Junior Translators(CSOLs)(Group 'B' Non-Gazetted) in the pay scale of Rs. 9300-34800 with Grade Pay Rs. 4200/-, in various Offices/Departments under Deptt. of Official Language;**
- (ii) **Junior Hindi Translators (in Subordinate Offices)(Group 'C' Non-Technical) in the pay scale of Rs. 9300-34800 with Grade Pay Rs. 4200/-, in various Central Government Ministries/ Departments / Offices.**

2. VACANCIES / RESERVATION

- (i) **Firm number of vacancies will be determined in due course.**
- (ii) Reservation for SC/ST/OBC/PH etc. categories is available as per extant Govt. Orders. Reservation will be available to Ex-Serviceman candidates for the post of Junior Hindi Translators in Subordinate Offices only.
- (iii) All the posts carry **All India Service Liability (AISL)** i.e. the candidate, on selection, may be asked to serve anywhere in the country.
- (iv) The posts have been identified suitable for the persons suffering from disabilities of **forty percent and above** of One Arm(OA), One Leg(OL), Both Legs(BL), Partially Blind(PB), Blind(B), Partially Deaf(PD) and Deaf(D).

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 but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

4(A) AGE LIMIT: Not exceeding 30 years as on 27.09.2010 .

Note I : As per extant Government Orders, the crucial date for age-limit is reckoned with reference to the Closing date for receipt of applications, i.e.,**27.09.2010**.

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

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

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

| Code No. | Category | Age-Relaxation permissible beyond the Upper age limit |
|----------|---|--|
| 01 | SC/ST | 5 years |
| 02 | OBC | 3 years |
| 03 | PH | 10 years |
| 04 | PH + OBC | 13 years |
| 05 | PH + SC/ST | 15 years |
| 06 | <u>For Group 'B' post – Post of Junior Translator(CSOLs)</u> Ex-Servicemen (Unreserved / General) | 5 years |
| 07 | Ex-Servicemen (OBC) | 8 years |
| 08 | Ex-Servicemen (SC/ST) | 10 years |
| 09 | <u>For Group 'C' post – Post of Junior Hindi Translator(in Subordinate Offices)</u> Ex-Servicemen (Unreserved / General) | 03 years after deduction of the military service rendered from the actual age as on the Closing date. |
| 10 | Ex-Servicemen (OBC) | 06 years (3 years + 3 years) after deduction of the military service rendered from the actual age as on the Closing date. |
| 11 | Ex-Servicemen (SC/ST) | 08 years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the Closing date. |
| 12 | <u>For Group 'B' posts – Post of Junior Translator(CSOLs)</u> Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on Closing date | Up to 35 years of age |
| 13 | Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on Closing date | Up to 38 years of age |
| 14 | Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on Closing date | Up to 40 years of age |
| 15 | <u>For Group 'C' posts – Post of Junior Hindi Translator(in Subordinate Offices)</u> Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on Closing date | Up to 40 years of age |

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| 17 | Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on Closing date | Up to 43 years of age |
| 19 | Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on Closing date | Up to 45 years of age |
| 21 | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General) | 5 years |
| 22 | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (OBC) | 8 years |
| 23 | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (SC/ST) | 10 years |
| 24 | <u>For Group 'C' post only – Post of Junior Hindi Translators in Subordinate Offices</u> Widows / Divorced Women / Women judicially separated and who are not remarried(Unreserved/General) | Up to 35 years of age |
| 25 | Widows / Divorced Women / Women judicially separated and who are not remarried(OBC) | Up to 38 years of age |
| 26 | Widows / Divorced Women / Women judicially separated and who are not remarried(SC/ST) | Up to 40 years of age |
| 27 | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (Unreserved/General) | 3 years |
| 28 | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC) | 6 (3+3) years |
| 29 | Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST) | 8 (3+5) years |

NOTE-I : Ex-servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are **NOT** eligible for fee concession or for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation only.

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

NOTE-III : For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE (i.e **27.09.2010**).

NOTE-IV : The post of Junior Translators(CSOLs) being a Group 'B' post, there is no reservation for Ex-Servicemen category. However, benefit of age-relaxation will be admissible to Ex-S candidates.

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.

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 engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

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

4(C) : PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:

Candidates who wish to be considered against vacancies reserved or seek age-relaxation **must submit requisite certificate** from the competent authority, in the prescribed format along with their application. **Otherwise**, their claim for SC/ST/OBC/PH/ExS status will not be entertained and their candidature/applications will be considered under **General (UR)** category. The formats of the certificates are annexed. Candidates claiming OBC status may note that certificate on creamy layer status should have been obtained **within three years** before the closing date, i.e., 27.09.2010.

