

(To be uploaded on the website of the Commission (<https://ssc.nic.in>) on 04.09.2023)



भारत सरकार,  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,  
कार्मिक एवं प्रशिक्षण विभाग,  
कर्मचारी चयन आयोग,  
ब्लॉकसं-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**

### **Grade 'C' Stenographers Limited Departmental Competitive Examination, 2018 & 2019**

<b>Dates for submission of online applications</b>	<b>04.09.2023 to 25.09.2023</b>
<b>Last date and time for receipt of online applications</b>	<b>25.09.2023 (2300 hours)</b>
<b>Schedule of Computer Based Examination(Tentative)</b>	<b>February-March, 2024</b>

**HQ-PPII03(5)/3/2022-PP\_II:** The Staff Selection Commission will hold a Limited Departmental Competitive Examination on (to be intimated later) at Delhi only for making additions to the Select List of Grade 'C' Stenographers of the following Services/Cadres:-

<b>Sl. No.</b>	<b>Name of Service/Cadre</b>
<b>1</b>	<b>Central Secretariat Stenographers Services</b>
<b>2</b>	<b>Indian Foreign Service Branch (B) Stenographers</b>
<b>3</b>	<b>Armed Forces Headquarters Stenographers Service</b>
<b>4</b>	<b>Railway Board Secretariat Stenographers Service</b>
<b>5</b>	<b>Election Commission of India Stenographers Service</b>

2. **Vacancies:** Details of tentative vacancies for recruitment years 2018 & 2019 in respect of above mentioned Services/Cadres, as reported by their respective Service/Cadre Controlling Authorities, are as under:-

**Tentative vacancies for the recruitment year, 2018**

Sr. No.	Name of Service/Cadre	UR	SC	ST	PwBD	Total
1.	Central Secretariat Stenographers Services	155	30	15	-	200
2.	Railway Board Secretariat Stenographers Service	05	01	02	-	08
3.	Armed Forces Headquarters Stenographers Service	06	03	03	-	12
4.	Election Commission of India Stenographers Service	01	01	00	-	02
5.	Indian Foreign Service Branch (B) Stenographers	02	-	-	-	02

**Tentative vacancies for the recruitment year, 2019**

Sr. No.	Name of Service/Cadre	UR	SC	ST	PwBD	Total
1.	Central Secretariat Stenographers Services	110	21	11	-	142
2.	Railway Board Secretariat Stenographers Service	06	02	01	-	09
3.	Armed Forces Headquarters Stenographers Service	05	02	-	-	07
4.	Election Commission of India Stenographers Service	00	00	00	-	00
5.	Indian Foreign Service Branch (B) Stenographers	02	-	-	-	02

**Note-Candidate(s) eligible for 2018 Examination are also eligible for 2019 Examination subject to fulfilment of all other eligibility conditions and provided candidate specifically opts to be so considered. Further, such consideration of candidature would also be subject to availability of vacancies for that recruitment year i.e. 2018 or 2019 as reported by their respective Service/Cadre Controlling Authorities of the candidate to the Commission.**

3. Place(s), centre(s), date and time of examination are liable to be changed at the discretion of the Commission. The Commission may allot a different centre to a candidate if circumstances so warrant. Changes of schedule of the examination, if any, would be uploaded on the website of SSC (NR) viz., <https://sscnr.nic.in>.

**Note-I:- Candidates should note that no request for change of centre will be entertained under any circumstances.**

**Note-II**:-If any candidate appears at a centre other than the one indicated by the Commission in the admission certificate, the papers of such a candidate will not be evaluated and his/her candidature will be liable to be cancelled.

4. Reservation of posts for the members of Scheduled Caste, Scheduled Tribe and Persons with Benchmark Disability(PwBD) candidates will be as per the vacancy position in respective categories reported by the Service/Cadre Controlling Authorities.

5. Candidates seeking admission to the examination must apply online on the website of Staff Selection Commission; i.e <https://ssc.nic.in>. The process of filling online application form for the examination consists of two parts: **(i) One Time Registration (ii) Filling of online Application for the Examination.**

6. After completion of online application form, the printed copy of the same accompanied with necessary documents, complete in all respects, in accordance with the 'Instructions to Candidates' (**Annexure-I**) should be duly forwarded by their respective Service/Cadre Controlling Authority to **"The Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003"** by **10.10.2023(1800 hrs)**.

7. The candidates residing abroad, Andaman & Nicobar Islands and Lakshadweep should note that the printed copy of the online application form accompanied with necessary documents, complete in all respects, in accordance with the 'Instructions to Candidates' (**Annexure-I**) should be duly forwarded by their respective Service/Cadre Controlling Authority to **"The Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003"** by **17.10.2023 (1800 hrs)**.

**NOTE-I** Only those candidates whose application is forwarded by their Head of Department/Head of Office will be considered for admission to this Examination. They should further note that the Commission will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application, received after the prescribed last date and time for receipt of the application in the Commission through proper channel, will be entertained under any circumstances. Application(s), received after closing date and time, will be summarily rejected. Candidates, in their own interest, are advised to ensure that their applications duly verified and endorsed by the Competent Authority, are forwarded by their Head of Department or Head of Office in a manner that their applications reach well before the prescribed last date and time.

