

STAFF SELECTION COMMISSION

NOTICE

Date of Publication: 27-5-2017

Closing date: 28-6-2017

Date of Computer Based Examination: 30-07-2017

GRADE 'C' STENOGRAPHERS LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION, 2017

F.No.3/4/2017-P&P-II:- The Staff Selection Commission will hold Computer Based Limited Departmental Competitive Examination on 30-07-2017 at Delhi, Allahabad, Mumbai, Bangalore, Kolkata, Guwahati, Chennai, Chandigarh and Raipur for making additions to the Select List for Grade 'C' Stenographers of the following Services/ Cadres, subject to availability of confirmed number of vacancies:-

- (i) Central Secretariat Stenographers Service Grade 'C';
- (ii) Stenographers Cadre of Indian Foreign Service (B) Grade-II;
- (iii) Armed Forces Headquarters Stenographers Service Grade 'C';
- (iv) Railway Board Secretariat Stenographers Service Grade 'C';
- (v) Election Commission of India Stenographers Service Grade 'C';

The centres and the date of the examination mentioned above are liable to be changed at the discretion of the Commission. Candidates accepted for admission to the examination will be informed of the place, time and dates they should present themselves for taking the examination.

2. (i) Number of vacancies in the Services mentioned above shall be as per vacancy intimated by the indenting Cadres/ User Departments.

(ii) Reservation for Scheduled Castes/ Scheduled Tribes candidates shall be as per vacancy position reported by the indenting Cadres.

(iii) Physically Handicapped/ Challenged candidates having physical disabilities in one Leg (OL), Both Leg (BL), Blind (B) and Partially Blind (PB) are eligible for the post.
3. A candidate seeking admission to the examination must apply to the Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110504 in the prescribed application form.
4. Complete application form must reach the **Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi 110003**, on or before **28.06.2017** and in case of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and candidates residing abroad before **06-07-2017** Applications received after that date will not be considered.

Note: 1. Candidates must submit their application in the form prescribed in the Notice of the examination. Application submitted in any other format, will not be entertained.

Note: 2. Cadre Authorities of the applicant must send/ forward the application to the Commission before the closing date/ last date.

Note: 3. Applications received after the closing date will not be entertained.

Note: 4. Commission will not be responsible for postal delay.

5. All communications in respect of an application should be addressed to **the Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003** and should contain the following particulars:-

- (i) NAME OF EXAMINATION.
- (ii) MONTH AND YEAR OF EXAMINATION.
- (iii) ROLL NUMBER OR DATE OF BIRTH (IF ROLL NUMBER NOT COMMUNICATED TO CANDIDATE).
- (iv) NAME OF CANDIDATE (IN FULL AND IN BLOCK LETTERS).
- (v) POSTAL ADDRESS AS GIVEN IN APPLICATION.

Communication not giving these particulars will not be attended to. In all correspondence with the Staff Selection Commission concerning this examination, candidates should invariably superscribe their envelopes and correspondence with the words and figures, **“Grade ‘C’ Stenographers Limited Departmental Competitive Examination, 2017”**.

6. Ministry/ Departments while forwarding the applications should certify that vacancy in relevant category to which the candidate belongs is/ are available.

7. INSTRUCTIONS TO CANDIDATES

A. The candidate must carefully go through the Notice, the Rules, Application Form and other papers related to the examination, to verify his/ her eligibility before filling up the Application Form. The conditions prescribed can in no case be relaxed.

The candidate must select, from among the centres given in paragraph 1 of the Notice, the centre at which he/ she wishes to appear for the examination and indicate the same in his/ her application. No request for a change in the centre will be entertained. The Commission may direct the candidate to appear in any other centre, at its discretion.

There will be no centre at any Indian mission abroad. A candidate serving at an Indian mission abroad will have to appear for this examination in India at his/ her own expense.

