



**STAFF SELECTION COMMISSION**



**Computer Based Written Examination 15-6-2017 (Paper-I)  
15-6-2017 (Paper II)(Descriptive)**

**Closing Date for receipt of application: 05-05-2017 (up to 5.00 P.M.)**

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

**NOTICE**

**Combined Recruitment of Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhypak Examination, 2017**

**F.No.3/3/2017-P&P-II. The Staff Selection Commission will hold an open competitive Computer Based Examination for Combined Recruitment of Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhypak Examination, 2017 in the month of June, 2017, the details of which are as under :-**

| Code | Name of the post  | Pay scale                    |
|------|---|------------------------------|
| A    | Junior Translator in Central Secretariat Official Language Service (CSOLS)  | Level-6<br>(Rs.35400-112400) |
| B    | Junior Translator in M/o Railways (Railway Board)   | Level-6<br>(Rs.35400-112400) |
| C    | Junior Translator in Armed Forces Headquarters (AFHQ)   | Level-6<br>(Rs.35400-112400) |
| D    | Junior Translator/Junior Hindi Translator in subordinate offices who have adopted Model RRs of DoP&T for JT/JHT         | Level-6<br>(Rs.35400-112400) |
| E    | Senior Hindi Translator in various Central Government Ministries/ Departments/Offices                                   | Level-7<br>(Rs.44900-142400) |
| F    | Junior Translator/Junior Hindi Translator in subordinate offices who have not yet adopted Model RRs of DoP&T for JT/JHT | Level-6<br>(Rs.35400-112400) |
| G    | Hindi Pradhypak in Central Hindi Training Institute (CHTI)  | Level-8<br>(Rs.47600-151100) |

**Classification of posts: As per DOPT's Order No.11012/7/2008-Estt (A) dated 09.04.2009, the above posts have been classified as Group 'B' Non Gazetted post.**

2. Vacancies: Vacancies will be intimated in due course.

### 3. Reservation

Reservation for SC/ST/OBC/PH i.e. (Persons with disability) categories is available as per extant Government orders.

3. (i) The post of Junior Hindi Translators, Junior Translators and Senior Hindi Translators have been identified suitable for the persons suffering from disabilities of One Arm (OA), One Leg (OL), One Arm & Leg (OAL), Both Legs (BL), Both Legs & One Arm (BLOA), Blind (B), LV (Low vision) & HH (Hearing handicapped) as per guidelines of M/o Social Justice and Empowerment

3. (ii) The post of Hindi Pradhyapak has been identified suitable for the persons suffering from disabilities of One Arm (OA), One Leg (OL), One Arm & Leg (OAL), Both Legs (BL), Blind (B) and Low Vision (LV) as per guidelines of M/o Social Justice and Empowerment.

### 4. Nationality / Citizenship:

A candidate must be either:

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

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

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

5 (A) AGE LIMIT: Not exceeding 30 years as on 01.01.2017.

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

5 (B) Permissible relaxation of Upper age limit prescribed under para 5(A) above and Category codes for claiming age relaxation as on 01-01-2017 will be as follows :-

| Age relaxation Code | 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 | Ex-Servicemen<br>(Unreserved/General)   | 03 years after deduction of the military service rendered from the actual age as on the Closing date for receipt of application                    |
| 07 | Ex-Servicemen (OBC)   | 06 years(3 years + 3 years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application |
| 08 | Ex-Servicemen (SC & ST)   | 08years(3 years + 5 years) after deduction of the military service rendered from the actual age as on the Closing date for receipt of application  |
| 12 | Central Govt. Civilian Employees (General/ Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application                 | 5 years  |
| 13 | Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application                                 | 8 (5 +3) years   |
| 14 | Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application                               | 10(5+5) years  |
| 21 | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 <sup>st</sup> January, 1980 to 31 <sup>st</sup> December, 1989. (Unreserved/ General) | 5 years  |
| 22 | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 <sup>st</sup> January, 1980 to 31 <sup>st</sup> December,                             | 8 years  |

|     |  |              |
|-----|--|--------------|
|     | 1989. (OBC)  |              |
| 23  | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 <sup>st</sup> January, 1980 to 31 <sup>st</sup> December, 1989 (SC/ST) | 10 years     |
| 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)      | 5 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)                      | 8(5+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)                     | 10(5+5)years |

For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired the status of ex-servicemen at the relevant time of submitting his application for the Post/Service and 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 for receipt of application or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.