**NOTE-II**:- Head of Department/Head of Office of the Applicants must forward the application forms, complete in all respects, in a manner so as to reach by the prescribed date and time to the aforesaid Regional Office of the Staff Selection Commission.

**NOTE-III**:- While forwarding the application(s) of the candidate(s), the concerned authorities should ensure that the parent Service/Cadre of the candidate(s) applying for the examination is one of the participating Service(s)/Cadre(s) under this examination.

8. All communications in respect of this Examination should be addressed to **"The Regional Director, Staff Selection Commission (Northern Region), Block No.12, C.G.O. Complex, Lodhi Road, New Delhi-110003"** and should contain the following particulars:-

- (i) Name and year of examination
- (ii) Name of candidate (in full and in block letters)
- (iii) Name of father/husband of candidate
- (iv) Roll number or date of birth (if roll number not received by the candidate)
- (v) Postal address as given in application

9. Communications, without above details as in para 8, will not be entertained. In all correspondence with the Staff Selection Commission related to this examination, candidates should invariably superscribe their envelope and correspondence with the words and figures, **"Grade 'C' Stenographers Limited Departmental Competitive Examination, 2018 & 2019"**.

10. This examination is being conducted on the basis of clearance provided to the Commission by DoPT vide their letter No. 5/14/2022-CS.II(C) dated 19.10.2022.

Under Secretary  
Staff Selection Commission (HQ)

**INSTRUCTIONS TO CANDIDATES**

The Candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz., Computer Based Examination(Part-A), Skill Test(Part-B) and Evaluation of Service Records(Part-C) will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification, at any time before or after the Computer Based Examination, Skill Test and Evaluation of Service Records, it is found that they do not fulfil any of the eligibility conditions their candidature for the examination will be cancelled by the Commission.

2. Before filling the Online Application Form, the candidates must carefully go through the Notice of the examination to ensure that they fulfill all eligibility conditions for the post applied. The eligibility conditions prescribed in the Notice shall not be relaxed under any circumstances. Further, the candidates must go through the instructions to the candidates for filling up online application form as per **Annexure-IV (One-Time Registration)** and **Annexure-V (Online Application Form)**.

3. The candidate must note that the Examination shall be conducted by the Staff Selection Commission in **Delhi** only. Information about the Examination indicating the time table and City/Centre of examination for the candidates will be uploaded on the website of the Northern Regional Office of the Commission i.e <https://sscnr.nic.in> about two weeks before the date of examination. If any candidate does not find his/her details on the website of Northern Regional Office of the Commission, one week before the date of examination, he/she must immediately contact the Northern Regional Office of the Commission with proof of having submitted his/her application failing which he/she will deprive himself/herself of any claim for consideration of candidature for the examination. The Commission reserves the right to cancel any Centre and ask the candidates of that Centre to appear at another centre. Commission also reserves the right to divert candidates of any Centre to some other Centre to take the examination.

**Note-I:-** Candidates may please note that there will be no centre at any India mission abroad. A candidate serving at an Indian mission abroad will have to appear for this examination in India at his/her own expense.

4. **Admission Certificate for the Computer Based Examination will be issued online by uploading on the website of the Northern Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the website of the Northern Regional Office of the Commission i.e <https://sscnr.nic.in> as well as of Staff Selection Commission (HQRS) i.e <https://ssc.nic.in> for any updates and information about the examination.**

5. All candidates who register and apply in response to the Notice of this Examination by the stipulated date and time and whose applications 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.

6. The Commission will not undertake detailed scrutiny of online applications for the eligibility and other aspects at the time of examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of eligibility criteria and satisfy themselves that they are eligible for the post(s).

7. Candidates must write Registration-ID, 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 candidates not furnishing these particulars shall not be entertained. Facility for downloading of Admission Certificates will be available 3-7 days before the examination on the website of Northern Regional Office of the Commission.

8. Candidates admitted to the examination will be required to produce their Departmental Identity Card (Original) issued by the employer of the Government Servant along with hard copy of Admission Certificate for appearing in the Examination. Candidates are not entitled to receive any Travelling Allowance from Staff Selection Commission for attending the examination.

9. Staff Selection Commission recruits personnel as per the vacancies reported by the User Ministries/Departments/Organizations. The Commission has no role in determination of total vacancies (Vertical & Horizontal) arising in a User Ministry/Department/Organization, backlog vacancies, segregation of vacancies under various reserved categories and vacancies reported to be filled up.

10. Candidates are warned that they should not furnish any false/incorrect/misleading information or suppress any material information while filling the online application form.

**11. Candidate must upload the following documents with his/her application:**

(i) Certified true copy of the first page of the Service Book duly attested by the Head of Department or Head of Office in which the candidate is employed at the time of making the application showing the particulars of the Government Servant; viz., Name of the candidate in full, his/her Father's Name, Husband's Name in case of a married woman Government Servant, Nationality, Name of the Scheduled Caste/Scheduled Tribe in case of candidates belonging to such caste or tribe, date of birth by the Christian Era (both in figures and words),

(ii) Copy of certificate of essential educational qualification

- (iii) Specimen signature of the candidate.
- (iv) Certified true copy of the particulars of service attested by the Head of Department or Head of Office in which he/she is working at the time of making the application showing the posts held along-with scale of pay and the capacity i.e. substantive, officiating, permanent or temporary in which the post is held.
- (v) Form of certificate for disabled Defence Personnel while in service
- (vi) Certificate of disability in case of PwBD candidates

**Note-I** The Staff Selection Commission may, if it considers necessary, call for the Service Book or other documentary evidence.