B. Application form must be completed in the candidate’s own handwriting. Complete Application Form should be sent to the **Regional Director (NR), Staff Selection Commission, Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003**, so as to reach him/ her by the last date prescribed in the Notice.

Note: Candidates should clearly specify in column 6 of the Application Form the language in which they wish to take the stenography Test. Paragraph 9(iii) may also be referred to. Option once exercised shall be final and No request for alteration shall be entertained. If No entry is made in the said column, the medium of stenography Test shall be taken as English.

A candidate residing abroad or in the far off areas such as Andaman & Nicobar Islands or in Lakshadweep may at the direction of the Commission, be required to furnish documentary evidence to show that he/ she was residing abroad or in the Andaman & Nicobar Islands or in Lakshadweep from a date prior to the date specified in **Para 4 of the Notice**.

A candidate must submit his/ her application through the Head of his/ her Department or Office concerned who will complete the endorsement at the end of Application Form and forward it to the Commission.

C. Candidates are cautioned that they should not furnish any particulars that are false or suppress any material information in filling in the application form.

D Details of the documents to be sent along-with the application.

(i) (a) Certified true copy of the first page of the service Book attested by the Head of Department or Office in which the candidate is employed at the time of making the application and should show the name of the candidate in full, his/ her father's name (Husband's name in the case of a married women) Nationality, name of the Scheduled Castes/ Scheduled Tribes in the case of candidates belonging to such caste or tribe, Date of Birth by the Christian Era (both in figures and words), Educational Qualification and specimen Signature of the candidate.

(b) Certified true copy of the particulars of service from the Head of Department or Office in which he/ she is working at the time of making the application and should show the posts held alongwith scale of pay and the capacity i.e. substantive, officiating, permanent or temporary in which the post is held.

(c) Three copies of recent good quality passport size (5 cm. X 7 cm. approx) photographs of the candidate out of which one should be pasted on the Application Form, one should be enclosed with Application Form and remaining one must be brought at examination centre for affixing on the Commission's Admission Certificate.

Note- I: Photograph pasted on the Application Form must signed by the forwarding authority and his/ her seal affixed on it.

Note-II: The Commission may, if it considers necessary, call for the Service Book or other documentary evidence.

(ii) The documents required in support of claim for relaxation of age must be submitted along with the application failing which no relaxation in age will be allowed.

E. Candidates are cautioned that if an application is incomplete or wrongly filled or is not accompanied by any one of the documents mentioned under paragraph 7(D) of the notice is liable to be rejected and no appeal against its rejection will be entertained. In case of specified valid reasons, the document (s) not submitted with the application, should be sent soon after the submission of the application and in any case they must reach the Commission within 07 days from the closing date of the receipt of application failing which, the application is liable to be rejected.

Candidates are cautioned that they should, in no case alter or tamper with any entry in the documents submitted by them, nor should they submit forged documents. If there is any

inaccuracy or any discrepancy between two or more such documents, an explanation regarding the discrepancy may be submitted separately.

F. (i) A candidate disabled while in the Defence Services claiming age concession under Para 8C (ii) should produce an attested copy of a certificate in the form prescribed below from the Director General Resettlement, Ministry of Defence, to show that he/ she was disabled while in the Defence Services, in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.

Form of certificate to be produced by the candidate.

Certified that Rank No. Shri..... of Unit..... was disabled while in the Defence Services, in operations during hostilities with a foreign country or in a disturbed area* and was released as a result of such disability.

Signature.....
Name.....
Designation.....
Date.....

***Strike out whichever is not applicable.**

G. Every candidate, for admission to the examination, will be informed, at the earliest possible date in the response of his/ her application, that is, whether he/ she is eligible or not. It is not, however, possible to say when the result will be communicated. However, if a candidate does not receive from the Staff Selection Commission, a communication regarding the response of his/ her application one month before the date of the examination, he/ she should at once contact the Commission along with documentary evidence that he/ she had applied for the examination. Failure to comply with this provision will deprive the candidate of any claim to consideration.