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, as per rules.

An ex-serviceman means a person:-

- (i) who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy and Air Force of the Indian Union, and
- (a) who either has been retired or relieved or discharged from such service whether at his

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

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

#### **6. 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, whenever such certificates are sought by concerned Regional/Sub Regional Offices of the Commission at the time of Document Verification. Otherwise, their claim for SC/ST/OBC/PH(PwD)/ ExS status will not be entertained and their candidature/ applications will be considered under the claimed Category. The formats of the certificates are annexed. Certificates in any other format will not be accepted. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be as the closing date for receipt of applications i.e. on 05.05.2017.

Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.

Candidates are warned that they may be debarred from the examination conducted by the

Commission in case they fraudulently claim SC/ST/OBC/ExS/PH (PWD) status

No attendant will be allowed with candidates inside the examination hall.

Provision of Compensatory Time and assistance of scribe: The Visually Handicapped/ cerebral palsy candidates will be allowed compensatory time in the examination. In addition, the orthopedically handicapped candidates (other than a candidate afflicted by Cerebral Palsy) who has a locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the medical certificate submitted by the candidate), such candidates can also avail the assistance of a scribe and a compensatory time of 20 minutes per hour in the examination, subject to such requests being made in the application form. The details of which are given in para 11 under the Heading "Scheme of Examination."

Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set 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 same 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.

7. EDUCATIONAL QUALIFICATIONS: (As on 01.01.2017)

For post codes 'A' to 'D'

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or **two** years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

For post codes 'E' (Senior Hindi Translator in various Central Government Ministries/ Departments / Offices)

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or **three** years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

For post code 'F' (Junior Translator / Junior Hindi Translator in subordinate offices who have not yet adopted Model RRs of DoP&T for JT/JHT):

Master's degree of a recognized University in Hindi or English with English or Hindi as a compulsory or elective subject at degree level,

Or

Bachelor's degree with Hindi and English as main subjects (which includes the term compulsory and elective)

Note: Candidates must ensure that they have studied English and Hindi as main subjects in all the three years of B.A. pass course.

For post code 'G' (Hindi Pradhyapak in Central Hindi Training Institute)

- (i) Bachelor's degree in Hindi with English as one of the subject at degree level either as compulsory or optional from a recognized University or Institute *plus* Master's degree in any subject from a recognized University or Institute *plus* Bachelor of Education from a recognized University/Institute.

OR

- (ii) Bachelor's degree in any subject from a recognized University or Institute *plus* Master's degree in Hindi with English as one of the subjects at degree level either as compulsory or optional from a recognized University or Institute *plus* Bachelor of Education from a recognized University/Institute.

Desirable: Two years experience of teaching Hindi at Senior Secondary level under Central or State Governments or recognized educational Institution.

As per Ministry of Human Resource Development Notification dated 10.06.2015 published in Gazette of India all the degrees/diplomas/certificates including technical education degrees/diplomas awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission.

Candidates who have not acquired/will not acquire the educational qualification as on 01.01.2017 will not be eligible and need not apply.

All candidates who are declared qualified by the Commission in Computer based examination will be required to produce all relevant Certificates in original such as Mark sheets / Provisional Degree/Diploma Certificate as proof of having acquired the minimum educational qualification on or before 01-01-2017 failing which the candidature of such candidates will be cancelled by the Commission. The candidates who are able to prove, by documentary evidence that the result of the qualifying examination was declared on or before the cut-off date and he/she has been declared passed, will also be considered to have the required Educational Qualification.