**Note-II** Only self-attested photocopies by the candidate should be uploaded in the online application form in support of claim for relaxation of age etc. and no document should be submitted in original.

12. Candidates are warned that if the online application form is either incomplete or wrongly filled in or without requisite documents mentioned under **Para 11** above, the application is liable to be rejected and no appeal against rejection will be entertained.

13. Candidates should also ensure that the signatures appended by them in all the places; viz., in their online application form, in the Attendance List and Commission Copy in the examination hall and in all the correspondence with the Commission should be identical and there should be no variation of any kind in the signatures appended. If any variation is found in the signatures, his/her candidature will be liable to be cancelled by the Commission.

14. Candidates should further note that no change in the entries made in the online application form shall be allowed by the Commission at any stage under any circumstances.

15. A candidate must see that communications, if any, sent to him/her at the address stated in his/her application are redirected, if necessary Change in address should be communicated to the Commission at the earliest opportunity. Although the Commission makes every effort to take account of such changes they cannot accept any responsibility in the matter.

16. **RULES FOR THE EXAMINATION:-**

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 for the years 2018 and 2019 are published for general information.

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.

**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/Cadre 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.

**Crucial date and Conditions of eligibility: -**

Name of the Service/Cadre	Crucial date for counting of approved service	Conditions of Eligibility
Central Secretariat Stenographers Service (CSSS)	<p>For the year, 2018- <b>1<sup>st</sup> day of July, 2018(01.07.2018)</b></p> <p>For the year, 2019- <b>1<sup>st</sup> day of July, 2019(01.07.2019)</b></p>	<p>(1)Any regularly appointed Stenographer Grade 'D' of the Service who satisfies the following conditions shall be eligible to appear at the examination:-</p> <p><b>(a) Length of Service:-</b> He/She should have on the crucial date, rendered not less than six years' approved service as Stenographer Grade 'D'.</p> <p><b>Note:-</b> Stenographers Grade 'D' who are on deputation to ex-cadre post with the approval of the competent authority, and those having a lien in Stenographer Grade 'D' of the service will be eligible to be admitted to the examination, if otherwise eligible.</p> <p>Provided that if the official had been appointed to Stenographer Grade 'D' of the Central Secretariat Stenographers' Service on the results of the Competitive Examination, including a Limited Departmental Competitive Examination, the results 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> <p><b>(B)Computer Literacy-</b>Any Stenographer Grade 'D' appearing in the Limited Departmental Competitive examination for</p>



		promotion to Personal Assistant shall be required to transcribe his/her shorthand notes on Computers.
Indian Foreign Service Branch (B) Stenographers Service	For the year, 2018- <b>1<sup>st</sup> day of July, 2018(01.07.2018)</b>  For the year, 2019- <b>1<sup>st</sup> day of July, 2019(01.07.2019)</b>	<p><b>Eligibility criteria as per IFS Branch 'B' Rules, 2017-</b> The candidates who have rendered not less than six years approved service and undergone and successfully completed such mandatory training programme(s) as may be prescribed by the Ministry of External Affairs:</p> <p>Provided that eligibility service for the above purpose shall continue to be five years approved service for persons holding Stenographer Grade 'D' posts on regular basis before the date of commencement of these rules.</p> <p><b>Note:-</b> Eligibility criteria in respect of officials in the Stenographers' Grade D who joined the Ministry prior to the commencement of India Foreign Service(IFS) Branch 'B' Recruitment Rules 2017, i.e. 29.08.2017, would be determined in accordance with Indian Foreign Service Branch 'B' (Recruitment, Cadre, Seniority and Promotion) Rules, 1964.</p> <p><b>Eligibility criteria as per IFS Branch 'B'(RCSP) Rules, 1964-</b> The official 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 he/she should have rendered not less than two years approved and continuous service in that Grade.</p> <p><b>Educational Qualification-</b>Candidates must have passed 12<sup>th</sup> standard or equivalent examination from a recognized</p>

		Board or University.
Armed Forces Headquarters Stenographers Service	<p>For the year, 2018- <b>1<sup>st</sup> day of July, 2018(01.07.2018)</b></p> <p>For the year, 2019- <b>1<sup>st</sup> day of July, 2019(01.07.2019)</b></p>	<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	<p>For the year, 2018- <b>1<sup>st</sup> day of July, 2018(01.07.2018)</b></p> <p>For the year, 2019- <b>1<sup>st</sup> day of July, 2019(01.07.2019)</b></p>	<p>(1)Any regularly appointed Stenographer Grade 'D' of the Service who satisfies the following conditions shall be eligible to appear at the examination:-</p> <p><b><u>(a) Length of Service:-</u></b> He/She should have on the crucial date, rendered not less than six years' approve service as stenographer Grade 'D'.</p> <p><b>Note:-</b> Stenographers Grade 'D' who are on deputation to ex-cadre post with the approval of the competent authority, and those having a lien in Stenographer Grade 'D' of the service will be eligible to be admitted to the examination, if otherwise eligible.</p> <p>Provided that if the official had been appointed to Stenographer Grade 'D' of the Central Secretariat Stenographers' Service on the results of the Competitive Examination, including a Limited Departmental Competitive Examination, the results 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> <p><b><u>(B)Computer Literacy-</u></b>Any Stenographer Grade 'D' appearing in the Limited</p>