H Candidates are not entitled to receive any Travelling Allowance from Staff Selection Commission for attending the examination.

I CHANGE IN ADDRESS: - A Candidate must ensure that communications sent to him/ her at the address stated in his/ her application, If necessary is required to redirect their New address. Change in address should be communicated to the Commission along-with two slips showing the Roll Number, Name and New address in Block Capital letters at the earliest opportunity giving the particulars mentioned in paragraph-5 of the Notice. Although the Commission makes every effort to take account of such Changes, it cannot accept any responsibility in the matter.

8. RULES FOR THE EXAMINATION.

A. The Rules for the Limited Departmental Competitive Examination for inclusion in the Select List for Grade 'C' of the Central Secretariat Stenographers Service, Grade-II of the Stenographers Cadre of Indian Foreign Service (B), Grade 'C' of the Armed Forces Headquarters Stenographers Service, Grade 'C' of the Railway Board Secretariat Stenographers Service, Grade 'C' of Election Commission of India Stenographers Service to be held by the Staff Selection Commission in **2017** are published for general information.

B. The number of persons to be selected for inclusion in the select list will be determined later as given in para-2 of the Notice issued by the Commission.

C. Conditions of eligibility: - Any regularly appointed Grade 'D' or Grade-III employee of the Central Secretariat Stenographers Service/ Stenographers Cadre of Indian Foreign Service (B)/ Armed Forces Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service who satisfies the following conditions shall be eligible to appear at the examination and will be considered for vacancies in his/ her service only. For example, Grade 'D' Stenographers of the Railway Board Stenographers service will be eligible only for vacancies in Grade 'C' of the Railway Board Secretariat Stenographers Service.

(a) Crucial date and length of service: -

Name of the department/ service	Crucial Date	Length of service
Central Secretariat Stenographers Service Grade 'C'	1 st day of July, 2017	<p>He/ she should have on the crucial date, rendered not less than six years' approved service as Stenographer Grade 'D'.</p> <p>Provided that if the official had been appointed to Stenographer Grade – 'D' of the Central Secretariat Stenographers' Service on the result of the Competitive Examination, including a Limited Departmental Competitive Examination, the result of such examination should have been announced not less than six years before the crucial date and the official should have rendered not less than five years' approved and continuous service in that grade.</p>
Stenographers Cadre of Indian Foreign Service (B) Grade-II	1 st day of August, 2017	<p>He/ she should have on the crucial date, rendered not less than three years approved and continuous service in Grade – III of the Stenographers' sub-cadre of the Indian Foreign Service Branch 'B'.</p> <p>Provided that if the official had been appointed to Grade – III of the Stenographers' Sub-Cadre of the Indian Foreign Service. Branch – 'B' on the result of any Competitive Examination, including a Limited Departmental Competitive Examination, the result of such examination should have been announced not less than three years before the crucial date and</p>

		he/ she should have rendered not less than two years approved and continuous service in that Grade.
Armed Forces Headquarters Stenographers Service Grade 'C'	1 st day of July, 2017	<p>He/ she should have on the crucial date, rendered not less than three years' approved and continuous service in Grade – 'D' of the Service.</p> <p>Provided that if he/ she had been appointed to Grade – 'D' of the Armed Forces Headquarters Stenographers' Service on the result of the competitive examination including of Limited Departmental Competitive examination, the result of such examination should have been announced not less than three years (3 years) before the crucial date and the candidate should have rendered not less than 2 years approved and continuous service in that Grade.</p>
Railway Board Secretariat Stenographers Service Grade 'C'	1 st day of January, 2017	<p>He/ she should have on the crucial date, rendered not less than three years' approved and continuous service in Grade – 'D' of the Service from or after the appointed day.</p> <p>Provided that if he/ she had been appointed to Grade – 'D' of the Railway Board Secretariat Stenographers' Service on the result of the competitive examination including a Limited Departmental Competitive Examination, the result of such examination should have been announced not less than three years (3 years) before the crucial date and he/ she should have rendered not less than 2 (two) years' approved and continuous service in that Grade.</p>
Election Commission of India Stenographers Service Grade 'C'	1 st day of August, 2017	He/ she should have on the crucial date, rendered not less than three years' approved and continuous service in Grade – 'D' of the Service from or after the appointed day.

