

**Government of India  
Ministry of Home Affairs  
Sashastra Seema BAL**

**RECRUITMENT NOTICE: ASSISTANT SUB-INSPECTOR (STENO) – 2013**

Applications are invited from eligible male/female candidates for filling up the following vacancies of Group-C Non-Gazetted (Combatised), **Assistant Sub-Inspector (Stenographer)** in Sashastra Seema Bal. They will be governed under SSB Act and Rules applicable to other members of the Force and other Rules applicable from time to time. On appointment they shall be entitled for the pension benefits as per the **“New Restructured Defined Contributory Pension Scheme”** applicable for the new entrants to the Central Government Services w.e.f. 01-01-2004. The last date of receipt of application is **30-11-2013**. However the closing date for receipt of applications (by post) for the candidates from North-Eastern States, Sikkim, Pangi Sub-Division of Chamba, Lahaul & Spiti and Kinnaur Districts of Himachal Pradesh, Ladakh Division, Kashmir of J&K State and the Union Territories of Andaman and Nicobar Islands and the Lakshadweep will be **07-12-2013**.

**Nationality/citizenship:**

- (a) A citizen of India, or
- (b) A subject of Nepal, or
- (c) A subject of Bhutan

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

Post	Pay Band + Grade Pay	UR	SC	ST	OBC	Total
ASI (Stenographer)	5200-20200+ GP 2800 (PB-I)	13 +03 (Ex- Servicemen)	03	02	07	<b>25+ 03 (Ex- Servicemen) = 28</b>

**Note:-**

1. Vacancies reserved for Ex-Servicemen will be filled by the candidates of open category within the respective quota if suitable candidates of Ex-Servicemen are not available.
2. The number of vacancies are subject to change without any notice and may increase or decrease depending upon the position at the time of final selection.
3. The posts are temporary but likely to be permanent.
4. The recruitment will be conducted on all India basis.
5. Any candidate appointed to the said post shall be liable to serve anywhere in India or abroad and perform any work & duty assigned to him there-so.

**2. ELIGIBILITY CONDITIONS FOR ABOVE POSTS ARE AS UNDER:-**

**(A) Age: 18 to 25 years (As on 01/08/2013)**

**Note:-i) The crucial date to determine age will be 01.08.2013. The candidates must fulfill all eligibility conditions and should be in possession of all certificates as on 30-11-2013 i.e. the closing date of receipt of application.**

ii) Candidates not in possession of requisite educational, experience certificate or appearing in the examination/awaiting result need not to apply.

**Relaxation:**

- (a) There will be relaxation in age for SC/ST/OBC (i.e. 5 years for SC/ST & 3 years for OBC candidates).
- (b) The upper age limit for departmental candidates shall be 40 years for General and OBC candidates and 45 years for Scheduled Caste/Scheduled Tribes candidates.
- (c) The upper age limit up to 05 years is relaxable in case of candidates already in Govt. service. Govt. employees / servants claiming age relaxation should be in possession of certificate in prescribed format from their office in respect of the length of continuous service which should not be less than 03 years in the immediate period preceding the date of recruitment / closing date of receipt of application. They should continue to have the status of Govt. servant / employee till the time of appointment, in the event of their selection. The candidate will have to produce NOC from his parent department at the time of applying for the post / recruitment in SSB. However, departmental candidate may forward their application through proper channel from their head of offices. **The concession will be admissible only where a Govt. employee has rendered not less than 3 (three) years regular and continuous service in Govt. Deptt as on closing date of application.**
- (d) The Relaxation in upper age limit of 5 years shall also be admissible for the candidates who had ordinarily been domiciled in the state of J&K during the period from 01/01/1980 to 31/12/1989. The candidate will have to produce a certificate from the concerned District Collector to claim such relaxation in age.
- (e) Five years of age relaxation will also be granted to the children and dependent family members of those killed in the 1984 riots and 2002 communal riots of Gujarat.