		Departmental Competitive examination for promotion to Personal Assistant shall be required to transcribe his/her shorthand notes on Computers.
Election Commission of India Stenographers Service	For the year, 2018- <b>1<sup>st</sup> day of July, 2018(01.07.2018)</b>  For the year, 2019- <b>1<sup>st</sup> day of July, 2019(01.07.2019)</b>	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.  Provided that if he/ she had been appointed to the Grade - 'D' of the Election Commission of India Stenographers' Service on the result of the competitive examination including 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 the Grade.

**Note:** - Grade 'D'/Grade-III Stenographers who are on deputation to ex-cadre post with the approval of the competent authority and those having lien in Grade 'D'/Grade-III of the Stenographers Cadre of the Central Secretariat Stenographers Service (CSSS)/Railway Board Secretariat Stenographers Service/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.

17. Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), and Persons with Benchmark Disabilities (PwBD), wherever applicable and admissible, would be as determined and communicated by the respective Service/Cadre Controlling Authority, as per extant Government Orders.

18. If sufficient number of PwBD candidates with Benchmark Disabilities are not available on the basis of prescribed standard to fill all the vacancies (in case of promotion through Limited Departmental Competitive Examination/Departmental Examination, etc.) reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them, provided they are not found unfit for such post or posts. However, this provision shall not be used to allow any relaxation in the eligibility criteria laid down for the issuance of certificate of benchmark disability.

19. The same relaxed standard should be applied for all the PwBD candidates with Benchmark Disabilities, irrespective of whether they belong to the Unreserved/SC/ST category. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.

20. Permanent or regularly appointed Stenographer Grade 'D'/Grade-III who are on deputation to ex-cadre posts for a specified period with the approval of the

competent authority will be eligible to be admitted to the examination, if otherwise eligible and the service rendered by them during the period of deputation will qualify towards the length of service in their respective Services/Cadres. This, however, does not apply to Stenographer Grade 'D'/Grade-III who have been appointed to ex-cadre posts or to another Service on "transfer" and do not have a lien in their respective Services/Cadres.

21. A candidate who after applying for admission to the examination or after appearing at it, resigns his/her appointment or otherwise quits the Service or severs his/her connection with it or whose services are terminated by his/her Department or who is appointed to an ex-cadre post or to another Service on 'transfer' and does not have a lien in the Stenographer Grade 'D'/Grade-III will not be eligible for appointment on the result of this examination to their respective Services/Cadres. This, however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.

22. **Age: - Candidate should not be more than 50 years of age for the recruitment year 2018 (as on 01.07.2018) and for the recruitment year 2019 (as on 01.07.2019).** Where an upper age-limit not exceeding 50 years is prescribed for promotion to a Service/Cadre, it shall be relaxed by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. This, however, would not apply to posts which have arduous field duties or are meant for operational safety and to posts in para-Military Organizations.

23. Defence service personnel disabled in operation during hostilities would be allowed a relaxation of the age limit up to three years (eight years in the case of disabled Defence Services personnel belonging to SC/ST) in excess of the prescribed upper age limit subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or a group of services, than the maximum number of chances permissible to any general candidate under the age limit. For the purposes of claiming the age concessions, a certificate from the Director General, Resettlement, Ministry of Defence will be accepted as documentary evidence in support of the claim of disabled Defence Service personnel (**Annexure-VI**).

24. Permissible relaxation in upper age limit is as follows:

Code	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ST	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

## **25. Provision of Compensatory Time and Assistance of Scribe:**

- 25.1 In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate. **Since the post is not identified suitable for persons BA, therefore facility of scribe and compensatory time will not be admissible to such candidates.**
- 25.2 In case of remaining categories of persons with benchmark disabilities(as in previous para), the provision of scribe will be available on production of a certificate at the time of examination 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-II**.
- 25.3 The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IIA**.
- 25.4 The facility of scribes/ passage reader will be provided to the PwBD/PwD candidates only if he/she has opted for the same in the online application form.
- 25.5 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.
- 25.6 In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-III**. The candidates with disabilities (PwD) eligible for scribe as per **Para 25.3** above and opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-IIIA**. In addition, the scribe has to produce a valid ID proof 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-III/ Annexure-IIIA**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

- 25.7 If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected appeared or likely to be appeared as scribe of PwBD/PwD candidate(s) in this examination then the candidature of both the candidates will be cancelled.
- 25.8 A compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed use of scribe as described at **para 25.1, 25.2 & 25.3** above.
- 25.9 The candidates referred to at **25.1, 25.2 & 25.3** above, who are eligible for getting scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- 25.10 No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
- 25.11 The PwBD/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. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination
26. 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 along with 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/Stenographer's Cadre of Central Secretariat Stenographers Service (CSSS)/Railway Board Secretariat Stenographers Service/Indian Foreign Service (B)/Armed Forces Headquarters Stenographers Service/Election Commission of India Stenographers Service upto the required number.
27. 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 Persons with Benchmark Disabilities, in accordance with the orders issued from time to time by the Central Government in the Department of Personnel and Training.
28. 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/Stenographer's Cadre of Central Secretariat Stenographers Service (CSSS)/Railway Board Secretariat Stenographers Service/Indian Foreign Service (B)/Armed Forces Headquarters 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.

