



भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक सं-12, केन्द्रीय कार्यालय परिसर,
लोधी रोड, नई दिल्ली - 110003.

Government of India,
Ministry of Personnel, Public Grievances
& Pensions,
Department of Personnel and Training,
Staff Selection Commission,
Block No. 12, CGO Complex, Lodhi
Road, New Delhi - 110003.

NOTICE

JUNIOR HINDI TRANSLATOR, JUNIOR TRANSLATOR, SENIOR HINDI TRANSLATOR AND HINDI PRADHYAPAK EXAMINATION, 2019

Submission of online applications: 27.08.2019 to 26.09.2019
Last date for receipt of applications: 26.09.2019 (17:00)
Last date for making online fee payment: 28.09.2019 (17:00)
Last date for generation of offline Challan: 28.09.2019 (17:00)
Last date for payment through Challan (during working hours of Bank): 30.09.2019
Date of Computer Based Examination (Paper-I): 26.11.2019
Date of Paper-II (Conventional): To be notified later

F.No.3/4/2019-P&P-II. The Staff Selection Commission will hold an open competitive examination for recruitment of Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak for various Ministries/ Departments/ Organizations in the Government of India. The details of various posts are as under:

Code	Name of the post	Pay scale
A	Junior Translator in Central Secretariat Official Language Service (CSOLS)	Level-6 (Rs.35400- 112400)
B	Junior Translator in M/o Railways (Railway Board)	Level-6 (Rs.35400- 112400)
C	Junior Translator in Armed Forces Headquarters (AFHQ)	Level-6 (Rs.35400- 112400)
D	Junior Translator (JT)/ Junior Hindi Translator (JHT) in subordinate offices who have adopted Model RRs of DoP&T for JT/ JHT	Level-6 (Rs.35400- 112400)
E	Senior Hindi Translator in various Central Government Ministries/ Departments/ Offices	Level-7 (Rs.44900- 142400)
F	Hindi Pradhyapak in Central Hindi Training Institute (CHTI)	Level-8 (Rs.47600- 151100)

Classification of posts: As per DOPT's Order No.11012/10/2016-Estt A-III dated 08.12.2017, the above posts have been classified as Group 'B' Non Gazetted post.

2. **Vacancies:** Vacancies will be determined in due course. Updated vacancy position will be uploaded on the website of the Commission from time to time (<https://ssc.nic.in> >Candidate's Corner > Tentative Vacancy).

3. **Reservation and suitability of posts for Persons with Disabilities:**

- (a) Reservation for Scheduled Castes (SC)/ Scheduled Tribes (ST)/ Other Backward Classes (OBC)/ Economically Weaker Sections (EWS) and Persons with Disability (PwD) etc would be as determined and communicated by the Indenting Ministries/ Departments/ Offices, as per extant to Government Orders.
- (b) 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 Affected (OA), One Leg Affected (OL), One Arm & Leg Affected (OAL), Both Legs Affected (BL), Both Legs & One Arm Affected (BLOA), Blind (B), Low Vision (LV) and Hearing Handicapped (HH) as per guidelines of M/o Social Justice and Empowerment.
- (c) The post of Hindi Pradhyapak has been identified suitable for the persons suffering from disabilities of One Arm Affected (OA), One Leg Affected (OL), One Arm & Leg Affected (OAL), Both Legs Affected (BL), Blind (B), and Low Vision (LV) as per guidelines of M/o Social Justice and Empowerment.

Note: As the "Rights of Persons with Disabilities Act, 2016" has come into force with effect from 19.04.2017 and new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities, etc have been included. Therefore, the candidates with such disabilities may also apply giving details of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitable for these categories as well as reporting of vacancies by the Indenting Departments. Candidates suffering from various disabilities as identified vide DoP&T OM No: 36035/02/2017-Estt (Res) dated 15.01.2018 (para-2.2) may select following PwD categories in the online Registration/ Application Form:

S. No.	Type of Disability	Category of disability to be selected in Registration/ Application form
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	OH
(d)	Autism, intellectual disability, specific learning disability and mental illness.	Others
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.	