NOTE I: The closing date, i.e., 27.09.2010, for receipt of applications will be treated as the date of reckoning for OBC status of the candidate.

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

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

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

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.

NOTE: Persons with visual disability of **less than forty percent** will not be considered as visually handicapped persons.

The Commission will not make available the Question Papers of the examination meant for visually handicapped candidates at Examination Centres other than the nine Centres located at Headquarters of the Regional/Sub-Regional Offices designated for such candidates and the facility of engaging SCRIBE will not be available at other Examination Centres.

5. EDUCATIONAL QUALIFICATIONS: (As on closing date, i.e., 27th September, 2010) For Junior Translators(CSOLs)

ESSENTIAL:

(I) (i) Masters Degree of a recognized University or equivalent in **Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination** at degree level

OR

(ii) Masters Degree of a recognized University or equivalent in **any subject other than Hindi or English with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination** at degree level

OR

(iii) Masters Degree of a recognized University or equivalent in **any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of the two as medium of examination and the other as a compulsory or elective subject** at degree level;

AND

(II) Recognized Diploma or certificate Course in Translation from Hindi to English and vice-versa OR Two years experience of translation work from Hindi to English and vice-versa in Central or State Government Offices including Government of India Undertaking.

DESIRABLE:

- (i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.
- (ii) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.

For Junior Hindi Translators(in Subordinate Offices)

- (i) **Masters Degree** of a recognized University or equivalent **in English/ Hindi with Hindi/ English as a compulsory or elective subject** at degree level;
OR
- (ii) **Bachelor's Degree** of a recognized University or equivalent **with Hindi and English as main subjects (which includes the term compulsory and elective)**

Note:

- (i) Those candidates who have passed B.A(Hons) in English/Hindi with Hindi/English as subsidiary/MIL subject are eligible for the post of Junior Hindi Translators
- (ii) Candidate must ensure that they have studied English and Hindi as main subjects and not as a paper in all three years of BA Pass course.

NOTE-I: As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

Note – II : Candidates who have not acquired/will not acquire the educational qualification **as on the closing date of receipt of application (27.09.2010)** will not be eligible and need not apply.

Note- III : All candidates who are called for appearing at **the Interview** will be required to produce the relevant Certificate in Original such as Mark sheets, Provisional Certificate, etc. as proof of having acquired the minimum educational qualification on or before the closing date failing which the candidature of such candidate will be cancelled by the Commission summarily.

6. **MODE OF PAYMENT:** FEE PAYABLE Rs. 100/-(Rupees One Hundred only)

For the candidates sending the application by post:

The candidates should pay the fee by means of "**Central Recruitment Fee Stamps(CRFS)**" only . CRFS are available at the counter of all Departmental Post Offices of the country. Recruitment Fee Stamps should be pasted on the application form in the space earmarked for the purpose and **got cancelled** from the Counter of Post Office of issue **with the date stamp** of the Issuing Post Office in such a manner that the impression or the cancellation stamp partially overflows on the Application Form itself, taking care at the same time that the impression is clear and distinct to facilitate the **identification of date and Post Office of issue at any subsequent stage**. After getting the Recruitment Fee Stamps cancelled from the Post Office, the candidates must submit their application to the concerned Regional Office/Sub Regional Offices of the Commission in the usual manner after completing other formalities.

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

NOTE II: Fee paid by modes other than CRFS will **not** be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.

NOTE III: Candidates may please note that **non-cancellation of stamps** from the concerned Post Office in the manner indicated above, will lead to rejection of his/her application form. Therefore, it is in the interest of candidates that they get the CRFS cancelled from the concerned Post Office.

7. **CENTRES OF EXAMINATION**

A candidate **must indicate the centre in the Application Form in respect of the Examination.** A candidate must submit his/her application only to the concerned Regional/Sub Regional Office of the Commission under whose jurisdiction the Centre selected by him / her falls. **Application received in any other Regional/Sub Regional Office of the Commission will be rejected summarily.**