29. 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.

30. **Scheme of Examination:** The Commission has discretion to fix separate qualifying marks in any or all subjects/parts of the 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 (200 MARKS)**

Subject	No. of Questions	Max. Marks	Duration of Timings
General Awareness	100	100	2 Hours (2 hours and 40 minutes for the candidates eligible for scribe as per Para- <b>25.1, 25.2 &amp; 25.3</b> )
Comprehension and Knowledge of English Language	100	100	

- ii) Question paper will be of Objective Type Multiple Choice only. The questions will be set both in English & Hindi.
- iii) There will be negative marking of 0.25 marks for each wrong answer in the examination.
- iv) 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.
- v) Tentative Answer Keys of Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs. 100/- per question which is non-refundable. Representations on the matter received through any other modalities; *i.e.*, letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final.
- vi) There shall be no provision for re-evaluation/re-checking of scores of any stage/paper(s) of the Examination. No correspondence in this regard shall be entertained.
- vii) The schedule of examination indicated in the Notice is tentative. Any change in the schedule of examination will be informed to candidates only through the website of the Commission.

**PART B**

**SHORTHAND SKILL TEST IN HINDI OR IN ENGLISH (200 MARKS)**

i) **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 Central Secretariat Stenographers Service (CSSS)/Railway Board Secretariat Stenographers Service/Indian Foreign Service (B)/Armed Forces Headquarters Stenographers Service/Election Commission of India Stenographers Service, they should have passed the test on or before the date of notification of the examination.

- ii) 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.
- iii) Candidates must indicate their medium for taking Stenography Test at relevant column of the online 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.
- iv) The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Skill Test for Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the online Application Form) at the speed of 100 words per minute (w.p.m.) for the post of Stenographer Grade 'C'. The matter will have to be transcribed on computer. The transcription time is as follows:.

S. No.	Post	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe as per Para- <b>25.1, 25.2 &amp; 25.3</b>
1.	Stenographer Grade 'C'	English	40	55
2.	Stenographer Grade 'C'	Hindi	55	75

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

- v) 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.
- vi) Candidates who opt to take the Stenography test in Hindi will be required to learn English Stenography and vice versa after their appointment.
- vii) Candidates will be required to transcribe their Shorthand Notes on Computer provided by the Commission.
- viii) 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.**

31. **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

**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.

### **Comprehension and Knowledge 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.

### 32. **Resolution of Tie Cases:**

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

- i. Marks obtained in Skill Test
- ii. Marks obtained in Computer Based Examination
- iii. Date of birth, with older candidates placed higher

33. The candidates are advised to comply with the following general instructions in examination hall:

<b>S. No.</b>	<b>General Instructions to candidates</b>
1	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.
2	Punctuality in Attendance: Candidates should be present in the examination Hall at least 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.
3	Compliance with Instructions: Candidates should scrupulously follow the instructions given by Supervisor and the Invigilator at all the stages of the examination.

34. A candidate who is or has been declared by the Commission to be guilty of

<b>Sl. No.</b>	<b>Types of malpractices</b>
1	Taking away answer books/typing script with him/her from the examination hall; or
2	Obtaining support for his/her candidature by any means, or
3	Impersonating, or
4	Procuring impersonation by any person, or
5	Submitting fabricated documents or documents which have been tampered with, or
6	Making statements which are incorrect or false or suppressing material information, or
7	Resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
8	Using unfair means in the examination hall, or
9	Misbehaving in the examination hall, or
10	Writing irrelevant matter, including obscene language or pornographic matter in the script(s); or
11	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 unfair means; or
12	Harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination; or
13	Violating any of the instructions issued to the candidates along with their Admission Certificates permitting them to take the examination; or

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 for:-

- (I) Disqualification by the Commission from the examination for which he/she is a candidate, or
- (II) Debarment either permanently or for a specified period:-
  - (i) By the Commission from any examination or selection held by them;
  - (ii) By the Central Government from any employment under them, and
  - (iii) Disciplinary action under the appropriate rules and other appropriate legal action.

The Commission may also report the matter to Police/Investigating Agencies, as deemed fit and the Commission may also take appropriate action to get the matter examined by the concerned authorities/forensic experts, etc.

35. Any attempt on the part of the candidate to obtain support to his/her candidature by any means would disqualify him/her for admission to the examination.