**Children mean** (a) Son (including adopted son): or (b) Daughter (including adopted daughter) **Dependent family members mean: (a) Spouse; or (b) Children; or Brother or Sister** in the case of unmarried Govt. servant who was wholly dependent on the Govt. servant at the time of his killing in the riot. The candidate will have to produce a certificate to the effect, issued by the concerned District Collector to claim relaxation in age. Children and dependent family members of those killed in the riots (1984 riots 2002 communal riots of Gujarat) will also produce a certificate from the concerned District Collector.

(f) The above relaxation in age as mentioned in para 2 (b) to (d) is in addition to relaxation of 5 years in age for SC/ST and 3 years for OBC candidates as per Govt. orders.

**Note: - Candidates claiming benefits under OBC category shall be in accordance with Castes notified in the Central List. The certificates should be in the prescribed format issued by the Competent Authority empowered for the purpose. No other certificate will be accepted as proof.**

**DEFINITIONS/RELAXATION AND SPECIAL INSTRUCTIONS FOR EX-SERVICEMEN**

i) Relaxation to the extent of military service plus 3 years as provided in DOP&T Notification No. 39016/10179-Rectt(c) dated 15.12.1979.

ii) Every Ex-Servicemen who has put in not less than six months continuous service in the Armed Forces of the Union, shall be allowed to deduct

the period of such service from his actual age and if the resultant age does not exceed the maximum age limit by more than three years he shall be deemed to satisfy the condition regarding age limit. However, break in service should not be more than two years.

iii) Ex-Servicemen holding the higher rank may also compete in this recruitment for lower post provided they fulfill the eligibility criteria and also they furnish their willingness in writing that in the event of their selection they will not claim the post equivalent to the rank they were holding in the Defence Forces.

iv) Character certificate: Minimum requirement will be Exemplary/Very Good/Good category certificate.

v) Medical category: "A" (AYE)/SHAPE-ONE, at the time of discharge. They should possess to pass the same medical standards prescribed for direct recruits.

vi) "Ex-servicemen" means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the paramilitary forces; and

vii) Who has retired from such service after earning his/her pension; this would also include persons who are released/retired at their own request but after having earned their pension **or**

who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension **or**

who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; **or**

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 services;
- (ii) pension with disability attributable to military service; and
- (iii) gallantry award winners

### **3. EDUCATIONAL QUALIFICATION:**

(i) Intermediate or Senior Secondary School Certificate (10+2) examination from a Recognized board/University or equivalent.

#### **(ii) Skill Test norms on computer**

**Dictation** :- 10 Minutes @ 80 words per minute.

**Transcription Time** :- 50 Minutes in English or 65 Minutes in Hindi on Computer

**Note :- All Educational certificates other than State Board/Central Board should be accompanied with Govt. notification declaring such qualification equivalent to Matric /10<sup>th</sup> class pass or as the case may be, for service under Central Govt.**

**4. PHYSICAL STANDARD FOR MALE CANDIDATES**

DESCRIPTION	HEIGHT	CHEST		WEIGHT
For all except Scheduled Tribe candidates	165 Cms	77cms (Un-expanded)	82 cms (Ex-panded)	Proportio nate to height and age as per medical standard
Relaxable for candidates falling in the categories of Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the Sates of Sikkim, Nagaland, Arunchal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh and Jammu & Kashmir	162.5 Cm	77 Cms	82 Cms	
All candidates belonging to Scheduled Tribes categories	162.5 Cms	76 Cms	81 Cms	

**FOR FEMALE CANDIDATES**

DESCRIPTION	HEIGHT	CHEST	WEIGHT
For all except Scheduled Tribe candidates	155 Cms	Not Applicable	Proportiona te to height and age as per medical standard
Relaxable for candidates falling in the categories of Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the Sates of Sikkim, Nagaland, Arunchal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh and Jammu & Kashmir	150 Cms	Not Applicable	
All candidates belonging to Scheduled Tribes categories	150 Cms	Not Applicable	

**5. PHYSICAL EFFICIENCY TEST (PET):-** Those who are found fit in the Physical Standard Test (PST), will be put through the following physical efficiency test (PET):-

For Male	For Female
800 Mtrs race to be completed in 3 minutes.	800 Mtrs race to be completed in 4 minutes.
11 feet long jump (three chances to be given)	8 feet long jump (three chances to be given)
3 ½ feet high jump (three chances to be given)	3 feet high jump (three chances to be given)

**6. MEDICAL STANDARD:**

**i) Eye Sight-** The minimum distant vision should be 6/6 in one eye and 6/9 in other eye without correction i.e. without wearing glasses or lenses. Visual correction of any kind is not permitted.

