

Government of India
Ministry of Home Affairs
Sashastra Seema Bal
RECRUITMENT NOTICE: CONSTABLE (TRADESMEN) - 2013

Applications are invited from eligible **Male and Female** Indian citizens for filling up the following Group 'C' Combatised, Non-Gazetted (Non-Ministerial) posts in Tradesmen Cadres in SSB for the year 2013 in the pay scale of **(Pay Band-I) Rs.5200-20200 + Grade Pay Rs.2000/-** per month plus usual and admissible allowances to Central Government employees including ration money, washing allowance, dearness allowance, transport allowance, medical assistance, free uniform, free accommodation, free leave passes and any other allowance as admissible in the Force from time to time under the Rules/ Instructions. The post is temporary but likely to become permanent. The posts have all India transfer liability and selected candidates can be posted anywhere in India and abroad. On appointment, the candidate shall be governed by SSB Act and Rules. These posts will be covered under New Restructured Defined Contributory Pension Scheme. Last date of receipt of application is **31.07.2013** for all states except for Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep for which the last date is **07.08.2013**.

1. **Vacancies:** Trade wise and category wise details of vacancies are as follows:-

| Post Code | Name of Post | Category | | | | Total |
|-----------|-------------------------------------|----------|----|----|-----|------------|
| | | GEN | SC | ST | OBC | |
| 01 | CT(Cook) (Male and Female) | 103 | 62 | 31 | 55 | 251 |
| 02 | CT(Washerman) (Male and Female) | 46 | 23 | 54 | 72 | 195 |
| 03 | CT(Barber) (Male and Female) | 22 | 07 | 23 | 12 | 64 |
| 04 | CT(Safaiwala) (Male and Female) | 57 | 17 | 37 | 30 | 141 |
| 05 | CT(Water Carrier) (Male and Female) | 44 | 13 | 08 | 24 | 89 |
| 06 | CT(Waiter) (Male and Female) | 02 | 02 | 01 | 01 | 06 |
| 07 | CT(Carpenter) (Male and Female) | 00 | 02 | 01 | 00 | 03 |
| 08 | CT(Painter) (Male and Female) | 13 | 02 | 00 | 01 | 16 |
| 09 | CT (Tailor) (Male and Female) | 07 | 02 | 03 | 02 | 14 |
| 10 | CT (Cobbler) (Male and Female) | 06 | 04 | 06 | 10 | 26 |
| 11 | CT (Gardener) (Male and Female) | 03 | 00 | 01 | 01 | 05 |
| | Total | | | | | 810 |

Note:

- i) 10% of vacancies are reserved for Ex-Servicemen candidates. The vacancies reserved for Ex-servicemen will be filled up by fresh candidates if sufficient numbers of Ex-Servicemen do not turn up.
- ii) The number of vacancies are subject to change without any notice and may increase or decrease depending upon the position at the time of final selection.
- iii) The posts are temporary but likely to be permanent.
- iv) The recruitment will be conducted on all India basis.
- v) Selected candidates are liable to be posted any where within as well as outside the Territory of India according to transfer policy of the force.
- vi) In case, where no vacancy in the posts are reserved for SC/ST/OBC, the candidates of these reserved categories may also apply for the post provided they fulfill all the eligibility conditions for General category.

2. **Eligibility conditions:**

The candidate must fulfill all eligibility conditions and should be in possession of all certificates as on 31.07.2013. Candidates appearing in the examination/ awaiting result/educational certificates, experience certificate need not apply.

a) **Age Limit:-** 18 to 23 years (The crucial date to determine the age will be 31.07.2013)

Note: Only Matriculation certificate will be accepted as a proof for establishing age of the candidates and no other document will be accepted.

b) **RELAXATION:**

(i) There will be relaxation in age for SC/ST/OBC (i. e. 5 years for SC/ST & 3 years for OBC).