8. How to apply: Applications must be submitted only in the online mode. Detailed instructions as in Annexure – IIA and Annexure-IIB may be referred to. Candidates may note that only online application will be accepted at <http://ssconline.nic.in> only.

9. Application Fee:- Rs. 100/- (Rupees one hundred only).

Mode of payment:- Fee can be paid through SBI Challan/SBI Net banking or through credit/debit cards of any bank.

Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with disability and Ex-servicemen eligible for reservation are exempted from paying fee as per rules/instructions of Department of Personnel and Training, Government of India.

Fee once paid will not be refunded under any circumstances.

10. Details of Regional Offices:- Correspondence relating to non-receipt of Admission Certificate etc. and other grievances should be sent to concerned Regional Offices, details of which are as under:



| <b>Sl.No</b> | <b>Examination Centres &amp; Centre Code</b>   | <b>Address to which the applications should be sent</b>  |
|--------------|--|--|
| <b>1</b>     | <b>2</b>   | <b>3</b>   |
| 1.           | Allahabad(3003)<br>Lucknow (3010)<br>Patna (3206)  | Regional Director(CR),<br>Staff Selection Commission,<br>21-23 Lowther Road, Allahabad,<br>Uttar Pradesh-211002  |
| 2.           | Kolkata(4410),<br>Port Blair(4802),<br>Gangtok(4001),<br>Bhubaneshwar(4604),<br>Ranchi(4205) | Regional Director (ER),<br>Staff Selection Commission, Nizam<br>Palace,1 <sup>st</sup> MSO Building, (8 <sup>th</sup> Floor),<br>234/4. Acharya Jagadish Chandra<br>Bose Road), Kolkata,<br>West Bengal-700020 |
| 3.           | Bengaluru(9001),<br>Kochi(9204)<br>Thiruvananthapuram(9211)                                  | Regional Director(KKR),<br>Staff Selection Commission,<br>1 <sup>st</sup> Floor, "E" Wing, Kendriya<br>Sadan, Koramangala, Bangalore,<br>Karnataka-560034  |
| 4.           | Delhi(2201),<br>Jaipur (2405),<br>Dehradun(2002)   | Regional Director (NR),<br>Staff Selection Commission,<br>Block No. 12, CGO Complex,<br>Lodhi Road, New Delhi-110504   |
| 5.           | Guwahati (Dispur)(5105)  | Regional Director(NER),<br>Staff Selection Commission,<br>Housefed Complex, West<br>End Block, Last Gate ,Beltola<br>Basistha Road, Dispur Guwahati,<br>Assam-781006   |
| 6.           | Hyderabad(8002),<br>Chennai(8201),<br>Vijayawada(8008)                                       | Regional Director (SR),<br>Staff Selection Commission,<br>EVK Sampath Building, 2 <sup>nd</sup> Floor,<br>College Road, Chennai,<br>Tamil Nadu-600006  |
| 7.           | Mumbai(7204),<br>Panaji(7801),<br>Ahmedabad(7001)  | Regional Director (WR),<br>Staff Selection Commission,<br>1 <sup>st</sup> Floor, South Wing,<br>Pratishtha Bhawan,<br>101 M.K. Road, Mumbai,<br>Maharashtra-400020   |
| 8.           | Raipur(6204),<br>Bhopal(6001)  | Dy. Director (MPR),<br>Staff Selection Commission,<br>J-5 Anupam Nagar,<br>Raipur, Chhatisgarh-492001  |
| 9.           | Chandigarh(1601),<br>Jammu(1004)<br>Srinagar(J&K)(1007),                                     | Dy. Director (NWR),<br>Staff Selection Commission,<br>Block No. 3, Gr. Floor,<br>Kendriya Sadan, Sector-9,<br>Chandigarh-167017  |

**NOTE I:** No change of Centre of Examination will generally be allowed. Hence, the candidates should select the centres carefully and indicate the same correctly in their applications. The Commission considers only applications supported by documentary evidence from those serving in Armed Forces or Central Armed Police Forces for change of centre, if they are posted out due to operational reasons.