- (d) **Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak being Group 'B' posts, there is no reservation for Ex-Servicemen (ESM) category. However, benefit of age-relaxation will be admissible to ESM candidates, as per extant Govt. Orders.**

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 AGE LIMIT:

- (a) Not exceeding 30 years as on **01.01.2020**.
- (b) Permissible relaxation of Upper age limit prescribed under para-5 (a) above and Category codes for claiming age relaxation as on **01.01.2020** will be as follows:

Code No.	Category	Age Relaxation permissible beyond the Upper age limit.
01	SC/ ST	5 years
02	OBC	3 years
03	PwD	10 years
04	PwD + OBC	13 years
05	PwD + SC/ST	15 years
06	Ex-Servicemen	03 years after deduction of the military service rendered from the actual age as on the closing date for receipt of application
07	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 st January, 1980 to 31 st December, 1989.	5 years
08.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	3 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST)	8 years

- (c) Candidates 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.
- (d) Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for reservation in ESM category

and fee concession. However, he/ she can avail the benefit of reservation as Ex-Serviceman for subsequent employment if he/ she immediately after joining civil employment, given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the **OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.**

- (e) 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.
- (f) For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation/ age-relaxation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of Ex-Servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications (**i.e. 26.09.2019**). Such candidates must also acquire the status of an Ex-Serviceman within the stipulated period of one year from the closing date of receipt of application (**i.e. 26.09.2019**).
- (g) **Explanation:** An 'ex-serviceman' means a person-
- a. Who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy or Air Force of the Indian Union, and
 - i. 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
 - ii. 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
 - iii. who has been released from such service as a result of reduction in establishment;

or

 - b. 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 namely, pension holders for continuous embodies service or broken spells of qualifying service;

or

 - c. 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

 - d. Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

or

 - e. Gallantry award winners of the Armed forces including personnel of

Territorial Army;

or

f. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

(h) Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

6. Process of certification and format of certificates:

- (a) 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 at the time of Document Verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwD/ ESM, etc will not be entertained and their candidature/ applications will be considered under Unreserved (UR) category. The formats of the certificates are annexed with the Notice of Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format will not be accepted.
- (b) 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 the closing date for receipt of online application **i.e. 26.09.2019.**
- (c) 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 cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ PwD/ESM and EWS status.
- (d) Crucial date for claim of SC/ ST/ OBC/ EWS/ PwD status will be the closing date for receipt of online applications i.e. 26.09.2019.

7. Provision of Compensatory Time and assistance of scribe:

- (a) In case of persons with benchmark disabilities in the category of blindness and locomotor disability **(both arms affected-BA) and cerebral palsy**, the facility of scribe is provided, if desired by the candidate. **Since the posts are not identified suitable for persons with BA and cerebral palsy disabilities, therefore facility of scribe will not be admissible to such candidates.**
- (b) For the remaining persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I.**
- (c) The candidate will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the Commission. Appropriate choice in this regard will have to be given by the candidate in the online application form.
- (d) In case the candidate opts for own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination and also, the scribe should not be a candidate of this examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per proforma at **Annexure-II.**

In addition, the scribe has to produce a valid ID proof (as per list given at para-14(g)) in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-II**. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

- (e) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 7(a) and 7(b) above.
- (f) The candidates referred at Para 7(a) and 7(b) who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- (g) No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- (h) 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.
- (i) The PwD candidates who have availed the facility of Scribes/ Passage Reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

8. ESSENTIAL QUALIFICATIONS (As on 01.01.2020):

(a) 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.

(b) 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 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 three years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.

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

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

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.

8.1 As per Ministry of Human Resource Development Notification dated 10.06.2015 published in the Gazette of India all the degrees/ diplomas/ certificates 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.

8.2 As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23.06.2017, under Part-I (2) (P), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc are not permitted to be offered under Open and Distance Learning mode.

8.3 Candidates who have not acquired/ will not acquire the essential qualification (including

experience) as on **01.01.2020** will not be eligible and need not apply.

8.4 All candidates who are declared qualified by the Commission in Computer Base 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 **01.01.2020** 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.