**ii)** The candidates must not have knock-knee, flat foot, varicose vein or squint in eyes and they should possess high colour vision i.e. CP III by ISIHARA. They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties. The candidate must meet all the medical standards required for efficient performance of the duties to a Combatised post in SSB.

**7. METHOD OF RECRUITMENT:** - The selection process shall consist of following stages:-

- I) Documentation
- II) Physical Standard Test (PST)
- III) Physical Efficiency Test (PET)
- IV) Written Examination
- V) Skill Test (Shorthand Test) and transcription on computer
- VI) Final Medical Examination
- VII) Review Medical Examination

**7.1. DOCUMENTATION (CHECKING OF ORIGINAL DOCUMENTS / CERTIFICATES FOR ELIGIBILITY CRITERIA):-**

All the candidates who report for the recruitment test will be asked to produce original documents / certificates pertaining to age, education, Caste, community certificate, NOC / Discharge Certificate (in case of Ex-Servicemen), Proof to avail age relaxation etc. The actual age of the candidate will be determined from his Matriculation / Higher Secondary School Certificate. The candidates must ensure that their name, father's name and date of birth mentioned in all documents must be same as in the matriculation/Higher Secondary certificate. Candidates must bring all their original certificates and two attested copies of each with them.

**7.2. PHYSICAL STANDARD TEST (PST):-** The candidates who are found eligible in documentation will be put through Physical measurement as prescribed in the eligibility conditions i.e. para-4 above. **Ex-Servicemen are exempted from PST. However, their actual height, weight and chest measurement will be recorded at the time of PST.**

**7.3. PHYSICAL EFFICIENCY TEST (PET)** The candidates qualifying Physical Standard Test (PST) will be required to pass Physical Efficiency Test (PET) as per para-5 above, which is qualifying in nature :-

**Note: PET will be qualifying in nature and a candidate must qualify in all the above events. Failure to qualify in ANY of the events of PET will render the candidate disqualified to appear in Written Examination. Ex-Servicemen are exempted from PET. However, they will have to appear in Written Examination, Skill test (Typing Test) on computer and Final Medical Examination.**

#### 7.4. WRITTEN EXAMINATION:-

Those candidates who qualify the PST and PET including Ex-Servicemen shall be eligible to appear in the Written Test to be conducted as under:-

	<u>Max. Marks</u>
Hindi/English	25
General Knowledge	25
Arithmetic	25
Reasoning	<u>25</u>
<b>Total</b>	<b>100</b>

- i) Candidates may note that no separate call letters will be issued for appearing in the written examination.
- ii) The written examination will be held on OMR based Answer Sheets. The duration of written examination will be 2 hours. Candidates will be required to record their answer in OMR sheet with blue/black ball point pen.
- iii) The OMR answer sheet of written test will be processed/scanned in an electronic machine. Any wrong entry of roll number, name, question booklet number, question paper series will render the OMR sheet invalid and the same will not be evaluated. The concerned candidate will be responsible for such mistake on their part.

**Minimum qualifying marks will be 50% for General, OBC & Ex-Servicemen and 45% for SC/ST candidates.**

**Note:** Candidates appearing in written test will not be allowed to carry electronic equipments like mobile phone, calculator, pager, digital wrist watch having calculator etc. Any candidate found indulging in any unfair practice will be summarily removed from the written test and will be debarred from further recruitment process.