36. **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 and allocation of posts/departments, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

## **Annexure-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 (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/ PMR)

**Annexure-IIA**

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

This is to certify that, we have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate), S/o /D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Vill/PO/PS/District/State), aged \_\_\_\_\_ yrs, a person with \_\_\_\_\_ (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist /Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date

**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 not one step below my  
qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

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 of online Application for the Examination

**Part-I (One-Time Registration)**

1. Read the instructions given in the Notice of Examination carefully before filling up the online '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 (10<sup>th</sup>) Examination.
  - e. 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 and contact details
  - c. Declaration.
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 to avoid any inadvertent mistakes in filling up of the form. If there is mismatch between the original and verify data columns, it will



not be accepted and an indication to this effect 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 (10<sup>th</sup> 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 (10<sup>th</sup> Class) Certificate.
- e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10<sup>th</sup> Class) Certificate.
- g. S No-6: Matriculation (10<sup>th</sup> 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 which 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, if required.
- k. S No-10: Your Email ID which 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 the last Part of the Registration Process.
  - w. Save the information provided. Take draft printout and review the information filled in the Registration Form carefully, before 'Final Submit'.
  - x. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.
  - 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.
6. Though you can edit/ modify your One-time Registration data, you must be very cautious while filling up details in the One-time Registration. Wrong/ incorrect information may lead to cancellation of your candidature.
7. **YOU ARE AGAIN CAUTIONED THAT NAME, FATHER'S NAME, MOTHER'S NAME, DATE OF BIRTH, MATRICULATION EXAMINATION DETAILS SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**
8. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.

**Screenshots of One-time Registration Form**

**BASIC DETAILS**

**NOTE: Candidates must be cautious while filling up Registration details. Your candidature may get cancelled in case incorrect/ wrong information is furnished.**

1. Do you have Aadhaar ? \*  Yes  No

1a. Aadhaar Number   
Aadhaar Number should be same as mentioned in Aadhaar Card

1b. Verify Aadhaar Number

1c. Type of ID \*   
Type of ID and ID Number to be provided if you don't want to give Aadhaar number

1d. ID Number \*

2a. Name \*   
1. Name should be same as mentioned in Matriculation Certificate  
2. Please enter name without any salutation (i.e. Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof)

2b. Verify Name \*

2c. Have you ever changed Name?  Yes  No

2d. New Name / Changed Name

3a. Father's Name \*   
1. Father's Name should be same as mentioned in Matriculation Certificate  
2. Please enter name without any salutation (i.e. Mr/ Shri/ Late/ Dr/ Prof etc)

3b. Verify Father's Name \*

4a. Mother's Name \*   
1. Mother's Name should be same as mentioned in Matriculation Certificate  
2. Please enter name without any salutation (i.e. Mrs/ Ms/ Smt/ Late/ Dr/ Prof etc)

4b. Verify Mother's Name \*

5a. Date of Birth (DD/MM/YYYY) \*   
Date of Birth should be same as mentioned in Matriculation Certificate.

5b. Verify Date of Birth (DD/MM/YYYY) \*

6. Matriculation (10<sup>th</sup> Class) Examination details :

(i). Education Board \*   
Education Board of Matriculation Examination

(ii). Verify Education Board \*

(iii). Roll Number \*   
1. Roll Number should be same as mentioned in Matriculation Certificate  
2. Only / and - are allowed , Please enter Roll number without any other special character(s)  
3. If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."

(iv). Verify Roll Number \*

(v). Year of Passing \*

(vi). Verify Year of Passing \*

7a. Gender \*  Male  Female  Transgender

7b. Verify Gender \*  Male  Female  Transgender

8. Level of Educational Qualification \*

9a. Mobile Number \*

9b. Verify Mobile Number \*

10a. Email ID \*

10b. Verify Email ID \*

\* State / UT of Permanent Address \*

**ADDITIONAL AND CONTACT DETAILS**

[Edit](#)

11a. Category \*  General  EWS  OBC  ST  SC

11b. Verify Category \*  General  EWS  OBC  ST  SC

12. Nationality \*

13. Identification Marks \*

14a. Are you a Person with Benchmark Disability? \*  Yes  No

14b. Type of Disability

**NOTE**

**VH:** Blindness and low vision.

**HH:** Deaf and hard of hearing.

**OH:** Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.

**Others:** Autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.

14c. Disability Certificate Number

15a. Permanent Address \*

15b. State/ UT \*

15c. District \* Patiala

15d. PIN Code \* 140401

16. Is Present Address same as Permanent Address?  Yes  No

17a. Present Address \* SAMPLE PERMANENT ADDRESS

17b. State/ UT \* Punjab

17c. District \* Patiala

17d. PIN Code \* 140401

18. Contact details for other nationals

[Previous](#) [Save](#) [Next](#) [Reset](#) [Close](#)

## DECLARATION

**Declaration :** I hereby declare that the information given by me in this form is 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.

I Agree.

[Previous](#) [Take Draft Print](#) [Final Submit](#) [Close](#)

**Part-II (Online Application Form)**

1. Before proceeding with filling of online application, keep the following data ready:

- a. Recent scanned colour passport size photograph (not more than three months old from the date of publication of the Notice of Examination) in JPEG/JPG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). In compliance of the Order dated 05.03.2020 of Hon'ble Supreme Court in the matter of Shantanu Kumar & Ors. [Writ Petition (C) No.234 of 2018], the photograph of the candidate should not be more than three months old from the date of publication of notice of the examination. **The Photograph should be without cap and spectacles.** The frontal view of the face should be clearly visible. Applications with blurred photograph liable to be rejected.
- b. Scanned signature in JPEG/JPG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). Applications with blurred signature will be rejected.