**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.

#### 11. SCHEME OF EXAMINATION:

The examination will consist of two papers which will be held on 15.06.2017. Detail of these papers will be as follows:-

| Date of Exam          | Part                             | Mode of Paper       | Subject                                  | Number of Questions/<br>Marks    | Total Duration / Timing for General candidates  |
|-----------------------|----------------------------------|---------------------|--|----------------------------------|---|
| 15-6-2017<br>(Sunday) | Paper- I<br>(Objective Type)     | Computer Based Mode | (i)General Hindi<br>(ii) General English | 100/100 mark<br><br>100/100 mark | 2 Hours<br>(2 hours and 40 minutes for VH/ OH (afflicted by Cerebral Palsy and locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate candidates) |
|                       | Paper- II<br>(Conventional Type) | Descriptive         | Translation & Essay                      | 200 marks                        | 2 Hours<br>(2 hours and 40 minutes for VH/ OH (afflicted by Cerebral Palsy and locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate candidates) |

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

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.

The Commission may at its discretion, fix qualifying marks in Paper-II.

Canvassing in any form will disqualify the candidates.

Indicative Syllabus for Computer Based Mode Examination:

Paper-I:

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

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

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.

The level of the paper will be consistent with the educational qualifications prescribed.

12. Mode of selection:

Candidates will be shortlisted on the basis of their performance in Paper-I& Paper-II of the examination only. Allocation of candidates will be made to User Departments depending upon their merit position and the option exercised by them.

Provided that SC, ST, OBC, and PH (PwD) candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC, and PH (PwD) 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 (PwD) 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 persons with disability (PwD) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in 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 is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

The candidates applying for the examination should ensure that they fulfil 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, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.

### 13. Admission to the Examination:

All candidates who apply in response to this advertisement by the closing date will be assigned Roll numbers which will be placed on the website of the concerned Regional Office about 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 concerned regional office of 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 placed on the website of the concerned Regional Office about two weeks before the date of examination. **It will not be sent by post.** If any candidate is unable to download his 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 details such as registration ID, transaction ID of SBI, copy of challan etc. for obtaining the admission certificates. Failure to do so will deprive him/her of any claim for consideration.

The photographs used by the candidates must be a recent, relaxed face and the picture should be in colour, against a light-coloured, preferably white, background. If flash is used then ensure that there should be no red-eye and, in case of glasses, the eyes should be visible. The face should not cover less than 80% of the entire photo. Photograph should be of JPG format and its size should be between 4kB to 20 kB.

It is compulsory to carry at least one original Photo ID such as Voter's ID, Adhar Card, Driving License, ID Cards issued by Government or other Offices where the candidates may be working. Candidates without such ID cards will not be allowed entry into the examination halls venues.

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

Applications with illegible/ blurred photograph and/ or signature will be rejected.

### 14. Resolution of Tie cases:

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

- i) Total marks in Paper-I.
- ii) Total marks in Paper-II.
- (ii) Date of birth, with older candidates placed higher.
- (iii) Alphabetical order in the first names of the candidates appear.

### 15. Preference

(A) A candidate is required to indicate in his/her Application Form, name of Post for which he/she would like to be considered for final allotment in order of preferences in case he/she is recommended by the Staff Selection Commission. Allocation of Posts to the selected candidates will be made strictly keeping in view their position in the merit list and the order of preference,

subject to number of vacancies available in that post. The posts for the purpose are grouped and coded as below:-

- (A) Junior Translator in Central Secretariat Official Language Service (CSOLS)
- (B) Junior Translator in Ministry of Railway (Railway Board)
- (C) Junior Translator in Armed Forces Headquarters (AFHQ)
- (D) Junior Translator / Junior Hindi Translator in subordinate offices who have adopted Model RRs of DoP&T for JT/JHT
- (E) Senior Hindi Translator in various Central Government Ministries/ Departments / Offices
- (F) Junior Translator / Junior Hindi Translator in subordinate offices who have not yet adopted Model RRs of DoP&T for JT/JHT
- (G) Hindi Pradhyapak in Central Hindi Training Institute (CHTI)