#### 7.5 SKILL TEST ( SHORTHAND TEST) AND TRANSCRIPTION ON COMPUTER

The candidates who qualify the written test will be required to appear in the Skill Test (Shorthand Test). **10 minutes dictation @ 80 words per minute and transcription time of 50 minutes for English or 65 minutes time for Hindi on computer will be given, which is only qualifying in nature.**

**Note: - Failure to qualify the event of Skill test ( Shorthand test) and transcription will render the candidate disqualified for selection.**

#### 7.6. FINAL MEDICAL EXAMINATION:-

Candidates who qualify Written Examination, Skill Test (Shorthand Test) and transcription on Computer will be put through detailed medical examination strictly on the basis of merit of written examination as per the vacancies and average failure rate.

**Note:-**

- (i) The candidates will be called for medical examination three times over and above the number of vacancies advertised so that if some candidates high up in the merit list (category wise) do not make it through medical examination, candidates lower in merit list could be considered for appointment strictly based on merit.

- (ii) **Being called for medical examination will in no way give any legal claim or right to any candidate for final appointment in Govt. service.**

#### **7.7. APPEAL AGAINST FINDINGS OF MEDICAL EXAMINATION:-**

If a candidate is declared unfit in the detailed medical examination, the grounds for rejection will be communicated to him by the Chairman. If the rejected candidate is not satisfied with the findings of the Medical Officer, he/she will apply and obtain Form-4, 5 & 6 from the Chairman Recruitment Board concerned to prefer an appeal for Review Medical Examination to Inspector General (Pers), SSB, Force HQ R.K. Puram, New Delhi -110066, within 15 days from the date of issue of communication in which the findings of the Medical Officer is communicated to him/her. The appeal should necessarily contain the following; (a) Review Medical Examination fee of ` 25/- (Rupees Twenty five only) **non refundable**, through a Bank Draft in favour of "PAO, SSB (MHA), New Delhi", (b) Appeal Form 4, 5 & 6 issued by the initial Medical Board declaring the candidate as Unit, (c) One self addressed envelope with ` 25/- postage stamps duly affixed on it. Certificate other than Medical Form-6 (provided by the Chairman of Recruitment Board to the Candidates) to submit appeal for Review Medical examination will not be considered and rejected straightway. **The fitness certificate on Form-6 is essential to consider their cases for review medical examination and not for any other purpose.**

The candidates whose appeal is found in order will be issued call letters to appear for Review Medical Examination and their list will also be uploaded in the SSB Website [www.ssbrectt.gov.in](http://www.ssbrectt.gov.in). They may keep in touch to know their date of appearing in review medical examination and venue by visiting our website.

The decision of the Review Medical Board of SSB will be final and no 2<sup>nd</sup> appeal will be entertained as per Govt. instructions and also no reply of the correspondence/2<sup>nd</sup> appeal will be given/entertained.

**Note:- It should, however, be clearly understood that the Selection Board reserves absolute discretion to reject or accept any candidate after considering the report of the medical board.**

#### **8. FINAL SELECTION:-**

The final selection list will be prepared in order of merit, category wise, after completion of Review Medical Examination. It is hereby emphasized that the candidates who merely secure the qualifying percentage marks and found medically fit, may not be considered for final selection since the cut off marks will be determined according to number of vacancies as well as after completion of whole recruitment process. Where equal marks have been obtained by candidates their merit will be fixed as per date of birth and the older candidate will be given preference.

The result of provisionally selected candidates will be uploaded in SSB website i.e. [www.ssbrectt.gov.in](http://www.ssbrectt.gov.in) as per availability of vacancies. The selected candidates will be issued offer of appointment. No further extension will be given except in deserving cases. The provisional appointment of the candidates will be subject to verification of their Caste and other Certificates related to recruitment through proper channel and if the verification reveals that the certificates are false at any stage, the candidate's service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false Certificates.

**9. APPLICATION FEE:-**

Application fee will be ` 50/- (Rupees fifty only) Non-refundable for candidates belonging to General and OBC categories. They shall attach Bank Draft/IPO (Non-refundable) drawn in favour of Authority mentioned at para-10 at column No. 3 below. No application fee will be charged from SC/ST, Ex-Servicemen and Female candidates.