		<p>Provided that if he/ she had been appointed to Grade – ‘D’ of the Election Commission of India Stenographers’ Service on the result of the competitive examination including of Limited Departmental Competitive examination, the result of such examination should have been announced not less than three years (3 years) before the crucial date and the candidate should have rendered not less than 2 years approved and continuous service in that Grade.</p>
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Note:- Grade ‘D’ Stenographers who are on deputation to ex-cadre post with the approval of the competent authority and those having lien in Grade ‘D’ or Grade-III of the Stenographers Cadre of the CSSS/ RBSSS/ Indian Foreign Service (B)/ Armed Forces Headquarters Stenographers Service/ Election Commission of India Stenographers Service will be eligible to be admitted to the examination, if otherwise eligible.

This, however, does not apply to a Grade ‘D’/ Grade-III Stenographers who have been appointed to an ex-cadre posts or to another service on ‘transfer’ and does not have a lien in Grade ‘D’/ Grade-III of the Central Secretariat Stenographers Service/ Stenographers Cadre of the Indian Foreign Service (B)/ Armed Forces Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service.

(b) Age: - Candidates should not be more than 50 years of age on the crucial date.

(c) The upper age limit prescribed above will further be relaxable:-

- (i) Upto maximum of five years if a candidate belongs to a Scheduled Castes or a Scheduled Tribes;
- (ii) Upto a maximum of three years (eight years for SC/ST) in case of Defence Service Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof;

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

(d) Stenography Skill Test:-Unless exempted from passing the Stenography test, for the purpose of confirmation or continuance in Grade ‘D’/ Grade-III of the Central Secretariat Stenographers Service/ Stenographer’s Cadre of Indian Foreign service (B)/ Armed Forces Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service, they should have passed the test on or before the date of notification of the examination.

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

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

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

- (i) Obtaining support for his/ her candidature by any means, or
- (ii) Impersonating, or
- (iii) Procuring impersonation by any person, or
- (iv) Submitting fabricated documents or documents which have been tampered with, or
- (v) Making statements which are incorrect or false or suppressing material information, or
- (vi) Resorting to any other irregular or improper means in connection with his/ her candidature for the examination, or
- (vii) Using unfair means in the examination hall, or
- (viii) Misbehaving in the examination hall, or
- (ix) Writing irrelevant matter, including obscene language or pornographic matter in the script(s); or
- (x) Found in possession of mobile phones/ cellular phones/ pagers and other unauthorized electronic gadget after commencement of the examination inside the examination hall whether in use or not, will be deemed to have been using an unfair means; or
- (xi) Harassing or doing bodily harm to the staff employed by the Commission for the conduction of the examination; or
- (xii) Violating any of the instruction issued to the candidates along with their Admission Certificates permitting them to take the examination; or
- (xiii) Taking away answer books/ shorthand notes/ typing script with him/ her from the examination hall; or
- (xiv) Attempting to commit or, as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself/ herself to criminal prosecution, be liable:-
 - (a) To be disqualified by the Commission from the examination for which he/she is Candidate, or
 - (i) By the Commission from any examination or selection held by them;
 - (ii) By the Central Government from any employment under them; and
 - (b) To disciplinary action under the appropriate rules.

MOBILE PHONES, IN SWITCH ON OR SWITCH OFF MODE, shall not be permitted in examination hall.