9. How to apply:

- (a) Applications are required to be submitted in online mode only at the official website of SSC Headquarters i.e. <https://ssc.nic.in>. For detailed instructions, please refer to **Annexure-III** and **Annexure-IV** of this Notice.
- (b) Last date for submission of online applications is **26.09.2019 (17:00)**.
- (c) Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the SSC website on account of heavy load on the website during the closing days.
- (d) The Commission does not accept any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

10. Application Fee:

- (a) Fee payable: Rs 100/- (Rs one hundred only)
- (b) Fee can be paid through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit card or in cash at SBI Branches by generating SBI Challan.
- (c) Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with disability (PwD) and Ex-Servicemen (ESM) eligible for reservation are exempted from payment of fee.
- (d) Online fee can be paid by the candidates up to **28.09.2019 (17:00)**. However, candidates who wish to make cash payment through challan of SBI, may make the payment at designated branches of SBI within the working hours of bank up to **30.09.2019** provided the challan has been generated by them before **28.09.2019 (17:00)**.
- (e) Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- (f) Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of Application Form is shown 'Incomplete' and this information is printed on the top of the Application Form. Further, status of fee payment can be verified at the 'Payment Status' link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

11. Centres of Examination:

- (a) A candidate must indicate the Centre(s) in the online Application Form in which he/ she desires to take the examination. Details about the Examination Centres and Regional Offices under whose jurisdiction these Examination Centres are located are as follows:

S. No	Examination Centres & Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices/ Website
1	Bhagalpur (3201), Patna (3206), Agra (3001), Bareilly (3005), Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013)	Central Region (CR)/ Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. http://www.ssc-cr.org
2	Kolkata (4410), Port Blair (4802), Gangtok (4001), Bhubaneswar (4604), Ranchi(4205)	Eastern Region (ER)/ Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 1 st MSO Building, (8 th Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal- 700020 www.sscer.org
3	Bengaluru(9001), Kochi(9204), Thiruvananthapuram (9211)	Karnataka, Kerala Region (KKR)/ Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1 st Floor, “E” Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 www.sscckr.kar.nic.in
4	Raipur (6204), Bhopal (6001), Gwalior (6005)	Madhya Pradesh Sub-Region (MPR)/ Chhattisgarh and Madhya Pradesh	Dy. Director (MPR), Staff Selection Commission, J-5, Anupam Nagar, Raipur, Chhattisgarh-492007 www.sscmpr.org
5	Guwahati (Dispur) (5105), Shillong (5401), Agartala (5601)	North Eastern Region (NER)/ Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 www.sscner.org.in
6	Delhi (2201), Ajmer (2401), Bikaner (2404), Jaipur (2405), Jodhpur (2406), Sikar (2411), Udaipur (2409), Dehradun (2002), Haldwani (2003), Roorkee (2006)	Northern Region (NR)/ Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 www.sscnr.net.in

7	Chandigarh/ Mohali (1601), Hamirpur (1202) Jammu (1004), Jalandhar (1402)	North Western Sub-Region (NWR)/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir and Punjab	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 www.sscnwr.org
8	Hyderabad (8002), Chennai (8201), Vijayawada (8008)	Southern Region (SR)/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 www.sscsr.gov.in
9	Panaji(7801), Ahmedabad(7001), Mumbai(7204), Nagpur (7205), Pune (7208), Rajkot (7006)	Western Region (WR)/ Dadra and Nagar Haveli, Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishta Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 www.sscwr.net

- (b) A candidate may give option for three centres, in the order of priority, within the same region. No request for change of Centre of Examination will be considered later under any circumstances. Hence, the candidates should select the centers, carefully and indicate the same correctly in their applications.
- (c) The Commission will endeavour to accommodate the candidates in centres opted by them. However, 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.

12. **SCHEME OF EXAMINATION:**

- (a) The examination will consist of two papers. Paper-I will be held on **26.11.2019** and Paper-II will be notified later. Detail of these papers will be as follows:

Date of Exam	Part	Mode of Paper	Subject	Number of Questions/ Maximum Marks	Total Duration/ Timing for General candidates
26.11.2019 (Tuesday)	Paper- I (Objective Type)	Computer Based Mode	(i) General Hindi ii) General English	100/ 100 100/ 100	2 Hours (2 hours and 40 minutes for the candidates who are allowed use of scribe as per Para- 7 (a) and 7 (b) above)
(Will be intimated in due course)	Paper- II (Conventional Type)	Descriptive	Translation & Essay	200 marks	2 Hours (2 hours and 40 minutes for the candidates who are allowed use of scribe as per Para-7 (a) and 7 (b) above)

- (b) Paper-I will consist of Objective Type Multiple choice questions only.