**10. HOW TO APPLY:-**

Eligible and desirous candidates should send their applications BY POST in the prescribed proforma given in Annexure-I and II with two self attested passport size photographs duly affixed on application form and admit card at the space provided for the purpose, along with application fee of ` 50/- in the form of DD/IPO and self attested copies of the testimonials as in Para-11. The applications should be typed or neatly hand written. Two self-addressed envelopes of 4"x9" size with ` 25/- postage stamps duly affixed should also be attached with the application form. The candidates belonging to different States/UTs should send their application forms to the address as shown at Column No.2 of the table below on or before closing date. The envelope containing the application should be super scribed in block letters as APPLICATION FOR THE POST OF "ASSISTANT SUB-INSPECTOR (STENOGRAPHER)". The incomplete applications and applications received after the last date will not be entertained and will be summarily rejected. SSB will not be responsible for postal delay, if any. No correspondence will be entertained on this account. The details for sending the application are as under:-

Name of Post	Application Receiving Centre and application should be addressed to the following officer	Bank Draft/IPO should be prepared in favour of
1.	2.	3.
Assistant Sub-Inspector (Stenographer)	The Inspector General, FTR HQ (SSB), Guwahati, Nikita Complex, 345, G.S.Road, Khanapara, Guwahati (Assam) PIN: 781022.	"Accounts Officer, FTR Hqrs. SSB Guwahati" payable at SBI Guwahati, Assam



- Note:** - (i) DDs/IPOs may be prepared in favour of addressee as above only.  
(ii) Application must be sent to above address only.  
(iii) Applications addressed to FHQ SSB or any other offices of SSB shall not be entertained at any stage.

**11. SELF ATTESTED COPIES OF DOCUMENTS TO BE ATTACHED WITH APPLICATION:-**

- a) Educational qualification Certificate(s) i.e. (Matriculation and 10+2 pass certificate).
- b) Date of birth certificate (Matriculation or 10+2 pass certificate).
- c) Scheduled Caste/Scheduled Tribe/OBC certificates should be on the format as **Annexure-III** for SC/ST and **Annexure -IV** for OBC prescribed in the Central Govt. order. (May also be down loaded from SSB Website **www.ssbrectt.gov.in**). **Applications of candidates without OBC certificate on prescribed format will not be considered and summarily rejected.**
- d) Ex-Servicemen must submit Photostat copies of discharge/release certificate in support of claim of Ex-Servicemen & Caste Certificate, if belongs to SC/ST/OBC on the format as prescribed in the Central Govt. order.
- e) Departmental candidates should apply through proper channel.
- f) Government employees applying for the post must enclose N.O.C with their application form.
- g) Demand Draft/Indian Postal Order worth ` 50/- (Non-Refundable)
- h) 2 (Two) self addressed envelopes with postage stamps worth ` 25/- each.
- i) Certificate of bonafide/Domicile/Permanent resident of that State from designated revenue authorities not below rank of Tehsildar for verification of citizenship of India.
- j) West Pakistani Refugees settled in J&K are exempted to produce domicile certificate, they will produce certificate issued by the village Sarpanch/ Numbardar along with a copy of the Electoral Roll showing the name of the candidates in voter list for election to the Parliamentary Constituency.
- k) Annexure-V (if applicable for relaxation in height and chest)

**12. IMPORTANT INSTRUCTIONS: -**

- i) Applications submitted on a format other than published in this advertisement, are liable to be rejected summarily.
- ii) Candidate should note that the Date of Birth as recorded in the Matriculation, 10+2/Sr. Secondary Examination Certificate OR an equivalent Certificate on the date of submission of application, will be accepted.
- iii) If the above documents are not submitted along with the application, it will be rejected summarily or at any stage of the recruitment process and no request for reconsideration will be entertained.
- iv) **Incomplete or unsigned applications, applications without self attested photographs, applications received after closing date will be rejected summarily.**