(G) After the examination, the names of finally selected candidates will be arranged by the Commission, in separate lists, for the participating Cadres/ Services in the order of merit alongwith the aggregate marks finally awarded to each candidate so that candidates who are found by the Commission to be qualified in the examination shall be recommended for inclusion in the Select lists of Grade 'C' of the Central Secretariat Stenographers Service, Stenographers Cadre of Indian Foreign Service (B), Armed Forces Headquarters Stenographers Service, Railway Board Secretariat Stenographers Service, Election Commission of India Stenographers Service upto the required number.

Note-1: Selection to the Grade 'C' Stenographer in different services / cadres shall be made to the extent of the available vacancies in order of merit subject to the reservation for candidates of the Scheduled Castes and Scheduled Tribes and Physically Handicapped persons, in accordance with the orders issued from time to time by the Central Government in the Department of Personnel and Training.

Note-2: Candidates should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in the Select List for Grade 'C' Stenographers, of the Central Secretariat Stenographers Service/ Stenographers Cadre of

Indian Foreign Service (B)/ Armed Forces Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service on the result of the examination is entirely within the competence of Government to decide. No candidate will, therefore, have any claim for inclusion in the Select List on the basis of performance in the examination as a matter of right.

- (H) Success in the examination confers no right to selection unless the cadre authority is satisfied, after such enquiry as may be considered necessary that the candidate having regard to his/ her conduct in service is suitable in all respect for selection.
- (I) A candidate, who after applying for admission to the examination or after appearing in it resigns from his/ her appointment in the Central Secretariat Stenographers Service or Stenographers Cadre of India Foreign Service (B) or Armed Forces Headquarters Stenographers Service or Railway Board Secretariat Stenographers Service or Election Commission of India Stenographers Service or whose services are terminated by his/ her Department or who is appointed to an ex-cadre post or to lien in Grade 'D' of the Central Secretariat Stenographers Service, Grade III of Stenographers Cadre of Indian Foreign Service (B) or Grade 'D' of Armed Forces Headquarters Stenographers Service or Railway Board Secretariat Stenographers Service or Election Commission of India Stenographers Service will not be eligible for appointment on the basis result of this examination.

This however, does not apply to Grade 'D'/ Grade-III Stenographers who have been appointed on deputation to an ex-cadre post with the approval of the Competent Authority.

9. Scheme of Examination:

- i) The subjects of the Computer based examination and the maximum marks for each subject will be as follows:-

PART-A: COMPUTER BASED EXAMINATION

Subject	Max. Questions	Max. Marks	Duration and Timing General Candidates	Duration and Timings 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 candidates)
Paper: (Objective Type)				
(a) General Awareness	100	100	2 hours (Single Session) (10.00AM to 12.00PM)	2 hours 40 minutes (Single Session) (10.00AM to 12.40PM)
(b) Comprehension and writing ability of English Language	100	100		

Note I:- Questions relating to General awareness will be set both in Hindi and English. There will be no Question Paper in Braille for Visually Handicapped candidates.

Note II:- There will be negative marking of 0.25 marks for each wrong answer in the examination.

Provision for Compensatory Time and Scribe:-

(a) The Visually Handicapped/ Cerebral Palsy candidates will be allowed compensatory time in the examination. In addition, the Orthopedically Handicapped (OH) 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 the para-9 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.

No attendant will be allowed with such VH/CP/OH candidates inside the examination premises.

PART B: SHORTHAND SKILL TEST IN HINDI OR IN ENGLISH (FOR THOSE WHO QUALIFY IN THE COMPUTER BASED EXAMINATION) - 200 MARKS.

Note: - Candidates will be required to transcribe their Shorthand Notes on Computer provided by the Commission.

The Commission may at its discretion hold the Shorthand Skill Test along with the Written Examination.

PART C: EVALUATION OF RECORD OF SERVICE OF SUCH CANDIDATES, AS MAY BE DECIDED BY THE COMMISSION AT ITS DISCRETION ON THE BASIS OF PERFORMANCE IN COMPUTER BASED MODE EXAMINATION AND STENOGRAPHY SKILL TEST, CARRYING A MAXIMUM OF 100 MARKS.

ii). The syllabus for the Computer based Examination and the scheme of the Stenography Skill Test will be as shown in para (vi) below.

iii). Candidates qualified in the Computer Based Examination are required to appear in Shorthand Test either in English or in Hindi which will be of **200 marks**.