- (c) 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 question.
- (d) Marks scored by candidates in Computer Based Examination will be normalized by using the formula published by the Commission through Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.
- (e) Tentative Answer Keys will be placed on the Commission's website after the Examination. Candidates may go through the Answer Keys and submit representations, if any, within the time limit given by the Commission through on-line modality only, on payment of Rs 100/- per question. Any representation regarding Answer Keys received within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. No representation regarding Answer Keys shall be entertained later.

13 Indicative Syllabus

- (a) **Paper-I (Computer Based Examination):** 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.

- (b) **Paper-II:** Translation and Essay: 200 Marks (Conventional Type)

This 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.

14. Admission to the Examination:

- (a) All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificates (AC) for appearing in the Computer Based Examination (Paper-I). Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examinations.
- (b) The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. 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 in this regard shall be final.
- (c) Admission Certificates for the Examination will be uploaded on the website of the concerned Regional/ Sub-Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Therefore candidates are advised to visit the website of concerned Regional Office and SSC HQ regularly for updates and information about the examination.
- (d) Information about the Examination indicating the time table and City/ Centre of examination

for the candidates will be uploaded on the websites of the concerned Regional/ Sub-Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail on the website of the Commission, one week before the date of examination, he/ she must immediately contact the concerned Regional/ Sub-Regional Office of the Commission with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration.

- (e) Candidate must write Registration Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.
- (f) Facility for download of Admit Cards will be available 3-7 days before the examination on the website of concerned Regional/ Sub-Regional Office. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- (g) In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate, such as:
 - (i) Aadhaar Card/ Printout of E-Aadhaar,
 - (ii) Voter's ID Card,
 - (iii) Driving License,
 - (iv) PAN Card,
 - (v) Passport,
 - (vi) School/ College ID Card,
 - (vii) Employer ID Card (Govt./ PSU/ Private),
 - (viii) Any other photo bearing ID Card issued by the Central/ State Government.
- (h) If Photo Identity Card does not have the Date of Birth then the candidate must carry an additional original certificate in proof of their Date of Birth. In case of mismatch in the Date of Birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of Date of Birth, the candidate will not be allowed to appear in the examination.
- (i) PwD candidates using the facility of scribes as per Para 7(a) and 7(b) shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination.
- (j) Any other document mentioned in the Admission Certificate may also be carried by the candidates while appearing in the Examination.
- (k) Applications with blurred photograph and/ or signature will be rejected.

15. Document Verification(DV):

- (a) All the candidates qualified for Document Verification are required to appear for Document Verification along with the photocopies and original documents as mentioned at Para: 15(d).
- (b) Detailed options for various posts and departments will be taken from candidates at the time of document verification. A candidate will not be considered for a Ministry/ Department/ Organization, if he/ she has not indicated his/ her preference for it. Options confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates are advised to be careful in exercise of such options.
- (c) Candidates have to bring two passport size recent colour photographs and one original valid Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:

- (i) Aadhaar Card/ Printout of E-Aadhaar.
- (ii) Voter ID Card.
- (iii) PAN Card.
- (iv) Passport.
- (v) Driving License.
- (vi) Government School/ College ID Card.
- (vii) Employer ID (Govt./ PSU).
- (viii) Any other Photo bearing ID Card issued by Central/ State Govt.

(d) Candidates will have to submit copies of various documents like:

- (i) Matriculation/ Secondary Certificate.
- (ii) Educational Qualification Certificate.
- (iii) Experience Certificate, if applicable.
- (iv) Caste/ Category Certificate, if belongs to reserved categories.
- (v) Persons with Disabilities Certificate in the required format, if applicable.
- (vi) For Ex-Servicemen (ESM):
 - 1) Undertaking as per Annexure-VI.
 - 2) Serving Defence Personnel Certificate as per Annexure-V, if applicable.
 - 3) Discharge Certificate, if discharged from the Armed Forces.
- (vii) Relevant Certificate if seeking any age relaxation.
- (viii) No Objection Certificate, in case already employed in Government/ Government undertakings.
- (ix) A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - 1) In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - 2) In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
 - 3) In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
 - 4) In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
- (x) Any other document specified in the Admission Certificate for DV.