- v) All candidates in Govt. service whether in a permanent or in temporary capacity etc. will be required to submit their application through proper channel along with NOC. Application shall be rejected if received late or is not complete in all respect as provided in the rules.
- vi) Any wrong attestation so as to mislead the Recruitment board or to gain access to examination would lead to criminal action against the candidate besides cancellation of his candidature.
- vii) **No separate admit cards / call letter will be issued to the qualified candidates called for written examination, Skill Test norms on Computer and final medical examination. The same will be apprised to the candidate by the recruitment board and the list of qualified candidates called for above test will be displayed on the notice board at the recruitment venue as well as uploaded in SSB Recruitment Website i.e. [www.ssbrectt.gov.in](http://www.ssbrectt.gov.in).**
- viii) In case any candidate is found ineligible or suppressing facts on any ground after his selection/appointment, his services will be terminated without assigning any reason.
- ix) The Government shall not be responsible for damage /injury/loss to the individual, if any, sustained during the recruitment process and journey.
- x) **The DG SSB has full rights to make changes or cancel /postpone the recruitment without assigning any reason.**
- xi) Candidates canvassing in any form or bringing outside influence /pressure, offering illegal gratification, blackmailing or threatening to blackmail any person connected with recruitment will be declared disqualified.
- xii) Candidates impersonating and submitting fabricated/forged documents are also liable to be disqualified.
- xiii) **It should, however, be clearly understood that the Selection board reserves itself, absolute discretion to reject or accept any candidate at any stage.**
- xiv) It is in the interest of the candidates that the application is filled up properly and completely without correction/alteration/overwriting.
- xv) Mere qualifying the prescribed tests in SSB recruitment does not confer any right of selection to the candidate.
- xvi) **The candidates provisionally selected for the above posts should qualify the training or courses as prescribed by the Director General, Sashastra Seema from time to time during probation period failing which services are liable to be terminated.**
- xvii) **The candidates will not be considered for recruitment if involved/convicted/arrested in any criminal case under IPC or any other Act of the Central or State Government.**

**13. NO TA/DA WILL BE ADMISSIBLE:-**

However, TA for onward and return journey to SC/ ST candidates will be paid as per GOI instructions to those who appear in written test subject to production of rail/ Bus tickets, original cast certificate, non employment certificate from MP or MLA or any Gazetted Officer of the locality in case they are not employed in Central / State Government.

**14. APPLICATION FORMS ARE LIABLE TO BE REJECTED SUMMARILY, IF THEY ARE:-**

- i) Incomplete.
- ii) Not on prescribed format.
- iii) Without Bank Draft/ Banker Cheque/IPO of ` 50/-.
- iv) Accompanied with under valued Bank Draft/ Bankers cheque/IPO.
- v) Accompanied with Bank Draft/ Bankers cheque/IPO drawn in favour of wrong paying authority or wrong address of Bank draft/ Banker cheque/IPO.
- vi) Received without self attested copy of caste certificate and discharge certificate in case of Ex-Servicemen.
- vii) Received without self attested copies of educational certificate/testimonials.
- Viii) Received without self addressed envelopes and without postage stamps affixed on the envelopes.
- ix) Received without self attested photographs.
- x) Received without signature & thumb impression of the candidate.
- xi) Received after last date of receipt of the application.
- xii) Received directly & without signature/seal of H.O.O. in case of serving candidates.
- xiii) Received with SC/ ST/ OBC certificates not on prescribed format.

**THE TERMS AND CONDITIONS GIVEN IN THIS ADVERTISEMENT ARE SUBJECT TO CHANGE AND SHOULD THEREFORE BE TREATED AS GUIDELINES ONLY**

**ASSISTANT DIRECTOR (RECTT)**





13. Contact Number/Mobile No.

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14. Whether employed in SSB

15. Govt. Service

If so, mention following details.

Name of present employer	Date since when	Post held	Name and designation of authority issuing N.O.C

15. Have you ever been debarred by UPSC, SSC or SPSC or any recruitment board from appearing in any exam? Yes/No

16. **Criminal Proceeding details, if any:**

(a) Whether any FIR or criminal case(s) has ever been registered against you? Yes/No

(b) Whether any criminal complaint case or FIR or criminal case(s) is pending against you in Court of Law, or with police at the time of submitting the application form? Yes/No

(c) Have you ever been arrested/detained in any criminal case(s)? Yes/No

(d) Have you ever been tried & convicted or acquitted by a Court of Law in any criminal case(s)? Yes/No

(e) Have you ever been tried & convicted by the Court by filling any bond for good behavior etc.? Yes/No

17. **Case reference:** If the answers to any of the above mentioned questions is "YES" then give full particulars of the Criminal complaint case, FIR No. & Date, Under Section, District and present status of the case at the time of filling up this application form.