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

| Sl.No. | Examination Centres & Centre Code | Address to which the applications should be sent |
|--------|--|--|
| 1 | 2 | 3 |
| 1. | Allahabad(3003), Patna(3206), Lucknow(3010) | Regional Director(CR), Staff Selection Commission, 8-AB, Beli Road, Allahabad, Uttar Pradesh-211002 |
| 2. | Kolkata(4410), Port Blair(4802), Gangtok(4001), Bhubaneshwar(4604), Ranchi(4205) | Regional Director (ER), Staff Selection Commission, 1 st MSO Building, (8 th Floor), 234/4 . Acharya Jagadish Chandra Bose Road), Kolkata, West Bengal-700020 |
| 3. | Bengaluru(9001), Kochi(9204) | Regional Director(KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka-560034 |
| 4. | Delhi(2201), Jaipur(2405) | Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504 |
| 5. | Guwahati (Dispur)(5105) | Regional Director(NER), Staff Selection Commission, Rukmini Nagar, PO: Assam Sachivalaya, Guwahati, Assam-781006 |

| | | |
|----|---|--|
| 6. | Hyderabad(8002), Chennai(8201) | Regional Director (SR), Staff Selection Commission, EVK Sampath Building, 2 nd Floor, College Road, Chennai, Tamil Nadu-600006 |
| 7. | Mumbai(7204), Panaji(7801), Ahmedabad(7001) | Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishta Bhawan, 101 M.K. Road, Mumbai, Maharashtra-400020 |
| 8. | Raipur(6204), Bhopal(6001) | Dy. Director (MPR), Staff Selection Commission, "Nishant Villa", F. Jalvihar Colony, Raipur, Chhatisgarh-492001 |
| 9. | Chandigarh(1601), Jammu(1004), Srinagar(1007) | Dy. Director (NWR), Staff Selection Commission, Block No. 3, Gr. Floor, Kendriya Sadan, Sector-9, Chandigarh-160017 |

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

NOTE II: The Commission **reserves** the right to cancel any Centre and ask the candidates of that centre to appear from **another** centre. Commission also reserves the right to **divert** candidates of any centre to some other Centre to take the examination.

8. SCHEME OF EXAMINATION:

The examination will consist of **two parts**, viz.

PART-I - Written Examination, carrying 400 marks; and

PART-II - Personality Test (Interview), carrying 100 Marks.

PART-I:

Written Examination: The Written Examination will be held on 28.11.2010 and will consist of **two papers**. The maximum marks allotted to each paper and the duration of each paper will be as under:-

| Date of Exam | Part | Subject | Maximum Marks | Total Duration / Timing for General candidates | Total Duration/ Timing for Visually Handicapped candidates |
|------------------------|----------------------------------|---|---------------|--|--|
| 28.11.2010 (Sunday) | Paper- I (Objective Type) | (i)General Hindi (ii) General English | 100 100 | 2 Hours 10.00 A.M. to 12.00 Noon | 2 Hours 20 mins 10.00 A.M. to 12.20 PM |
| | Paper- II (Conventional Type) | Translation – 2 passages , one each from Hindi to English and vice versa and an essay each in Hindi & English | 200 | 2 Hours 2.00 P.M. to 4.00 P.M. | 2 Hours 20 mins 2.00 P.M. to 4.20 PM |

NOTE-I : Paper-I will consist of **Objective Type- Multiple choice questions** only. Paper-II shall be evaluated in respect of only those candidates, who attain a minimum qualifying standard in Paper-I as may be fixed at the discretion of the Commission.

NOTE-II: Candidates are **not** permitted to use **Mobile Phones, Calculators or any other electronic / electrical device for answering any paper (Test Booklets)**. Candidates must not, therefore, bring **Mobile Phone, Calculators or any other electronic / electrical device** inside the Examination premises. Possession of these items , whether in use or not, will be considered as “use of unfair means” in the Examination and appropriate action will be taken by the Commission against such candidates, as per extant policy of the Commission.

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

NOTE-IV: Canvassing in any form will disqualify the candidates.

PART-II:

PERSONALITY TEST/INTERVIEW: **100 Marks**

NOTE-I: Only those candidates who secure in the written examination the minimum qualifying marks as may be fixed by the Commission at their discretion, will be eligible to appear at the Interview. **The interview will be held at the Commission's Regional /Sub-Regional Offices or at any other place as decided by the Commission.**

NOTE-II: SC/ST candidates called for interview will be paid TA as per Govt. Orders. However, no TA is payable to any candidate for appearing in the written examination.

SYLLABUS

Paper-I:

- a) General Hindi : 100 marks (Objective type)
- b) General English : 100 marks (Objective type)

The questions will be designed to test the candidates' understanding of the language, correct use of words, phrases and idioms and ability to write language correctly, precisely and effectively.

Paper-II:

Translation and Essay: 200 Marks (Conventional Type)

The paper will contain **two passages** for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and **an Essay** each in Hindi and English to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively

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

- (i) Candidates must write the papers/indicate the answers in their own hand.
- (ii) Candidates are not permitted to use calculators and other electronic gadgets . They should not, therefore, bring the same inside the Examination Premises / Venue.