2. Login to online system through your "Registration Number" and password.

3. Click "Apply" link in "**Grade 'C' Stenographers Limited Departmental Competitive Examination, 2018 & 2019**" Section under "Latest Notifications" tab.

4. Information in columns at S No-3 to 16 will be automatically filled from your One-time Registration Data which is non-editable. However, if you want to modify any of One-Time Registration details, click on 'Modify Registration' tab provided at the left hand top corner of your dashboard and make suitable corrections before proceeding further.

5. S No-17: The centre of examination would be Delhi only.

6. S No-17.1 to 17.6: If you are eligible for availing the facility of scribe as per Para-25 of the Notice of examination, provide information about the requirement of scribe.

7. S No-18.1 to 18.2: If you are seeking age relaxation, select appropriate age-relaxation category.

9. S No-19: Please mentioned name and full postal address of the Ministry/Departments/Office in which you are working at the time of applying.

10. S No-20: Please indicate medium of language.

11. S No-21: Please indicate the language in which you wish to take Stenography Test.

12. S No-22: Indicate the complete details of service (in chronological order) by you under Government in different offices and Grades.

13. S.No-23: Please furnish the details of your service.

14. S No-24 (a to b): Please furnish the details of your ex-cadre post, lien if any.

15. S No-25: Please provide the details of stenography test held by SSC

17. S. No. 26(1 to 8): Please upload a copy of documents (please see at para .

18. S. No. 27: The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination. Click 'Yes', if the photograph uploaded above is not more than three months old from the date of publication of the Notice of Examination. Please upload your signature and thumb impression, if applicable.

19. Go through the declaration carefully and click on "I agree" check box, if you accept the same. Fill up captcha code.

20. Proceed to make fee payment if you are not exempted from payment of fee. Preview and verify the information provided by you. If you want to modify any entry, click on 'Edit/Modify' button and make requisite corrections before proceeding further. When you are satisfied that the information is correctly filled, preview and verify the information and submit the Application.

21. Proceed to make fee payment if you are not exempted from payment of fee.

22. Fee can be paid only through online payment modes, namely BHIM UPI, Net Banking, or by using Visa, MasterCard, Maestro, or RuPay Credit or Debit card.

23. When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the application form for their own records. Printout of the 'Application Form' is normally not required to be submitted to the Staff Selection Commission at any stage. However, you may be required to provide printout of the online application form to address grievances related to online application, if any.



## ANNEUXRE-V(A)

### Steno Grade 'C' Departmental Examination 2018-19

#### Instructions

**PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM**

1. Select your Service/Cadre	<input type="text" value="Please Select"/>
2. Applying for the Year?:	<input type="text" value="--Please Select--"/>
3. Candidate's Name: (As per the Matriculation Certificate)	<input type="text" value="SAMPLE DATA"/>
4. New / Changed Name:	<input type="text"/>
5. Father's Name:	<input type="text" value="SAMPLE FATHER"/>
6. Mother's Name:	<input type="text" value="SAMPLE MOTHER"/>

7. Date of Birth (DD/MM/YYYY) (As per the Matriculation Certificate):	<input type="text" value="18/09/2000"/>
8. Age as on 01/08/2023:	<input type="text" value="22.10"/>
9. Gender:	<input type="text" value="Male"/>
10. Category:	<input type="text" value="UR"/>
11. Whether Person with Benchmark Disability (PwBD)? :	<input type="text" value="No"/>
11.1. If Yes, Type of Disability:	<input type="text"/>
12. Nationality:	<input type="text" value="Indian"/>
13. Mark of Visible Identification:	<input type="text" value="HH"/>
14. Matriculation (10 <sup>th</sup> Class) Examination Board:	<input type="text" value="Central Board of Secondary Education (CBSE)"/>

15. Matriculation (10<sup>th</sup> Class) Roll No.:

16. Matriculation (10<sup>th</sup> Class) Year of Passing:

17. Examination Centres:

17.1. Are you a person with benchmark disabilities (40% or more) in the category of Blindness (VH)?  Yes  No

17.2. Are you a person with benchmark disabilities (40% or more) in the category of OH- Both Arms Affected (OH-BA)?  Yes  No

17.3. Are you a person with benchmark disabilities (40% or more) in the category of OH- Cerebral Palsy?  Yes  No

17.4. Do you have a physical limitation to write and Scribe is required to write on your behalf (Certificate to this effect from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per Notice of the Examination, would be required at the time of Examination.)?  Yes  No

17.5. Whether scribe is required?  Yes  No

17.6. Will you make your own arrangement of Scribe?  Yes  No

18.1. Whether seeking Age Relaxation? : \*  Yes  No

18.2. If Yes, indicate code:

19. Name and full postal address of the Ministry/Department/Office in which you are working at the time of applying:

20. Medium of language

21. The language in which you wish to take Stenography Test

22. Complete details of service (in chronological order) by you under Government in different offices and Grades.


Name of the Deptt/ office *	Post held & Scale of pay *	State whether post held Permanently/ On Probation/Temporary *	From *	To *	Actions
<input type="text"/>	<input type="text"/>	<input type="text" value="Please Select"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="button" value="+"/>

23. (a) Are you a permanent or regularly appointed Stenographer Grade III  Yes  No

Central Secretariat Clerical Service/ Railway Board Secretariat Clerical Service/ Armed Forces Headquarters Clerical Service/ Election Commission of India/ Ministry of External Affairs

(b) If the answer to (a) above is 'Yes' indicate the date of : your continuous appointment as Stenographer Grade 'D' in the Cadre.  Yes  No

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

Please Select 

24. (a) Are you holding an ex-Cadre Post?  Yes  No

(b) If the answer to (a) above is 'Yes' please indicate details of Post and Organization.