16. Mode of selection:

- (a) All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination (Paper-I).
- (b) Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional/ Sub-Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. <https://ssc.nic.in>) and concerned Regional/ Sub-Regional office of the Commission under whose jurisdiction the examination centres opted by the candidate are located (detail at para-11 (a)).
- (c) Minimum qualifying marks in Paper-I and Paper-II are as follows:
 - (i) UR: 30%
 - (ii) OBC/ EWS: 25%
 - (iii) Others: 20%
- (d) Based on the marks scored in the Paper-I i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Paper-II. If the Computer Based Examination is conducted in multiple shifts, normalized marks will be used to determine merit.
- (e) Based on the performance in Paper-I+Paper-II, candidates will be shortlisted for Document Verification.
- (f) Final selection and allocation of Ministries/ Departments will be made on the basis of the performance of candidates in Paper-I+Paper-II and the preference of Posts/ Departments exercised by them at the time of Document Verification.
- (g) Once the candidate has been allotted his/ her first available preference, as per his/ her merit, he/ she will not be considered for any other option. Candidates are, therefore, advised to exercise preference of Posts/ Departments very carefully. The option/ preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Post/ Department by candidates will not be entertained under any circumstances.
- (h) The Commission makes final allotment of posts on the basis of merit-cum-preferences of Posts/ Departments given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example if a candidate has given higher preference for a post and is selected for that post; in that case, if he/ she fails to meet the medical/ physical/ educational standards, his/ her candidature will be rejected and he/ she will not be considered for other preferences.
- (i) SC, ST, OBC, EWS and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/ unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS and PwD candidates.
- (j) SC, ST, OBC, EWS and PwD candidates who qualifies on the basis of relaxed standards viz., age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his/ her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended

at the relaxed standards to the extent of 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 will not be termed as relaxed standards in regard to age. Similarly for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

- (k) A person with disability who is selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- (l) 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 for appointment to the service/ post.
- (m) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- (n) 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.
- (o) Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).
- (p) Candidates on final selection may be allotted a State/ UT/ Zone by the concerned User Ministry/ Department/ Organization. Such candidates may be required to acquire the proficiency in local language of the allotted State/ UT/ Zone for confirmation of the candidates to the allotted posts by the concerned User Ministry/ Department/ Organization.

17. Resolution of Tie Cases:

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

- i) Total marks in Paper-II.
- ii) Marks in Part (i) of Paper-I (i.e. General Hindi).
- iii) Date of birth, with older candidates placed higher.
- iv) Alphabetical order of the names of the candidates.

18. Action against candidates found guilty of misconduct:

- (a) If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for the period mentioned below:

S No	Type of Malpractice	Debarment period
1	Taking away any Examination related material such as OMR sheets, Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination.	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in 'switched on' or 'switched off' mode.	3 Years
8	Appearing in the same examination more than once in contravention of the rules.	3 Years
9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/ equipments.	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

19. In accordance with the directions issued by DoP&T 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 or on the website of National Career Service (NCS), Ministry of Labour and Employment 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/ EWS/PwD/ ESM) (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 will be made available on the website of the Commission/ NCS.

20. 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 Commission where the candidate has appeared for the Computer Based Examination.

21. Commission's Decision Final:

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination (s), allotment of examination centres and preparation of merit list & force allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

22 Important Instructions to Candidates:

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
(b)	THE CANDIDATE MUST WRITE HIS NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATION/ SECONDARY CERTIFICATE. IF ANY VARIATION IN THE NAME AND DATE OF BIRTH IS OBSERVED, HIS/ HER CANDIDATURE WILL BE CANCELLED.
(c)	CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE SSC WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.
(d)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post (s). Copies of supporting documents will be sought at the time of Document Verification. 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.
(e)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ EWS/ PwD 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.
(f)	Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities.
(g)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Normally, printout of the online Application Form is not required to be submitted to the Commission.

(h)	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, all the applications will be rejected by the Commission and his/ her candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Commission as per rules.
(i)	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 may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
(j)	Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
(k)	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
(l)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
(m)	The candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth then the candidate must carry an additional original certificate in proof of their Date of Birth. PwD candidates using the facility of scribes as per Para 7(a) and 7(b) shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.
(n)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
(o)	All the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
(p)	If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the concerned Regional/ Sub-Regional Office of the Commission within two months of the declaration of the result or two week prior to the conduct of next stage of the examination, whichever is earlier.
(q)	If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year after declaration of result, he/ she must communicate immediately thereafter with the concerned User Department.
(r)	Fee payable: Rs 100/- (Rs one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST) and Persons with disability (PwD) are exempted from payment of fee.