(ii) The upper age limit relaxable up to 5 years in case the candidate is already in Government service. Government employees / servants' claiming age relaxation should be in possession of a certificate in prescribed format from their office in respect of the length of continuous service which should not be less than 03 years in the immediate period preceding the date of recruitment/ closing date of receipt of application. They should also continue to have the status of Government servant/ employees till the time of appointment, in the event of their selection. The candidate will have to produce NOC form his department at the time of applying for the post/ recruitment. However, departmental candidate may forward their application through proper channel from their head of the offices. This concession will be admissible only where a Government employee has rendered not less than 3 (three) years' Continuous service in Govt. Department.

(iii) The Relaxation in upper age limit of 5 years shall also be admissible to all posts for the candidates who had ordinarily been domiciled in the state of J&K during the period from 01/01/1980 to 31/12/1989. The candidate will have to produce a certificate from the concerned District Collector to claim such relaxation in age.

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

v) The above relaxation in age as mentioned in Para 4 (b) (ii) to (iv) is in addition to relaxation to 5 years in age for SC/ST and 3 years for OBC candidates as per Government orders.

Contd.3/-

3. DEFINITIONS / RELAXATION AND SPECIAL INSTRUCTIONS FOR EX-SERVICEMEN:

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

ii) Every Ex-Serviceman who has put in not less than six months continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit by more than three years he shall be deemed to satisfy the condition regarding age limit. However, break in service should not be more than two years.

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

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

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

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

vii) Who has retired from such service after earning his/her pension; this would also include persons who are released/retired at their own request but after having earned their pension **or** who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension **or** who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; **or** who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity, and includes personnel of the Territorial Army, of the following categories, namely:- Pension holders for continuous embodied services;

4. EDUCATIONAL & OTHER QUALIFICATIONS FOR ALL POSTS:

(a) Matriculation or equivalent from a recognized Board with (i) two years work experience in respective trades ; or (ii) One year certificate course from a recognized Industrial Training Institute or Vocational Institute with at least one year experience in the Trade ; or (iii)Two years Diploma from recognized Industrial Training Institute in the trade or similar trade.

(b) Candidates must qualify the trade test for appointment as a Tradesman in SSB.

Note: i) Educational certificate other than State Board/Central Board should be accompanied with Govt. of India notification declaring that such qualification is equivalent to Matriculation / 10th Class pass for service under Central Govt.

ii) Multi-skilled candidates will be given preference except for the post of CT (Painter) and CT(Carpenter).

5. STANDARDS OF PHYSICAL MEASUREMENTS:-**FOR MALE CANDIDATES**

| DESCRIPTION | HEIGHT | CHEST | | WEIGHT |
|---|-----------|------------------------|----------------------|---|
| For all except the categories mentioned below | 167.5 Cms | 78cms (Un-expanded) | 83 cms (Expanded) | Proportionate to height and age as per Medical Standard |
| RELAXATION:- Candidates falling in the categories of Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir Valley, Leh & Ladakh regions of J&K | 165 Cm | 78 Cms | 83 Cms | |
| Candidates belonging to Scheduled Tribes | 162.5 Cms | 76 Cms | 81 Cms | |

FOR FEMALE CANDIDATES

| DESCRIPTION | HEIGHT | CHEST | WEIGHT |
|---|---------|------------------------|---|
| For all except the categories mentioned below | 157 cms | No minimum requirement | Proportionate to height and age as per Medical Standard |
| RELAXATION:- Candidates falling in the categories of Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir Valley, Leh & Ladakh regions of J&K | 155 cms | | |
| Candidates belonging to Scheduled Tribes | 150 cms | | |

6. PHYSICAL EFFICIENCY TEST (PET) (Male)

| | | |
|----|-----------|------------------------------|
| 1. | 1 Km race | To be completed in 6 minutes |
| 2. | Long Jump | 11 feet (03 chances) |
| 3. | High Jump | 3.5 feet (03 chances) |