16. In accordance with the directions issued by DOPT vide its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings in the said open Competitive Examinations conducted by the Commission available on its website in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website:

- (i) Name of candidate.
- (ii) Father/Husband's name
- (iii) Date of Birth
- (iv) Category(Gen/SC/ST/OBC/PH/Minority)
- (v) Gender of the candidate.
- (vi) Educational Qualifications.
- (vii) Total Marks obtained in the qualifying examination
- (viii) Ranking by which the merit is decided.
- (ix) Complete address
- (x) E-mail address

However, the candidate will have the option, at the time of filling up of his/her application form, from opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details or else have inadvertently not exercised their option, will be made available on the website of the Commission.

17. Commission's decision final

The decision of the Commission in all matters including those relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), 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

Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copies submitted by them nor should they submit a tampered/fabricated document.

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

- (i) In possession of mobile phone & accessories including earphone and cords, bluetooth devices and other electronic gadgets within the premises of the examination centres, whether in use or in switch off mode or otherwise.
- (ii) Using unfair means in the examination hall/ lab.
- (iii) Obtaining support for his/her candidature by any means.
- (iv) Impersonate/ Procuring impersonation by any person.
- (v) Submitting fabricated documents or documents which have been tampered with.
- (vi) Making statements which are incorrect or false or suppressing material information.
- (vii) Resorting to any other irregular or improper means in connection with his/ her candidature for the examination.
- (viii) Disruption of examination process, instigating other candidates or resorting to any other unruly behavior in the examination hall/ lab.
- (ix) Misbehaving in any manner in the examination hall/ lab with the Supervisor, Invigilator or Commission's representatives.
- (x) Taking away the Answer sheet with him/ her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed by the Commission for the conduct of examination.
- (xii) Not fulfilling the eligibility conditions mentioned in the Notice.
- (xiii) Any other ground which the Commission considers to be sufficient cause.

#### 18. 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.

19. For detailed instructions relating to Application form, instructions for filling up the application form and submission of application, candidates are advised to refer Annexure-I, II-A & II-B. Rest of the Annexures are available on Commission's website <http://ssc.nic.in>

#### 20. Important Instructions to the candidates.

- (i) The Examination will comprise of two papers i.e. Paper-I (Computer Based Mode) & Paper-II (Descriptive).
- (ii) The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of 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. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- (iii) Candidates seeking reservation benefits available for SC/ST/OBC/PH(PwD)/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.
- (iv) Candidates with physical disability of 40% and more only would be considered as PHYSICALLY HANDICAPPED (PH/ PwD) and entitled to reservation.
- (v) Central Government civilian employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the

length of continuous service which should be for not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment in the event of their selection.

(vi) Fee: Rupees one hundred only- Rs.100/-

Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with Disability, and Ex-Servicemen eligible for reservation, as per Government orders.

(vii) Closing date for receipt of application: 05-05-2017 (up to 5.00 pm).

(viii) Only one online application is allowed to be submitted by a candidate for Junior Hindi Translators, Junior Translators, Senior Translators and Hindi Pradhyapak Examination 2017.

(ix) Mobiles and other electronic gadgets are banned within the premises of the examination centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from commission's examination up to 3 (three) years.

(x) Only online applications will be entertained for this examination. The facility of on-line application will be available w.e.f. 15-04-2017 to 05-05-2017 (up to 5.00 pm). However, candidates who wish to make the payment through challan of SBI, may make the payment to designated branches of SBI within the working hours of bank up to 08-05-2017 provided the challan has been generated by them before 5.00PM on 05-05-2017. Candidates should retain the Registration ID assigned to them online and details of payment of fee for further correspondence with the Commission. They should not submit print out of their application to the Commission.