18. If after submission of this application form, any criminal case(s) is registered against you or arrested/detained by Police in any criminal case relevant details of same should be communicated immediately to the concerned Chairman of Recruitment Board conducting recruitment failing which it shall be deemed to be suppression of factual information.

19. Identification mark (Please write in the box)

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20. Thumb impression of candidate:

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**21. DECLARATION:** I hereby declare and confirm that all the entries/information in the application form is correct. I undertake that, in case any information furnished by me is found to be false or incomplete or any material information concealed by me, my candidature may be cancelled.

Place:

Signature of Candidate.....

Date:

**NOTE: Candidates should apply only if they fulfill all the physical standard & Educational qualifications as mentioned in the advertisement to avoid any disappointment at later stage.**

**ADMIT CARD**

(TO BE PRINTED/TYPED/WITTEN IN SEPARATE PAPER)  
(Candidate will not be allowed to appear in the recruitment test without  
production of this admit card)

Affix your self  
attested recent  
passport size  
photograph

To be filled by the candidate

Name of candidate : .....

Father's Name : .....

Date of birth : .....

Sex : .....

Name of post for which applied : **Assistant Sub-Inspector (Stenographer)**

**(Signature of Candidate)**

(TO BE FILLED BY THE APPLICATION RECEIVING  
AUTHORITY)

Roll Number \_\_\_\_\_

Post for which appearing for Test: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Whether direct/ departmental candidate \_\_\_\_\_

Whether SC/ST/OBC/General/Ex-Serviceman \_\_\_\_\_

Name of Recruitment Centre with complete address:

\_\_\_\_\_  
\_\_\_\_\_

Date and time on which the candidate is required to appear:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signature of Nodal Office, ARC  
With seal



**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO  
SCHEDULED CASTE OR SCHEDULED TRIBE**

This is to certify that Shri/Mrs/Ms/Miss \_\_\_\_\_ Son/  
daughter of Shri \_\_\_\_\_ of village/Town \_\_\_\_\_ in District/  
Division \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ caste/Tribe which is recognized as a Schedule Caste/Scheduled Tribe under.

The Constitution (Scheduled Castes) order, 1950.

The Constitution (Scheduled Tribes) order, 1950.

The Constitution (Scheduled Castes)(Union Territory) order, 1951.

The Constitution (Scheduled Tribes) (Union Territory) order, 1951.

**(As amended by the Scheduled Castes and Scheduled Tribes (Modification) Order 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, The State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization Act, 1971) and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act, 1976.)**

\*The constitution (Jammu & Kashmir) Scheduled Caste Order, 1956;

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

\*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962;

\*The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;

\*The Constitution (Pondichery) Scheduled Castes Order, 1964;

\*The Constitution (Uttar Pradesh) Scheduled Tribes 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 (Scheduled Castes) Orders (Amendment) Act, 1990.

\*The Constitution (Scheduled Tribes) Order, (Amendment) Ordinance, 1991.

\*The Constitution (Scheduled Tribes) Order, (Second Amendment) Act, 1991.

The Constitution (Scheduled Tribes) Ordinance, 1996

\*2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issue to Shri \_\_\_\_\_ Father of Shri/Mrs/Ms/Miss \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ of the State/UT \_\_\_\_\_ who belong to the \_\_\_\_\_ caste/Tribe which is recognized as a SC/ST in the State/Union Territory \_\_\_\_\_ issued by the \_\_\_\_\_ ( name of the prescribed issuing authority) vide their No. \_\_\_\_\_ dated \_\_\_\_\_ or Shri \_\_\_\_\_ and or his/her family ordinarily reside(s) in Village/Town \_\_\_\_\_ of \_\_\_\_\_ District/Division of the State/Union Territory of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(With seal of Office)

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

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CASTE/TRIBE CERTIFICATE:**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner /Additional Deputy Commissioner/Dy. Collector/ 1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Extra Assistant Commissioner/ Taluka Magistrate/Executive Magistrate.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his/her family resides.