PHYSICAL EFFICIENCY TEST (PET) (Female)

| | | |
|----|---------------|------------------------------|
| 1. | 800 Mtr. Race | To be completed in 5 minutes |
| 2. | Long Jump | 9 feet (03 chances) |
| 3. | High Jump | 3 feet (03 chances) |

7. MEDICAL STANDARD

The minimum distant vision should be 6/6 and 6/9 of two eyes without correction i.e. without wearing of glasses. Candidates must not have knock-knee, flat foot, varicose vein or squint in eyes and they should possess high color vision. They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties. They should conform to the medical standards prescribed by the Force and should be declared fit by the Medical Officers of SSB. The medical certificate obtained from elsewhere will not be entertained. In the event of any doubt or dispute decision of SSB shall be final.

8. METHOD OF RECRUITMENT

The selection process shall consist of following stages:-

- I) Documentation
- II) Physical Standard Test (PST)
- III) Physical Efficiency Test (PET)
- IV) Written Test
- V) Technical test (Trade Test)
- VI) Final Medical Examination
- VII) Review Medical Examination

9. DOCUMENTATION (CHECKING OF ORIGINAL DOCUMENTS / CERTIFICATES FOR ELIGIBILITY CRITERIA)

The candidates who report at the designated recruitment venue on the given date and time will be first asked to submit their call letter/admit card and other documents all in original for verification of age, educational qualification, Technical qualification, Experience, Caste/category etc., which will be returned on spot after verification. Candidates must bring attested copies of all the documents and two attested photographs.

10 PHYSICAL STANDARD TEST (PST)

The candidates who are found eligible in documentation will be put through Physical measurement Test as prescribed in the eligibility conditions i.e. para-5 above.

11. PHYSICAL EFFICIENCY TEST (PET)

PET will be qualifying in nature and a candidate must qualify in all the above events as mentioned at para-6 above. Failure to qualify in ANY of the events of PET will render the candidate disqualified to appear in Written Examination. Ex-Servicemen are exempted for PST/ PET. However they will have to appear in Technical / Trade Test, Written Examination and Final Medical Examination.

12. WRITTEN EXAMINATION

The candidates who qualify PST and PET will appear in written examination on OMR based Answer Sheets which will comprise 100 multiple choice objective type questions of 100 marks with 2(two) hours duration. The question paper will be set to assess the general awareness, general knowledge, elementary mathematics, analytical aptitude and basic knowledge of the candidate in English/Hindi.

**Minimum qualifying marks : 35% for General and Ex- Servicemen
33% for SC/ST/OBC**

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

13. PRACTICAL /TRADE TEST (75 MARKS):

Candidates who qualify the PST/PET and written examination will be put through Trade Test of 75 marks.

The Trade Test is purely qualifying in nature and candidates will have to secure minimum 50% marks to qualify the Trade Test. These marks will not be added to the written examination marks for preparation of final selection of the candidates for the posts.

NOTE:- The candidate shall bring their own tools/ material required for their Trade Test.

14. MEDICAL TEST: The candidates who qualify Trade Test will be called for Final Medical Examination strictly on the basis of merit of written examination according to notified vacancies to assess their physical and medical fitness as prescribed in the eligibility conditions.

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

(ii) Being called for medical examination will in no way give any legal claim or right to any candidate being finally appointed.