Note-1:- Candidates must indicate their medium for taking Stenography Test in column 6 of the application form. The medium once mentioned shall be treated as final and no requests for alteration in the medium shall ordinarily be entertained. If the requisite column of medium is left blank by any candidate, his/ her medium of stenography test shall be taken as English.

Note-2:- Candidates who opt to take the Stenography test in Hindi will be required to learn English Stenography and vice versa after their appointment.

Note-3:- No credit will be given for Shorthand test taken in language other than the one mentioned by the candidate and indicated in the application form.

iv). The Commission has discretion to fix separate qualifying marks in any or all subjects of the examination.

v) Only those candidates who obtain such minimum qualifying marks in the Computer based Examination as may be fixed by the Commission in their discretion will be called for Stenography test.

vi) Syllabus and Standards of the Computer based Examination.

The standard of the question papers in **Part-A** will be approximately that of the matriculation examination.

Part-A

(a) **General Awareness:** - Question will be aimed at testing the candidates General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic and Scientific research.

(b) Comprehension and Writing Ability of English Language:-

Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also.

PART-B

SCHEME OF SHORTHAND TEST

(i) **For General Candidates:-** The Stenography/ Shorthand test in English will comprise Dictation Test at 100 words per minutes for 10 minutes which the candidates will be required to transcribe in 40 minutes on the Computer.

The Stenography/ Shorthand Test in Hindi will comprise Dictation test at 100 words per minutes for 10 minutes which the candidates will be required to transcribe in 55 minutes on the Computer.

For VH/OH (afflicted by Cerebral Palsy or locomotor disability): The VH/ OH (afflicted by Cerebral Palsy or locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate candidates with disability of forty (40%) percent will be given) required to transcribe the matter in 70 minutes for English Shorthand test and in 95 minutes for Hindi Shorthand Test.

Note: No exemption from Stenography test will be granted to any category of candidates on any condition/ circumstance.

10. GENERAL INSTRUCTIONS TO THE CANDIDATES

- (1) The Commission will reject the candidature of a candidate who does not qualify the eligibility criteria at any stage.
- (2) Please note that since this is a competitive examination, mere passing is not adequate. The rank in the order of merit will be the criterion for final selection. The candidate should, therefore, put in her/ his best efforts in the examination.

- (3) The candidate should note carefully their Roll Number, Ticket Number, date, time and venue for the examination given in the Admission Certificate. Seating Plan will be displayed in the venue as per ticket number.
- (4) **Punctuality in Attendance:** Candidates should be present in the examination Hall atleast half-an-hour before the exam and will not be allowed to leave the examination hall until the exam is over. Candidates arriving late will not be permitted to enter the Examination Hall.
- (5) **Photo bearing admission certificate to be filled at examination centre and to be surrendered.** Candidates are required to fill up the entries and paste a recent passport size photograph on the Commission copy of the Admission Certificate to be given to them at the examination centre. Therefore, they must bring one passport size photograph with them. Candidates will be required to sign in the space provided for candidate's signature in the attendance sheet in the presence of the invigilator in the Examination Hall.
- (6) **Compliance with Instructions:** Candidates should scrupulously follow the instructions given by Supervisor and the Invigilator at all the stages of the examination.
- (7) **Use of books, notes and copying or receiving/ giving assistance would be considered as cheating :** No calculator, separate or with watch, books, slide rules, foot rules, notebooks, pagers, mobile phones or written notes will be allowed inside the examination hall. Any candidate who is found either copying or receiving or giving assistance will be disqualified.
- (8) **Travelling allowance not admissible:** No travelling allowance or other expenses in connection with the examination will be paid.
- (9) No change of centre will be allowed under any circumstance.
- (10) Hearing Handicapped Candidates are not allowed to appear in the examination.