Under Secretary (P&P-II)

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o _____ a resident of _____ Village/District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities owing to his/ her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/ disability (eg Visual impairment- Ophthalmologist, Locomotor disability-Orthopaedic specialist/ PMR)

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No _____ at _____ (name of the centre) in the District _____, _____ (name of the State/ UT) My qualification is _____

I do hereby state that _____ (name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination

I do hereby undertake that his/ her qualification is _____ In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date:

(Procedure for filling online Application)

The process of filling online application for the examination consists of two parts:

- I. One-time Registration.
- II. Filling online Application for the Examination.

Part-I (One-Time Registration):

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'One-time Registration Form' and 'Application Form'.
2. Before proceeding with One-time Registration, keep the following information/documents ready:
 - a. Mobile Number (to be verified through OTP).
 - b. Email ID (to be verified through OTP).
 - c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
 - i. Voter ID Card
 - ii. PAN
 - iii. Passport
 - iv. Driving License
 - v. School/ College ID
 - vi. Employer ID (Govt./ PSU/ Private)
 - d. Information about the Board, Roll Number and Year of Passing the Matriculation (10th) Examination.
 - e. Scanned colour passport size recent photograph in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). **Applications with blurred photograph will be rejected.**
 - f. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 3.0 cm (height). **Applications with blurred signature will be rejected.**
 - g. Disability Certificate Number, if you are a person with benchmark disability.
3. For One-time Registration, click on 'Register Now' link provided in 'Login' Section on <https://ssc.nic.in>.
4. One-time Registration process requires filling up of following information:
 - a. Basic Details
 - b. Additional Details and Contact Details
 - c. Uploading of the scanned images of passport size photograph and signature.
5. **For filling up the 'One-time Registration Form', please follow the following steps:**
 - a. Few critical details (e.g. Aadhaar Number, name, father's name, mother's name, date of birth, etc) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data columns, indication will be given in red text.
 - b. S No-1, provide information about Aadhaar Number / Identity Card and its

- Number. Any one of these Numbers is required to be given.
- c. S No-2: Fill your name **exactly** as given in Matriculation (10th Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.
 - d. S No-3: Fill your father's name **exactly** as given in Matriculation (10th Class) Certificate.
 - e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10th Class) Certificate.
 - f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10th Class) Certificate.
 - g. S No-6: Matriculation (10th Class) Examination Details which include:
 - i. Name of Education Board
 - ii. Roll Number
 - iii. Year of passing
 - h. S No-7: Gender
 - i. S No-8: Level of Educational Qualification (Highest).
 - j. S No-9: Your Mobile Number. This must be a working mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Commission may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password/ Registration Number, if required.
 - k. S No-10: Your Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Commission may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number, if required.
 - l. Provide detail of State/ UT of your Permanent Address.
 - m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be saved and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.
 - n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
 - o. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.
 - p. After successful password change, you need to login again using your Registration Number and changed password.
 - q. On successful login, information about the 'Basic Details' so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on 'Next' button at the bottom to complete your One-time Registration.
 - r. S No-11: Provide information about your Category.
 - s. S No-12: Provide information about your Nationality
 - t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
 - u. S No-14: Provide information about benchmark disabilities, if any. If you are suffering from any specific benchmark disability identified suitable for government jobs, then provide Disability Certification Number.
 - v. S No: 15 to 18: Provide information about your Permanent and Present

Address. Save the data and proceed further to last Part of the Registration Process.

- w. S No: 19 & 20: Upload your recent Photo and Signature as specified at S No-2 above.
 - x. Save the information provided. Take draft printout and review the information provided thoroughly, before 'Final Submit'.
 - y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.
 - z. Read the 'Declaration' carefully and if you agree with the declaration, click 'I Agree'.
 - aa. After submission of Basic Information, if the registration process is not completed within 14 days, your data will be deleted from the system.
6. After completion of registration process, 'Basic Details' can be changed only twice. **THEREFORE BE EXTREMELY CAUTIOUS WHILE MAKING ONE TIME REGISTRATION.**
7. **YOU ARE AGAIN ADVISED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAIL SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**

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Part-II (Online Application Form)