- (iii) If any candidate is found to possess mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith.
- (iv) OMR Type of Answer Sheets will be supplied by the Commission to candidates for recording their answers of Multiple Choice Objective Type Questions. Candidates are advised to read very carefully, the following instructions, in their own interest.
 - (a) Part A of OMR Answer Sheet to be filled in Ball Point Pen only.
 - (b) Part B of OMR Answer Sheet should be filled in HB pencil only, as per instructions given in OMR Sheet.
 - (c) Candidate should write his/her name, Roll **Number**, **Ticket** Number, Name of the Examination as mentioned in Admission Certificate, Date of birth and Test Form Number correctly, in the relevant places in OMR Answer Sheet. Answer Sheet not bearing candidate's Name, Roll Number, Ticket Number, Test Form No. and signature will not be evaluated and 'Zero' marks will be awarded to them. If any candidate belonging to reserved category does not write and code their category properly, they will be treated as belonging to UR category.

10. MODE OF SELECTION :

Candidates will be shortlisted for the Interview on the basis of their performance in the Written Examination. Candidates will be recommended for appointment by the Commission on the basis of their aggregate marks in the Written Examination and Interview.

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

An Ex-Serviceman or Physically Handicapped (OH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the **deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.**

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

NOTE : 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 Interview, it is found that they do not fulfill any of the eligibility conditions, **their candidature for the examination will be cancelled by the Commission.**

11. **RESOLUTION OF TIE CASES**

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

- (1) By referring to the total marks in the written examination.
- (2) By referring to marks in Paper-I of the written examination.
- (3) Date of birth i.e. the candidate older in age gets preference.
- (4) By referring to the alphabetical order of the names taking first name into consideration.

12. **HOW TO APPLY : Applications must be submitted by post only in the prescribed format(Annexure-I)**. For detailed instructions relating to the application form and how the application is to be submitted, Annexure - II, for postal applications, may be referred to.

13. **Preference**

A candidate will be required to indicate in the application form for the Examination, the order of preference for the posts of **Junior Translators(CSOLs) and Junior Hindi Translators (in Subordinate Offices)**.

14. **ADMISSION TO THE EXAMINATION:**

All candidates who apply in response to this advertisement by the CLOSING DATE will be assigned **Roll numbers**. These will be communicated to them or placed on the website of the concerned Regional Office at least **two weeks** before the date of the examination. A candidate must write his/her Roll number along with 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.

Admission Certificates (ACs) for the Examination indicating the 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 FOR THE EXAMINATION ONE WEEK BEFORE THE DATE OF EXAMINATION, HE/SHE MUST IMMEDIATELY CONTACT THE CONCERNED REGIONAL/SUB REGIONAL OFFICE (S) OF THE COMMISSION WITH PROOF OF HAVING SUBMITTED HIS/HER APPLICATION. (In case of Applications submitted under Certificate of Posting, the Date-Stamp of the Post-Office concerned should be clearly legible). FAILURE TO DO SO WILL DEPRIVE HIM/HER OF ANY CLAIM FOR CONSIDERATION. CANDIDATES ALSO HAVE THE OPTION TO DOWNLOAD THE ADMISSION CERTIFICATES FROM THE CONCERNED REGIONAL/SUB REGIONAL OFFICES' WEBSITE. SUCH FACILITY WILL BE AVAILABLE AT LEAST ONE WEEK BEFORE THE EXAMINATION.

15. COMMISSION'S DECISION FINAL

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

16. 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.

17. For detailed instructions relating to Application form, instructions for filling up the application form and submission of application , candidates are advised to refer Annexures-I and II .

BROCHURE

INSTRUCTIONS FOR FILLING UP THE APPLICATION

I. The Commission uses standard application form for all its examinations. Therefore, please read the instructions given in the Notice of Examination and also given below carefully before filling up the application form, in your own interest.

II. Use only blue/black ball pen to write in the boxes, i.e.,

III. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available, further instructions given below may be gone through carefully.

IV. Please go through the instructions given below for filling up each item numbered in the application form:-

1. Name of the Examination Centre and 2. Centre Codes

Refer to para-7 of the Notice of the Examination.

12.1. Code for seeking age relaxation.

Refer to para 4 B of the Notice of the Examination.