15. APPEAL AGAINST THE FINDINGS OF MEDICAL EXAMINATION

If a candidate is declared unfit in the detailed medical examination, the grounds for rejection will be communicated to him by the Chairman. The rejected candidates will obtain Form 4, 5 & 6 from the Chairman concerned, if not satisfied with the findings of the Medical Officer, to prefer an appeal for Review-medical examination to **Inspector General (Pers.), SSB Force HQ, R.K. Puram, New Delhi**, within **30** days from the date of issue of communication in which the findings of the Medical Officer is communicated to the candidate. The appeal should necessarily contain the following; **(a) Review Medical Examination fee of Rs.25/- (Rupees twenty five) only non refundable, through a Bank Draft in favour of "PAO, SSB (MHA), New Delhi", (b) Appeal Form 4, 5 & 6 issued by the Initial Medical Board declaring the candidate as Unfit, (c) One self addressed envelope with Rs.25/- postage stamp duly affixed on it. Fitness certificate other than on Form – 6 (provided by the Chairman of Recruitment Board to the Candidates) submitted to appeal for Review Medical Examination will not be considered and rejected straightway.**

The fitness certificate on Form- 6 is essential to consider their cases for review medical examination and not for any other purpose. Path/ Lab test expenses if any, occurred during Review Medical Examination will be born by the candidates.

Those candidates whose review medical appeal found in order will be issued admit cards to appear for Review Medical Examination in the self addressed envelope and their list will also be uploaded in the SSB Website www.ssbrectt.gov.in. They may also keep in touch to know their date of appearing in review medical examination & venue by visiting our website and helpline No.011-26193929 between 1000 hrs. to 1730 hrs. Monday to Friday. The decision of the Review Medical Board of SSB will be final and no 2nd appeal will be entertained as per Govt. instructions and also no reply of the correspondence / 2nd appeal will be given / entertained.

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

16. FINAL SELECTION:-

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

The result of provisionally selected candidates will be uploaded in SSB website www.ssbrectt.gov.in as per availability of vacancies. The selected candidates will be issued offer of appointment with the direction to report to the allotted units within 45 days from the date of issue of offer of appointment. No further extension will be given except in deserving cases. The provisional appointment of the candidates will be subject to verification of their Caste and other Certificates related to recruitment through proper channel and if the verification reveals that the certificates are false at any stage, the candidate's service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.

17. How to apply:

Eligible and interested candidates should send their Applications (duly filled in) complete in all respect along with Admit Card duly filled in, in the prescribed pro-forma as per **Annexure-I** and **Annexure-II**. The application shall be typed on one side only in full size plain paper with passport size photographs affixed, application fee, attested copies of testimonials are sent on the address mentioned in **Para-19 Coloumn 2** of this advertisement so as to reach to the addressee on or before the prescribed last date i.e. **31-07-2013** for all states except for Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul-Spiti District and Pangji Sub-Division of Chamba District of HP, Andaman & Nicobar Islands and Lakshadweep for which last date is **07.08.2013**. Two self addressed envelopes of 4" x 9" size with Rs.25/- postage stamps affixed on each should be attached with application form.

18. APPLICATION FEE: The candidates belonging to General and OBC Category will be required to pay Rs. 50/- (non refundable) as application fee in the form of Bank Draft. The Bank Draft should be prepared in favour of authorities as mentioned at **Para 19 Column No. 3** below. **No fee will be charged from SC/ST, Ex-Servicemen and female candidates.**

19. Application and application fee should be addressed to the authorities as under:-

| Name of post | Application should be sent by post at the following address | Draft of Rs.50/- should be prepared in favour of |
|-------------------|--|--|
| (1) | (2) | (3) |
| CT(COOK) | THE INSPECTOR GENERAL, SASHASTRA SEEMA BAL, FRONTIER HQ. RANIKHET SEWA BHAWAN (GANIYADEOLI), PO: SADAR BAZAR, DISTRICT : ALMORA, PIN NO:263645 (UTTARAKHAND) | "ACCOUNTS OFFICER, SSB, FTR. HQ. RANIKHET" PAYABLE AT SBI BRANCH RANIKHET- BRANCH CODE -0704 |
| CT(BARBER) | | |
| CT(WASHERMAN) | | |
| CT(WAITER) | | |
| CT(CARPENTER) | | |
| CT(WATER CARRIER) | THE DEPUTY INSPECTOR GENERAL, SASHASTRA SEEMA BAL, SECTOR HQ. TEZPUR NEAR TEZPUR COLLEGE (AGNIGARH), P.O: TEZPUR, DISTRICT : SONITPUR, PIN NO-734428 (ASSAM) | "DEPUTY INSPECTOR GENERAL, SHQ. SSB, TEZPUR" PAYABLE AT SBI BRANCH TEZPUR, BRANCH CODE-0195 |
| CT(SAFAIWALA) | | |
| CT(PAINTER) | | |
| CT(TAILOR) | | |
| CT(COBBLER) | | |
| CT(GARDENER) | | |