(xi) Candidates should bring 3 passport size colour photographs. Candidates not carrying photographs may not be allowed to appear in the written examination.

(xii) In case the scanned photograph(s) appearing in the Commission's copy of Admission Certificate and/or on Attendance Sheet is not clear invigilators are required to verify the identity of the Candidate with reference to the photo ID Proof and get colour photographs pasted on the Commission's copy of Admission Certificate and/ or on Attendance Sheet. Accordingly, candidates should bring passport size colour photographs for affixing it in the Commission's copy of Admission Certificate in the presence of Invigilator. Candidates not carrying photographs will not be allowed to appear in the examination.

(xiii) All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.

(xiv) No admission certificates for aforesaid examination will be issued by post. Candidates are required to download admission certificate for the examination from the website of concerned Regional/Sub-Regional Offices.

(xv) Candidates are advised to give their Aadhaar Number in the Application Form (though it is not mandatory) for early redressal of their grievances, if any.

(xvi) THE CANDIDATES MUST WRITE THEIR NAME, DATE OF BIRTH, FATHER'S NAME AND MOTHER'S NAME STRICTLY AS GIVEN IN THE MATRICULATION CERTIFICATE OTHERWISE

THEIR CANDIDATURE WILL SUMARRILY BE CANCELLED AT THE TIME OF DOCUMENT VERIFICATION OR AS AND WHEN IT COMES INTO THE NOTICE OF THE COMMISSION.

(xvii) Signature of the candidate: The signature must be uploaded in JPG format. The digital size of the signature file must be in the range of 1-12 kB.

(xviii) Application with illegible/ blurred photograph and/ or signature will be rejected.

Under Secretary (P&P-II)



**BROCHURE**

**INSTRUCTIONS FOR FILLING UP THE APPLICATION**

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

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

Refer to para 10 of the Notice of the Examination.

**Column 12.1.** Code for seeking age relaxation.

Refer to para 5-B of the Notice of the Examination.

**Column 14.** Preference for Posts

- (A) **Junior Translator in Central Secretariat Official Language Service (CSOLS)**
- (B) **Junior Translator in Ministry of Railway (Railway Board)**
- (C) **Junior Translator in Armed Forces Headquarters (AFHQ)**
- (D) **Junior Translator / Junior Hindi Translator in subordinate offices who have adopted Model RRs of DoP&T for JT/JHT**
- (E) **Senior Hindi Translator in various Central Government Ministries/ Departments / Offices**
- (F) **Junior Translator / Junior Hindi Translator in subordinate offices who have not yet adopted Model RRs of DoP&T for JT/JHT**
- (G) **Hindi Pradhyapak in Central Hindi Training Institute (CHTI)**

**Column 15.** If a candidate suffers from cerebral palsy/ locomotor disability, as indicated in para-6 of the notice, he/ she should fill '1'. Candidates not suffering from cerebral palsy/ locomotor disability, should invariably fill '2' in this column.

**Column 16.1.** VH candidates and candidates suffering from cerebral palsy/ locomotor disability as indicated in para-6 of the notice, if opt for scribe, should specify the medium in which they desire to take the examination. Scribes will be arranged by the Commission accordingly.

**Column 17.** Educational Qualification and Subject Code: See Annexure – IX and Annexure-X respectively.

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

**Column 20.** Address for communication

Write your complete communication address including your Name in English in capital letters. Do not forget to write 6 digits PIN in the boxes.

**NOTE: Request for change/ correction in any particulars in the Application Form, once submitted will not be entertained under any circumstances.**

**Procedure for Online Submission of Application**

On-line application will be available w.e.f. 15.04.2017 to 05.05.2017 (up to 5.00 PM).