STAFF SELECTION COMMISSION

**GRADE 'C' STENOGRAPHERS LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATION, 2017**

APPLICATION FORM

DATE OF EXAMINATION: 30.07.2017

OPENING DATE: 27.05.2017

CLOSING DATE:- 28.06.2017

**FOR CANDIDATES SERVING ABROAD AND IN THE
FAR OFF AREAS SUCH AS ANDAMAN AND NICOBAR ISLANDS
AND IN LAKSHADWEEP: 06-07-2017**

Affix Signed Passport
Size (5 cms x 7 cms
approx) vide paragraph 4
(i) (ii) of instructions to
candidates contained in
the Annexure.

**To be filled in by the candidate in his/ her own
handwriting**

Signature of the candidate
in black ball point pen

PART-1 TO BE COMPLETED BY THE CANDIDATE

1	Name in full (in Block Letters)	Shri/ Smt./ Kumari		
2	Name and full postal address of the Ministry/department/Office in which you are working at the time of applying (in Block Letters)			
3	Indicate Name of the Centre where you wish to take the examination.			
4	Exact Date of Birth (by Christian era)	Date	Month	Year

5. (a) (i) Are you member of Scheduled caste? : Yes/ No

(ii) Are you member of Scheduled Tribe? : Yes/ No

(b) (i) Are you applying for the examination under age concession : Yes/ No

(ii) If the answer to (b) above is 'Yes' state the category out of the :
 Categories mentioned in Para 8(C)(c) to which you belong.

(iii) Are you Physically Handicapped candidate (write - 1 if yes and write - 2 if no)

(iv) Indicate the nature of Physical Disabilities, viz. :
 (OH/ VH)

(v) Do you belong to Visually Handicapped/OH (afflicted by Cerebral Palsy or locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate) with disability of forty (40%) percent and above including Blind/ Partially Blind category? (write- **Yes/ No**)

(vi) If yes, then write degree of disability

(vii) If yes, whether you desire to engage SCRIBE (write - Yes/ No)

(viii) If yes, indicate the medium of language for answering the papers by the scribe (Write - Hindi or English)

6. The language in which you wish to take Stenography Test : Hindi/ English

7. Give in chronological order complete details of the service rendered by you under Government in different offices and in different Grades.

Name of the Deptt/ Office	Post held & Scale of pay	State whether Post held permanently/ on probation/ temporary.	From	To

8. (a) Are you a permanent or regularly appointed Stenographer : **Yes/ No**
 Grade 'D' of the Central Secretariat Stenographers Service/
 Stenographers Cadres of Indian Foreign Service (B)/ Armed Forces
 Headquarters Stenographers Service/ Railway Board Secretariat
 Stenographers Service/ Election Commission of India Stenographers
 Service?

(b) If the answer to (a) above is 'Yes' indicate the date of :
 your continuous appointment as Stenographer Grade 'D'
 in the Cadre.

(c) Indicate the name of the Cadre to which you belong. :

9. (a) Are you holding an ex-Cadre Post? : Yes/ No

(b) If the answer to (a) above is 'Yes' please state whether

(i) The deputation to the Ex-Cadre post has the approval of the competent authority. : Yes/ No

(ii) Whether the Ex-Cadre post is a transfer post? : Yes/ No

(iii) Do you continue to hold lien on Grade 'D'/Grade-III of the Central Secretariat Stenographers Service/ Stenographers Cadres of Indian Foreign Service (B)/ Armed Forces Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service. :Yes/No

10. (a) Have you passed the Stenography test held by Staff Selection Commission for the purpose of Appointment/ confirmation or continuance in Grade 'D'/ Grade-III of the Central Secretariat Stenographers Service/ Stenographers Cadres of Indian Foreign Service (B) Armed Force Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service? : Yes/ No

(b) If, the answer to (a) above is 'Yes' then indicate The name of the examination, the date of Stenography Test and your Roll Number. :

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11. Give a list of the documents attached with the application (Please see paragraph 7(D)).
- 1.
 - 2.
 - 3.
 - 4.