Note: - Application sent to address other than the above mentioned address will not be entertained.

20. ENCLOSURES REQUIRED TO BE ATTACHED WITH APPLICATION FORM:

Attested copies of following documents be attached with the application form:-

- Educational Qualification Certificate.
- Technical/Trade qualification/experience certificate.
- Date of birth certificate (Matriculation or 10th pass certificate).
- Scheduled Caste/Scheduled Tribe/OBC Certificate issued by an authority not below the rank of Tehsildar/Naib Tehsildar or SDM as prescribed at **Annexure-III** and **IV** respectively.
- Questionnaire duly signed by the candidate as per **Annexure-VI**.
- Domicile Certificate issued by local revenue authorities for verification of citizenship.
- Discharge certificate in case of Ex-Serviceman.
- Two self addressed envelopes of 4"x9" size with Rs.25/- postage stamps affixed on each envelope.

- ix) **Certificate as per Annexure-V** for claiming relaxation in height & chest (if applicable).
- x) Envelope containing Application must be subscribed in bold letters **“APPLICATION FOR THE POST OF (NAME OF POST FOR WHICH APPLIED FOR WITH POST CODE) IN SASHAstra SEEMA BAL”**.

Note: i) **OBC candidates must be in prescribed pro-forma as prescribed at Annexure- IV.**
ii) **All above original documents/certificates are required to be brought at the time of recruitment test for verification.**

21. Candidates who are already in Government service including departmental candidates has to send their application through proper channel with **NO OBJECTION CERTIFICATE** from their employer. Application received without proper channel & NOC will be rejected.

22. All eligible candidates will be informed about the date and venue of recruitment test through Admit Cards. Candidates should come duly prepared for 2-3 or more days stay under their own arrangements at the Recruitment Venue. The Government shall not be responsible for damage/injury, if any, to the individual sustained during the selection/recruitment process.

23. **IMPORTANT INSTRUCTIONS:-**

- i) Applications submitted on a format, which is not the same, as published in this advertisement, incomplete applications are liable to be rejected summarily and no correspondence will be entertained in this regard.
- ii) Candidates applying for more than one post should send separate application for each post.
- iii) If the above documents are not submitted along with the application, it will be rejected summarily or at any stage of the recruitment process and no request for reconsideration will be entertained.
- iv) **Incomplete or unsigned applications, applications without attested photographs, applications received late will be rejected summarily.**
- v) All candidates in Govt. service whether in a permanent or in temporary capacity etc. will be required to submit their application through proper channel along with NOC. Application shall be rejected if received late or are not complete in all respects as provided in the rules.
- vi) Any wrong attestation so as to mislead the Recruitment board or to gain access to examination would lead to criminal/debar action against the candidate besides cancellation of his candidature.
- vii) **No separate admit card/call letter will be issued to the qualified candidates called for written examination, Technical/Trade Test and final medical examination. The same will be appraised to the candidate by the recruitment board and the list of qualified candidates called for above test will be displayed on the notice board at the recruitment venue as well as in SSB recruitment website www.ssbrectt.gov.in.**
- viii) In case any candidate is found ineligible or suppressing facts or suffering from any illness/ disease likely to interfere in efficient discharge of his duties or on any ground after his selection/appointment, his services will be terminated without assigning any reason.
- ix) The Government shall not be responsible for damage /injury/loss to the individual, if any, sustained during the entire recruitment process and journey.
- x) **The DG SSB has full rights to make changes or cancel/postpone the recruitment without assigning any reason.**
- xi) Candidates canvassing in any form or bringing outside influence /pressure, offering illegal gratification, blackmailing or threatening to blackmail any person connected with recruitment will be disqualified.
- xii] Candidates impersonating and submitting the fabricated/forged documents are also liable to be disqualified.
- xiii) **It should, however, be clearly understood that the Selection board reserves to itself, absolute discretion to reject or accept any candidate at any stage.**
- xiv) As the applications are to be processed by a computerized system, it is essential that the application is strictly in accordance with the prescribed, format, is properly and completely filled and contains no correction/alteration/overwriting.