1. The Commission has devised a simplified format for the online application procedure. In this process, candidates may register once and may apply for any examination conducted by SSC.
2. One-time registration is the permanent database of candidates. The Registration ID and password provided by the system should be kept safely so that it can be used for applying to any examination conducted by SSC. The Registration facility is available to the candidates throughout the year on website <http://ssc.nic.in>. The registered candidates may log into the system and can proceed for application filling. The facility of online application (including payment of fees through SBI net banking/ Credit or debit cards of any banks) will be available from 15.04.2017 to 05.05.2017 (5.00 PM). However, candidates who wish to make the payment through challan of SBI, may make the payment to designated branches of SBI within the working hours of bank up to 08.05.2017 provided the challan has been generated by them before 5.00 PM of 05.05.2017.
3. The online submission of the application may be made at website **<http://ssconline.nic.in>**. Candidate should read the instructions in this Notice carefully before making any entry or selecting options. Candidate should provide all the required details while filling up the online form. Mandatory fields are marked with \* (asterisk) sign. The filling of online application contains two parts: Registration Part (In case not registered earlier) and Application Part.
4. In Registration Part, candidates will have to fill basic information and upload their photograph and signature. On submission of these details, candidates shall be prompted to check the details and make any correction in the registration.
5. Then a candidate can proceed to fill online application with Registration ID and password provided in the one-time registration process. **The application procedure is incomplete without application part.** Application part requires filling of information about choice of centres, education qualification, post preference, making payment of examination fee, etc.
6. To pay fee in cash, candidates should take print-out of the challan generated online after completion of Application Part and deposit the requisite fee in designated branch of State Bank of India and then continue within the stipulated date and time.
7. **Request for change/ correction of any particular in the Application Form shall not be entertained under any circumstances.** The Staff Selection Commission will not be responsible for any consequence arising out of non acceptance of any correction/ addition/ deletion in any particular field in the application form, whatever the reasons may be.
8. **The application form without photograph/ signature or with Blurred photograph/ signature or incomplete in any manner will be rejected summarily.**

**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 5(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 Closing Date.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office seal

Place:

Date :

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

**ANNEXURE- IV**

Form of Certificate for serving Defence Personnel (Please see Para-5 (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:

(Signature of Commanding

Officer)

Date:

Office Seal:

UNDERTAKING TO BE GIVEN BY THE CANDIDATE COVERED UNDER PARA 5(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:

**FORMAT FOR SC/ST CERTIFICATE**

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

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

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

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

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

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_  
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.  
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.  
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.  
The Constitution (Pondicherry) Scheduled Castes Order 1964@  
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @  
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@  
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @  
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @  
The Constitution (Sikkim) Scheduled Castes Order 1978@  
The Constitution (Sikkim) Scheduled Tribes Order 1978@  
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@  
The Constitution (SC) orders (Amendment) Act, 1990@  
The Constitution (ST) orders (Amendment) Ordinance 1991@  
The Constitution (ST) orders (Second Amendment) Act, 1991@  
The Constitution (ST) orders (Amendment) Ordinance 1996  
The Scheduled Caste and Scheduled Tribes Orders(Amendment)Act,2002  
The Constitution (Scheduled Caste) Orders (Amendment) Act,2002

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

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

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

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

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

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

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

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

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

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

This is to certify that Shri / Smt. / Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ village/town \_\_\_\_\_

in District/Division \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is  
recognized as a backward class under the Government of India, Ministry of Social Justice and  
Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.  
Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in  
the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union  
Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy  
Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of  
Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993\*\*.

District Magistrate

Deputy Commissioner etc.

Dated:

Seal:

---

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

\*\* As amended from time to time.

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



**DISABILITY CERTIFICATE**

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

(See rule 4)

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

**Recent PP size  
Attested  
Photograph  
(showing face only)  
of the person with  
disability**

**Certificate No.**

**Date:**

**This is to certify that I have carefully examined Shri/Smt/Kum \_\_\_\_\_  
Son/wife/daughter of Shri \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ years, male/Female \_\_\_\_\_  
(DD/MM/YY)**

Registration No. \_\_\_\_\_ permanent resident of Home No. \_\_\_\_\_  
Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_.