**NOTE:-** ST candidates belonging to Tamil Nadu State should submit caste certificate only from the Revenue Division Officer.

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

**(G. I. Dept. of Per.& Trg. O. M. No.36033/28/94-Estt.(Res).dated 2-7-1997)**

**This is to certify that ..... son/daughter of ..... Village  
..... District/Division..... In the .....  
State..... belongs to the..... Community, which is recognized as a  
Backward Class under: -**

- \* (i) Government of India, Ministry of Welfare, Resolution, No.12011/68/93-BCC (C), dated the 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section-I, NO. 186, dated the 13<sup>th</sup> September, 1993.
- \* (ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19<sup>th</sup> October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section, No. 163 dated the 20<sup>th</sup> October, 1994.
- \* (iii) Government of India, Ministry of Welfare, Resolution No.12011/7/95-BCC, dated the 24<sup>th</sup> May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 88, dated the 25<sup>th</sup> May, 1995.
- \* (iv) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC, dated the 9<sup>th</sup> March, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 60, dated the 11<sup>th</sup> March, 1996.
- \* (v) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC, dated the 6<sup>th</sup> December 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210, dated the 11<sup>th</sup> December 1996.
- \* (vi) Government of India, Ministry of Welfare, Resolution No.12011/13/97-BCC, dated the 3<sup>rd</sup> December, 1997, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 239, dated the 17<sup>th</sup> December, 1997.
- \* (vii) Government of India, Ministry of Welfare, Resolution No.12011/99/94-BCC, dated the 11<sup>th</sup> December 1997, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 236, dated the 12<sup>th</sup> December 1997.
- \* (viii) Government of India, Ministry of Welfare, Resolution No.12011/68/98-BCC, dated the 27 Oct., December, 1999, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 241, dated the 27<sup>th</sup> Oct, 1999.
- \* (ix) Government of India, Ministry of Welfare, Resolution No.12011/88/98-BCC, dated the 06<sup>th</sup> December 1999, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 270, dated the 06<sup>th</sup> December 1999.
- \* (x) Government of India, Ministry of Welfare, Resolution No.12011/36/99-BCC, dated the 4<sup>th</sup> April 2000, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 71, dated the 4<sup>th</sup> December 2000.
- \* (xi) Government of India, Ministry of Welfare, Resolution No.12011/44/99-BCC, dated the 21<sup>st</sup> December 2000, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210, dated the 21<sup>st</sup> December 2000.
- \* (xii) Government of India, Ministry of Welfare, Resolution No.12011/44/99-BCC, dated the 6<sup>th</sup> September, 2001, published in the Gazette of India, Extraordinary, Part-I, Section I, No.246, dated the 6<sup>th</sup> September, 2001

**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, and Training, O. M. No. 36012/22/93-Estt.  
(SCT), dated 8-9-1993.**

**Dated:**

**DISTRICT MAGISTRATE/  
DEPUTY COMMISSIONER/  
TEHSILDAR ETC.**

- **Office Seal**
- **Strike out which ever is not applicable**

**FORM OF CERTIFICATE TO BE SUBMITTED BY THE CANDIDATE THOSE WHO INTEND TO AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT**

Certified that Shri/Mrs/Ms/Miss\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_Son/daughter of Shri \_\_\_\_\_ is permanent  
resident of village\_\_\_\_\_Tehsil/Taluka\_\_\_\_\_  
District\_\_\_\_\_ of \_\_\_\_\_ State.

2. It is certified that:-

\*Residents of entire are mentioned above are considered as (Garhwali, Kumauni, Gorkhas, Dogras, Marathas) for relaxation in height and chest measurement for recruitment in the Para Military Forces of the Union of India.

Place:

Signature\_\_\_\_\_

District Magistrate/ Sub-Divisional  
Magistrate/ Tehsildar

Date:

\*Delete whichever is not applicable

davp 19114/11/0043/1314