- xv) Mere qualifying the entire prescribed test in SSB recruitment does not confer the right of selection of the candidate but they should have to stand in merit keeping in view the available vacancies. The vacancies are subject to change.
- xvi) The candidates provisionally selected for the above posts should qualify the training or courses as prescribed by the Director General, Sashastra Seema Bal from time to time during probation period. Failing which services are liable to be terminated.
- xvii) Sashastra Seema Bal will not be held responsible for postal delays, if any.

24. NO TA/DA WILL BE ADMISSIBLE.

No TA/DA will be admissible. However, TA for onward and return journey to SC/ST candidates will be paid as per GOI instructions to those who appear in written test subject to production of rail/Bus tickets, original cast certificate, non employment certificate from MP or MLA or any Gazetted Officer of the locality, in case they are not employed in Central/State Government.

25. Application forms are liable to be rejected summarily, if they are:-

- i) Incomplete.
- ii) Not on prescribed format.
- iii) Without Bank Draft/ Bankers Cheque of Rs. 50/-.
- iv) Accompanied with undervalued Bank Draft/ Bankers cheque.
- v) Accompanied with Bank Draft/ Bankers cheque drawn in favour of wrong paying authority or wrong address of Bank draft/ Banker cheque.
- vi) Received without attested copy of caste certificate and discharge certificate in case of Ex-Serviceman.
- vii) Received without attested copies of educational certificate/testimonials.
- viii) Received without self addressed envelopes and without postage stamps of Rs.25/- affixed on the envelopes.
- ix) Received without photograph.
- x) Received without signature of the candidates.
- xi) Received after last date of receipt of the applications.
- xii) Without signature/seal of H.O.O. in case of serving candidates.
- xiii) Received with OBC certificates not on prescribed format.

THE CANDIDATES ARE REQUESTED TO GO THROUGH THE RECRUITMENT NOTIFICATION AND CONFIRM THEIR ELIGIBILITY IN ALL RESPECT BEFORE SUBMITTING APPLICATION. FOR FREQUENT UPDATES RELATED TO RECRUITMENT IN SSB, PLEASE VISIT [WWW.SSB RECTT.GOV.IN](http://WWW.SSBRECTT.GOV.IN)

ASSISTANT DIRECTOR (RECRUITMENT)

ANNEXURE-I**GOVERNMENT OF INDIA, MINISTRY OF HOME AFFAIRS (SASHASTRA SEEMA BAL)
APPLICATION FORM FOR THE POST OF _____**

Paste a recent colour photograph of 3.5 x 4.5 cm size within the box duly attested by a Gazetted Officer

a) Post Code

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

b)

| | |
|-------------------------|--------|
| Bank Draft No. and date | Amount |
| | |

1. Name in **BLOCK LETTERS** (as recorded in Matriculation Certificate)

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

FIRST NAME MIDDLE NAME SURNAME

2. Father's name (as entered in Matriculation Certificate)

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

3. (A) Date of birth (as in Matriculation certificate) (B) Age as on **31-07-2013**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
| | | | | 1 | 9 | | |

| | | | | | |
|---|---|---|---|---|---|
| Y | Y | M | M | D | D |
| | | | | | |

4. Educational Qualification (Attach attested copy of Education/Tech. Qualification certificate(s))

| Exam. Passed | Name of School/Board/University/Institute |
|--------------|---|
| | |
| | |
| | |