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that:-

(a) All statements made in this application are true, complete and correct to the best of my knowledge and belief.

(b) The Original certificates required to be submitted vide para-4 of the "Instructions to Candidates" of which attested copies have been attached by me with this application, are in my possession and the same will be produced on demand.

*Signature -----
Date -----
Place -----
Telephone Number -----

*Unsigned applications will be summarily rejected.
Strike out portion not applicable.

PH candidates unable to sign may affix left hand thumb impression.

PART-2 TO BE FILLED BY THE HEAD OF DEPARTMENT OR OFFICE IN WHICH THE CANDIDATE IS SERVING

Certified that:

- (1) The information given by Shri/Smt/Kumari..... in column 1,4,5 and 7 to 10 of the application have been verified with reference to his/her service record and are correct.
- (2) It has been verified from his/ her *service records that he/ she *belong to Caste/ Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe*.
- (3) There are no circumstance rendering him/ her unsuitable for promotion to the post of the Grade 'C'/ Grade-II Stenographers in the Central Secretariat Stenographers Service/ Stenographers Cadre of Indian Foreign Service (B)/ Armed Force Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service.
- (4) He/ she is a regularly appointed temporary/ quasi-permanent officer of Grade 'D' of the Central Secretariat Stenographers Service/Stenographers Cadre of Indian Foreign Service (B)/ Armed Force Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/Election Commission of India Stenographers Service with effect from -----and continue to be so employed.
- (5) He/ she is on deputation to Ex-Cadre post held by him/her with the approval of the competent authority.
- (6) He/ she is appointed against a 'transfer' post and continue to have lien on the post mentioned in Sub-Para (4).
- (7) It has been verified from his/ her service record that he/she has been exempted from passing the Commission's Stenography test for the purpose of confirmation or continuance in Grade 'D'/Grade-III of the Central Secretariat Stenographers Service/ Stenographers Cadre of the IFS (B)/ Armed Force Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service before the notification of the examination.
- (8) It has been verified from his/ her service records that he/ she has passed the Commission's Stenography test for the purpose of confirmation or continuance in Grade 'D'/ Grade-III of the Central Secretariat Stenographers Service/ Stenographers Cadre of the IFS (B)/ Armed Force Headquarters Stenographers Service/ Railway Board Secretariat Stenographers Service/ Election Commission of India Stenographers Service before the notification of the examination.

Certified true copy of the first page of Service Book of the candidate is enclosed herewith. It is also certified that the candidate fulfills all eligibility conditions including that of crucial date and length of service as mentioned under Para 8 (C) of the Notice of Stenographer Grade 'C' Limited Departmental Examination, 2017 published by SSC.

Certified also that he/ she* has submitted his/ her application to the department/ Office onfor onward transmission to the Staff Selection Commission and vacancy in appropriate category is available in the Department/ Ministry.

Signature.....

Name.....

Designation.....

Department/Office.....

Complete Postal Address.....

Date.....

Telephone No.....

*** Strike out portion not applicable.**

Note-1: Forwarding Authority may sign the photograph of the candidate pasted on the application form and also put his/ her seal half on the photograph and half on the application form without defacing the photograph. Without these (photo on the application being signed by forwarding authority in addition to his seal) the application will be summarily rejected.

Note-2: The complete application of the candidate which will be forwarded by the department to the Commission after the closing date must accompany the Department certificate that "The Application was submitted to the Department by the Candidate on or before the closing date". However, no application after a fortnight from the closing date will be accepted under any circumstances.

Note-3: It will be the responsibility of the Department or Office concerned to ensure eligibility of the candidates as laid down in Para-8(C) of the Notice.