Whose photograph is affixed above, and am satisfied that :  
he/she is a case of:  
locomotor disability  
blindness  
(Please tick as applicable)

the diagnosis in his/her case \_\_\_\_\_

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

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

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

Signature and Seal of Authorised Signatory of notified  
Medical Authority)

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

**DISABILITY CERTIFICATE  
(IN CASE OF Multiple disabilities)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**  
(See rule 4)

**Recent PP size  
Attested  
Photograph  
(showing face only)  
of the person with  
disability**

**Certificate No.**

**Date:**

**This is to certify that I have carefully examined Shri/Smt/Kum \_\_\_\_\_  
Son/wife/daughter of Shri \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ years, male/Female \_\_\_\_\_  
(DD/MM/YY)**

Registration No. \_\_\_\_\_ permanent resident of Home No. \_\_\_\_\_  
Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ Whose photograph is affixed above, and am satisfied that :

He/She is a Case of **Multiple Disabilities**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

| S.N<br>o. | Disability           | Affected<br>part of the<br>body | Diagnosis | Permanent physical<br>impairment/mental<br>disabilities (in %) |
|-----------|----------------------|---------------------------------|-----------|--|
| 1.        | Locomotor disability | @                               |           |  |
| 2         | Low vision           | #                               |           |  |
| 3.        | Blindness            | Both Eyes                       |           |  |
| 4.        | Hearing impairment   | \$                              |           |  |
| 5.        | Mental retardation   | &                               |           |  |
| 6.        | Mental-illness       | X                               |           |  |

In the light of the above, his/her over all permanent physical impairment as per guidelines ( to be specified) is as follows:-

In figure \_\_\_\_\_ percent.

In words: \_\_\_\_\_ percent.

2. This condition is progressive/non progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary

**Or**

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till \_\_\_\_\_ (DD) \_\_\_\_\_ (MM) \_\_\_\_\_ (YY)

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

# e.g. Single eye/both eyes

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

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

| Nature of Document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|--|
|                    |               |  |

5. Signature and seal of the Medical Authority

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Name and seal of Member      Name and seal of Member      Name and seal of  
the  
Chairperson

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

**DISABILITY CERTIFICATE  
(IN CASE Other than those mentioned in Forms II and III)**

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

**Recent PP size  
Attested  
Photograph  
(showing face only)  
of the person with  
disability**

**Certificate No.**

**Date:**

**This is to certify that I have carefully examined Shri/Smt/Kum \_\_\_\_\_  
Son/wife/daughter of Shri \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ years, male/Female \_\_\_\_\_  
(DD/MM/YY)**

Registration No. \_\_\_\_\_ permanent resident of House  
No. \_\_\_\_\_  
Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ Whose photograph is affixed above, and am satisfied that he/She is a  
Case of \_\_\_\_\_ **disability**. His/her extent of percentage physical  
impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities (to  
be specified) and is shown against the relevant disability in the table below: -

| <b>S.N<br/>o.</b> | <b>Disability</b>    | <b>Affected<br/>part of the<br/>body</b> | <b>Diagnosis</b> | <b>Permanent physical<br/>impairment/mental<br/>disabilities(in %)</b> |
|-------------------|----------------------|--|------------------|--|
| 1.                | Locomotor disability | @  |                  |  |
| 2                 | Low vision           | #  |                  |  |
| 3.                | Blindness            | Both Eyes                                |                  |  |
| 4.                | Hearing impairment   | \$                                       |                  |  |
| 5.                | Mental retardation   | &  |                  |  |
| 6.                | Mental-illness       | X  |                  |  |

(Please strike out the disabilities which are not applicable)

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

Reassessment of disability is:

(i) not necessary

**Or**

(ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this  
certificate shall be valid till \_\_\_\_\_

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

# e.g. Single eye/both eyes

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

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

| Nature of Document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|--|
|                    |               |  |

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

(Authorised Signatory of notified Medical Authority  
(Name and Seal)

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

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

Note: The Principal rules were published in the Gazette of India vide notification number SO 908(E) dated 31<sup>st</sup> December 1996.

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

## 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   |
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