5. Religion:

| | | | | | | |
|-------|--------|------|-----------|----------|------|--------------------|
| Hindu | Muslim | Sikh | Christian | Buddhist | Jain | If others, specify |
| | | | | | | |

6. Whether belongs to-

| | | | | |
|-----|----|----|-----|---------------|
| Gen | SC | ST | OBC | EX-Serviceman |
| | | | | |

(If SC/ST/OBC attach certificate true copy as per Central Govt. instructions).

7. Whether: -

| | | | | |
|--------|-------|---------|----------|---------|
| Gorkha | Dogra | Maratha | Garhwali | Kumaoni |
| | | | | |

(Attach true copy of certificate)

8. Whether belongs to-

| | | | | | | | | | |
|-------|----|-------|--------|----------|-------------------|---------|---------|---------|-----------|
| Assam | HP | J & K | Sikkim | Nagaland | Arunachal Pradesh | Manipur | Tripura | Mizoram | Meghalaya |
| | | | | | | | | | |

(Attach true copy of certificate)

9. (i) Whether Tribal/Adivasi -

| | | |
|--------|---------|-------------------|
| Tribal | Adivasi | If other, specify |
| | | |

(Attach true Copy of Certificate)

(ii) Whether

| | | |
|--|------------------------|--|
| Domiciled ordinarily in J&K during 1980-89 | Affected in 1984 riots | Affected in 2002 communal riots of Gujarat |
| | | |

(Attach certificate true copy).

10. Whether Ex-Serviceman:-

If, Ex-Serviceman, mention following details. (Attach CTC Discharge)

| Date of Enrolment | Date of retirement/ Discharge | Medical category | Award or Decoration | Reasons for release/discharge | Education Qualification Civil Military |
|-------------------|-------------------------------|------------------|---------------------|-------------------------------|--|
| | | | | | |

11. Permanent address:

| | | | | | |
|--------------|--|--|----------------|---|---|
| Village/Town | | | | | |
| Post Office | | | Police Station | | |
| Tehsil. | | | | | |
| District | | | | | |
| State | | | P | I | N |
| Contact No: | | | E-Mail ID. | | |

Contd... P/02

12. Present address:

| | | | | | | | | | | | | |
|--------------|--|--|--|------------|----------------|---|---|--|--|--|--|--|
| Village/Town | | | | | | | | | | | | |
| Post Office | | | | | Police Station | | | | | | | |
| Tehsil. | | | | | | | | | | | | |
| District | | | | | | | | | | | | |
| State | | | | | P | I | N | | | | | |
| Contact No: | | | | E-Mail ID. | | | | | | | | |

13. Whether employed in SSB

If so, mention following details.

14. Govt. Service

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

15. IDENTIFICATION MARK (Please write in the box)

16. Contact No./Mobile NO.

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

17. Thumb Impression

(Unsigned application received if any will be rejected).

Strike out whichever is not applicable*.

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

DECLARATION

I hereby declare that all statement made in this application are true and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test, my candidature will stand cancelled and all my claims of the recruitment will be forfeited. I also understand if any stage I am found by the Recruitment Board to have used unfair means in the written examination/ test or have violated any of the Rules/ Regulations governing the conduct of selection process; my candidature can be cancelled or be declared to have failed by the Recruitment Board at its sole discretion.