1. Login to online system through your Registration Number and password.
2. Click 'Apply' link in '**Junior Hindi Translator, Junior Translator, Senior Hindi Translator and Hindi Pradhyapak Examination 2019**' section under 'Latest Notifications' tab.
3. Information in columns at S No-1 to 14 will be automatically filled from your One-Time Registration Data which is non-editable.
4. S No-15: Give your preference for Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference.
5. S No-16: If you are an ex-serviceman, fill up the required information. Wards of servicemen/ ex-servicemen are not treated as ex-servicemen.
6. S No-17: If you are eligible for availing the facility of scribe as per Para-7 of the Notice of examination, provide information about the requirement of scribe.
7. S No-18: If you are seeking age relaxation, select appropriate age-relaxation category.
8. S No-19: Please indicate your highest qualification.
9. **S. No. 20: Please tick if you belong to Economically Weaker Section (EWS). This is applicable for only un-reserved candidates.**
10. S No-21: Please see Notice of Examination, Para No: 19 and fill up accordingly.
11. S No-22 and 23 information with regard to Present and Permanent Address will be filled up automatically from the One-Time Registration Data
12. S No-24 and 25 information with regard to Photo/ Signature/ Biometric impression will be filled up automatically from the One-Time Registration Data.
13. Complete your declaration by clicking on "I agree" check box, fill up Captcha code.
14. Preview and verify the information provided by you and submit the Application.
15. Proceed to make fee payment if you are not exempted from payment of fee.
16. Fee can be paid through SBI Challan/ SBI Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards or in SBI Branches by generating SBI Challan.
17. **Refer Para-10** of the Notice of Examination for further information on the payment of fee.
18. When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is not required to be submitted to the Commission at any stage.

FORM OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

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) _____

(Signature of Commanding Officer)

Office Seal

Place:

Date:

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UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I, bearing Roll No....., appearing for the Document Verification of the Examination, 20....., do hereby undertake that:

- (a) 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.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:

Name:

Roll Number:

Date:

Date of appointment in Armed Forces:

Date of Discharge:

Last Unit/ Corps:

Mobile Number:

Email ID:

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/Smt /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
The Constitution (Scheduled Caste and Scheduled Tribes) 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.

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/ Union Territory _____ Pin Code _____ Whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her 'family'** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____ His/ her family does not own or possess any of the following assets *** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III Residential plot of 100 sq. yards and above in notified municipalities;
- IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph of the
applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness) [See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport 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 (DD/MM/YY) _____ Age _____ years, male/female - _____ registration No _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the 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 certificate of disability is issued

Form - VI
 Certificate of Disability
 (In cases of multiple disabilities)
 [See rule 18(1)]
 (Name and Address of the Medical Authority issuing the Certificate)

Recent passport size
 attested photograph
 (Showing face only) of
 the person with
 disability

Certificate No _____

Date: _____

This is to certify that we have carefully examined Shri/Smt/Kum
 _____ son/wife/daughter of Shri
 _____ Date of Birth (DD/MM/YY) _____ Age _____
 years, male/female _____

Registration No _____ permanent resident of House No _____
 Ward/Village/Street _____ Post Office _____ District _____ State
 _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability His/her extent of permanent physical
 impairment/disability has been evaluated as per guidelines (.....number and
 date of issue of the guidelines to be specified) for the disabilities ticked below, and is
 shown against the relevant disability in the table below:

S No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			

13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows :

In figures : - ----- 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)

@ eg Left/right/both arms/legs

eg Single eye

£ eg 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 certificate of disability is issued

Form – VII
 Certificate of Disability
 (In cases other than those mentioned in Forms V and VI)
 (Name and Address of the Medical Authority issuing the Certificate)
 (See rule 18(1))

Recent passport 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 (DD/MM/YY) _____

Age _____ years, male/female _____ 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 (.....number and date of
 issue of the guidelines to be specified) and is shown against the relevant disability in
 the table below:

S No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			

13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2 The above 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) _____

@ - eg Left/Right/both arms/legs

- eg Single eye/both eyes

€ - eg 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

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned
{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

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

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 of 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
Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17
Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics & Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29
Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malyalam	40
Telugu	41
Kannada	42
Tamil	43
Marathi	44
Gujrati	45
Urdu	46
Sanskrit	47
Others	48

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