13. Preference for Posts

Use 'A' for Junior Translator(CSOLs) and
'B' for Junior Hindi Translator (in Subordinate Office)

You are advised to be careful in exercising your preference as in the event of your getting selected for both the posts, you will be considered for the posts in the order of your merit for each post.

13.1 The column is Not Applicable (NA) for this Examination.

15. Candidates should indicate whether they belong to one of the minority communities notified by Govt. namely Muslims, Christians, Sikhs, Buddhists, or Zoroastrians (Parsis).

15.1 The column is Not Applicable (NA) for this Examination.

17. Educational Qualification and Subject Code: See Annexure – IX

Use 'Others' if any particular Educational Qualification or Subject is not assigned a code.

19. Address for communication

Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black ball pen. Do not forget to write 6 digits PIN in the boxes.

20. Photograph

Paste your recent photograph of size 4cmx5cm. Do not staple and do not get the photo attested. Please note that your application shall be rejected summarily without photograph.

Box for Roll Number to be left unfilled (blank) by the candidate.

Signature of Candidate (Wherever required)

Please sign in running hand. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Unsigned application shall also be rejected.

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

(To be filled by the Head of the Office or Department in which the candidate is working).
(Please see Para 4(B) 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 Rs. _____ with 3 years regular service in the grade as on **27.09.2010**.

Signature _____
Name _____

Office seal

Place:
Date :

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

ANNEXURE- IV

Form of Certificate for serving Defence Personnel (Please see Note III Para-4 (B) 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:
Date:

(Signature of Commanding Officer)

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER NOTE III PARA 4(B) 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.

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

I further submit the following information:

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

(Signature of the Candidate)

Place:

Date:

ANNEXURE-VI

FORMAT FOR SC/ST CERTIFICATE

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

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

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

The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

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

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 991@
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 _____ of _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

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

Signature _____
** Designation _____
(with seal of office)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy.Collector/1st 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.

(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 _____ 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 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th 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 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th 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 _____ 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 & Training 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 & 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/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendary 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 assuming that the candidate does not fall in the creamy layer.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum _____ son/wife/daughter _____ of Shri _____
_____ age _____ sex _____ identification mark(s) _____

is suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left) (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (v) OA-One arm affected (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision :

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing Impairment :

- (i) D-Deaf
- (ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum meets the following physical requirements for discharge of his /her duties :-

- (i) F-can perform work by manipulating with fingers. Yes/No
- (ii) PP-can perform work by pulling and pushing. Yes/No
- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting. Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. Yes/No
- (x) H-can perform work by hearing/speaking. Yes/No
- (xi) RW-can perform work by reading and writing. Yes/No

|Affix here recent attested Photograph Showing the disability duly attested by the chairperson of the Medical Board

(Dr. _____) (Dr. _____) (Dr. _____)
Member, Medical Board Member, Medical Board Chairperson, Medical Board

Countersigned by the Medical Superintendent/
CMO/Head of Hospital (with seal)

*Strike out which is not applicable.

Essential Educational Qualification Code

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

Subject Code for Educational Qualification

| Subject of Educational Qualification | Code |
|--------------------------------------|------|
| History | 01 |
| Political Science | 02 |
| Economics | 03 |
| English/English Literature | 04 |
| Hindi/Hindi Literature | 05 |
| Geography | 06 |
| Commerce | 07 |
| Law | 08 |
| Physics | 09 |
| Chemistry | 10 |
| Mathematics | 11 |
| Statistics | 12 |
| Botany | 13 |
| Zoology | 14 |
| Agriculture Science | 15 |
| Civil Engineering | 16 |
| Electrical Engineering | 17 |
| Mechanical Engineering | 18 |

| | |
|---|----|
| Electronics Engineering | 19 |
| Electronics & Power Engineering | 20 |
| Electronics & Communication Engineering | 21 |
| Electronics & Instrumentation Engineering | 22 |
| Agriculture Engineering | 23 |
| Computer Science | 24 |
| Computer Application | 25 |
| Information Technology | 26 |
| Library Science | 27 |
| Accountancy | 28 |
| Work Accountancy | 29 |
| Business Administration | 30 |
| Mass Communication | 31 |
| Journalism | 32 |
| Mass Communication & Journalism | 33 |
| Pharmacy | 34 |
| Photography | 35 |
| Printing Technology | 36 |
| Nursing | 37 |
| Assamese | 38 |
| Bengali | 39 |
| Malyalam | 40 |
| Telgu | 41 |
| Kannada | 42 |
| Tamil | 43 |
| Marathi | 44 |
| Gujrati | 45 |
| Urdu | 46 |
| Sanskrit | 47 |
| Others | 48 |