(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 Central Secretariat Clerical Service/ Railway Board Secretariat  Yes  No

25. (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

Name of the examination

Date of Stenography Test

Roll Number

dd-mm-yyyy



26. Give a list of the documents attached with the 1. application (Please see paragraph 11).

1. Please upload document as indicated in para 11 (i) of Annexure-I.  No file chosen

2. Please upload document as indicated in para 11 (ii) of Annexure-I.  No file chosen

3. Please upload document as indicated in para 11 (iii) of Annexure-I.  No file chosen

4. Please upload document as indicated in para 11 (iv) of Annexure-I.  No file chosen

5. Please upload document as indicated in para 11 (V) of Annexure-I.  No file chosen

6. Please upload document as indicated in para 11 (VI) of Annexure-I.  No file chosen

7. Document if any you wish to upload.  No file chosen

8. Document if any you wish to upload.  No file chosen

## Photograph and Signature

Upload a photograph without Spectacles/Cap taken on or after 05-Jun-2023\*

Allowed File Size: 20 KB to 50 KB

Format: JPEG/ JPG

Image Size: About 3.5 cm (width) x 4.5 cm (height)

No file chosen

Upload Signature (Signature should not be blurred) \*

Allowed File Size: 10 KB to 20 KB

Format: JPEG/ JPG

Image Size: About 4.0 cm (width) x 2.0 cm (height)

No file chosen

PwD Candidates unable to sign may put left hand ThumbImpression

(ThumbImpression should not be blurred)

Allowed File Size: 10 KB to 20 KB

Format: JPEG/ JPG

Image Size: About 4.0 cm (width) x 2.0 cm (height)

No file chosen

28. Whether the photograph has been taken on or after 05-Jun-2023?:

Yes  No

## Declaration

### Declaration

1. I have read the Notice of the Examination, and accept all the terms & conditions of the Notice of the Examination.

2. I hereby declare that all the statements made in this application 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 or not satisfying the eligibility criteria according to the Notice of Examination, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere in India.

3. I declare that the Photograph uploaded in Application form is not more than 3 months old.

4. I agree to authorize SSC to use my Aadhaar data for verification purpose.\*

5. The above statements are true, complete and correct to the best of my knowledge and belief. No part of it is false and baseless and nothing material has been concealed therefrom. 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.

6. The original certificate required to be submitted, vide para-7 of Annexure-I of this Notice, of which attested copy has been attached by me with this application, are in my possession and the same will be produced on demand.

I Agree



Try Another

ENTER TEXT

**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/in a disturbed area\* and was released as a result of  
such disability.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Mob. No. \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

\*Strike out whichever is not applicable.

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

Certified that:

The information given by Shri/Smt/Kumari\_\_\_\_\_ in 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/Stenographer's Cadre of Central Secretariat Stenographers Service (CSSS)/Railway Board Secretariat Stenographers Service/Indian Foreign Service (B)/Armed Forces Headquarters 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/Stenographer's Cadre of Central Secretariat Stenographers Service (CSSS)/Railway Board Secretariat Stenographers Service/Indian Foreign Service (B)/Armed Forces Headquarters 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 the notice of examination.

(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/Stenographer's Cadre of Central Secretariat Stenographers Service (CSSS)/Railway Board Secretariat Stenographers Service/Indian Foreign Service (B)/Armed Forces Headquarters 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/Stenographer's Cadre of Central Secretariat Stenographers Service (CSSS)/Railway Board Secretariat Stenographers Service/Indian Foreign Service (B)/Armed Forces Headquarters Stenographers Service/Election Commission of India Stenographers Service before the notification of the examination.

(9) 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 for the year(s) 2018/2019/2018&2019 considering that of crucial date and length of service as mentioned in the Notice of Stenographer Grade 'C' Limited Departmental Examination, 2018 & 2019 published by SSC.

(10) Certified also that he/ she has submitted his/ her application to the department/Office on \_\_\_\_\_ for onward transmission to the Staff Selection Commission and vacancy in appropriate category is available in the Department/Organization.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Department/Office\_\_\_\_\_

Complete Postal Address\_\_\_\_\_

Date\_\_\_\_\_

**Strike out portion not applicable.**

**Note-1:** Forwarding Authority may sign the photograph of the candidate in printed version of online application form and also put his/her seal half on the photograph and half printed version of online 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/Organization to the Commission after the closing date must accompany the Department/Organization certificate that "The Application was submitted to the Department by the Candidate on or before the closing date". However, no application after the closing date mentioned in this regard will be accepted.

Note-3: It will be the responsibility of the Department or Office concerned to ensure eligibility of the candidates as laid down in the Notice of Stenographer Grade 'C' Limited Departmental Examination, 2018 & 2019.