I also declared that I have never been arrested, prosecuted or convicted by any court of law for any criminal offence.

| |
|------------------------------------|
| Signature of the Candidate. |
|------------------------------------|

ADMIT CARD

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

Affix your recent passport size
photograph duly attested by the
Gazetted Officer

To be filled by the candidate

Name _____
(Capital Letter)

Father's Name: _____

Date of Birth _____

Sex _____

Name of post for which applied: _____

Post Code: _____

Signature of the candidate

(TO BE FILLED BY THE APPLICATION RECEIVING AUTHORITY)

Roll Number _____

Post for which appearing for test _____

Date of birth _____

Whether direct/departmental candidate: _____

Whether SC/ST/OBC/General/Ex-Servicemen _____

Name of Recruitment Centre with complete address:

Date and time on which the candidate is required to appear for Test.

Date _____ Time _____

**Signature of Nodal Officer ARC
With seal**

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

This is to certify that Shri _____ Son of Shri _____ of
village/Town _____ in District/ Division _____ of the State/Union Territory
_____ belongs to the _____ caste/Tribe, which is recognized as a Schedule Caste/Scheduled Tribe under.

The Constitution (Scheduled Castes) order, 1950.

The Constitution (Scheduled Tribes) order, 1950.

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

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

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

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

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

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

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

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

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

*The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968;

*The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order, 1970;

*The Constitution (Sikkim) Scheduled Castes Order, 1978;

*The Constitution (Sikkim) Scheduled Tribes Order, 1978;

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.

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

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

*The Constitution (Scheduled Tribes) Ordinance, 1996

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

Place _____

Date _____

Signature _____

Designation _____

(With seal of Office)

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

LIST OF AUTHORITIES EMPOWERED TO ISSUE CASTE/TRIBE CERTIFICATE:

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

NOTE: -ST candidates belonging to Tamil Nadu State should submit Caste Certificate only from the Revenue Division Officer.

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

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

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

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

**Shri.....and/or his family ordinarily reside(s) in the District/ Division of the
..... State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in
Column 3 of the schedule to the Government of India, Department of Personnel, and Training, O. M. No. 36012/22/93-Estt. (SCT), dated
8-9-1993.**

Dated:

- **OFFICE SEAL**
- *Strike out which ever is not applicable*

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

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ANNEXURE-V

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

Certified that Shri _____ S/O Shri _____ is
permanent resident of _____ village
_____ Tehsil/Taluka _____ District _____ of
_____ State.

2. It is certified that:-

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

*He belongs to the Himachal Pradesh/Leh & Ladakh/Kashmir Valley/North Eastern States and is considered for relaxation in height and chest measurement for recruitment in the Para Military Forces of the Union of India.

*He belongs to _____ Tribal/Adivasis Community and is considered for relaxation in height and chest measurement for recruitment in the Para Military Forces of the Union of India.

Place:

Signature _____
District Magistrate/ Sub-Divisional
Magistrate/ Tehsildar

Date:

*Delete whichever is not applicable

QUESTIONNAIRE FORM

1. Have you ever been convicted by any court of law or any other judicial institution? Yes/No
2. Is there any case pending against you in any court of law? Yes/No
3. Has any FIR ever lodged and case is pending against you? Yes/No
4. Was any FIR ever lodged against in the past? Yes/No
 - a) If yes case No. and Section under which FIR was lodged?
 - b) Name of Police Station where FIR was lodged?
 - c) Was the case charge sheeted or returned in FIR?
 - d) If the case charge sheeted, what was the outcome in Court?
 - i) Convicted
 - iv) Acquitted
 - v) Compromised
 - vi) Compounded
 - vii) Any other, please specify
5. Have you ever been dismissed from any service under the Central or State Govt.? Yes/ No

6. Have your services ever been terminated while on probation? Yes/ No

If the answer to any of the above is YES then please provide complete details on a separate sheet.

UNDERTAKING

I, _____ declare that the above information is true to the best of my knowledge and belief. I understand that in case information is found to be false or incorrect, my candidature is liable to be cancelled apart from any departmental or legal proceedings that may be initiated against me.

Place:

(Signature of Candidate)

Date:

Name_____

Father's Name_____

Address_____

davp 19114/11/0015/1314