

(E-19367)

No: NGE- 12004/1/2025-NGE-CGA/478

भारत सरकार / Government of India

वित्त मंत्रालय / Ministry of Finance

व्यय विभाग / Department of Expenditure

महालेखा नियंत्रक / Controller General of Accounts

(HR-4 अनुभाग / Section)

महालेखा नियंत्रक भवन / Mahalekha Niyantarak Bhawan

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दिनांक नवम्बर, 2025

Dated, the 08th November, 2025

Office Memorandum No. 273/25

Subject:-Regarding distribution of e-dossiers of Stenographer Grade-II, passed through Stenographer Grade C & D Examination 2024, conducted by SSC.

The undersigned is directed to state that the Competent Authority in O/o the CGA has approved the distribution of e-Dossiers of **Stenographer Grade-II in the Central Civil Accounts Service, passed through SSC Stenographer Grade 'C' & 'D' Examination, 2024** to the User Departments i.e. the Departmentalized Accounting Organizations (DAOs) in the Ministries/Departments (Civil), as per Annexure-I attached herewith.

2. In this regard, the Appointing Authorities in respective User Departments i.e. the DAOs in Ministries/Departments are requested to conduct document verification process in time bound manner, preferably by 30.11.2025.

3. For completion of document verification process, a comprehensive check of the following particulars/documents of the candidates may be ensured by the concerned Appointing Authorities in User Departments:

3.1 Name of candidate/father's name/mother's name filled in the application form should be as per matriculation certificate. In case of minor variations, if the genuineness of the candidate is verified, appropriate affidavit may be taken from the candidate. In case of claim of change in name after matriculation, additional documents mentioned at the para 17 of the Notice of Examination (copy of relevant para enclosed) may be taken.

3.2 Date of birth filled in the application form must be as per matriculation certificate. In case of any mismatch, candidature will be rejected.

3.3 Essential qualification as on the crucial date. The result of requisite educational qualification must have been declared by the Institute/ University by the specified date. Mere processing of the result by the University/Institute by the cut-off date does not fulfill the EQ requirement. Candidature of candidates not fulfilling the EQ requirement as on the crucial date will be rejected.

3.4 In case of the candidates possessing degrees/diplomas/certificates awarded through Open and Distance Learning mode of education, the appointing authority may verify approval given to the University by the Distance Education Bureau, University Grants Commission for the relevant period. In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the User Department.

3.5 Age relaxation claimed by candidate(s), if any.

3.6 SC/ST/OBC/EWS/ESM/PwD certificate issued by the Competent Authority, if applicable.

3.7 In respect of OBC candidates(s), the extant guidelines regarding creamy layer status may be followed strictly. Certificates showing only the community as per State list must not be accepted. In case of Female OBC candidates, OBC certificate should be issued as Daughter of i.e. carrying her father's name.

3.8 In case of any issue with regard to SC/ ST/ OBC certificate, instructions contained in DoPT OM 36011/1/2012-Estt.(Res.) dated 08.10.2015 may be followed.

3.9 Crucial date for claim of SC/ST/OBC/EWS/PwBD/ESM status or any other benefit, viz., fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications, i.e. 17.08.2024.

3.10 In case of a person seeking appointment on the basis of reservation to OBC must ensure that she/he does not fall in creamy layer on the crucial date.

3.11 In case of a person seeking appointment on the basis of reservation to EWS must ensure that he/she possesses the Income & Asset certificate valid for the financial year 2024-25 issued on the basis of income for the financial year 2023-24 in accordance with the DoP&T OM No. 36039/1/2019-Estt(Res.) dated 31.01.2019.

3.12 In case of ESM, the status of 'ex-serviceman' must be acquired within the stipulated period of one year from the closing date of receipt of applications. Cases of Ex-servicemen already securing employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen must be dealt as per instructions contained in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T. Undertaking/ certificate as per relevant annexure to the Notice of Examination is to be taken from the candidate.

3.13 In case of candidates with benchmark disabilities (PwBD), relevant Disability Certificate must be checked. It must also be ensured that the PwBD sub-category i.e. OH/HH/VH/PwBD-Other filled in the application form is as per their certificate of disability issued by the competent authority, failing which their candidature shall be cancelled. No change of PwBD sub-category is allowed as per provisions of the Notice of Examination. It may be noted that type of disability/disabilities (such as OA, OL, BL, Dw, MI, SLD etc.), as indicated in the Notification No. 38-16/2020- DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned by the competent authority issuing the certificate. It should be checked whether the post is identified suitable for the disability of the candidate as per the Notice of Examination and subsequent corrigenda/ addenda.

3.14 In case of PwBD candidate, it must also be checked whether the facility of Compensatory time has been availed as per the list enclosed. If availed, it must be checked whether the facility of Compensatory time has been availed in accordance with the provisions mentioned in the Notice of Examination and requisite supporting documents must also be checked.

3.15 Candidate's result, rank category etc. may be verified with the result available on the Commission's website and the list enclosed.

3.16 Photo, Signature, LTI and Handwriting taken on Admission Certificate (Commission's copy) and documents obtained at different stages of examination should be prima-facie verified by the appointing authority with particulars of candidate(s) concerned.

3.17 Photograph of the candidate captured at the time of Computer Based Examination (all Tiers/Stages), Skill Test (if applicable) have been provided in the candidate's dossier. These photographs should be matched with each other as well as with the candidate who appears for document verification and with the candidate who is offered the appointment by the appointing authority.

3.18 In case of any suspicion with regard to genuineness of candidate, the same may be referred to the appropriate authorities like Central Forensic Science Laboratory (CFSL) or any other authority, as the case may be.

3.19 Candidates may also note that their candidature will remain provisional until the veracity of the certificates/documents relating to the Educational Qualifications, Caste/Category, etc. is verified and found satisfactory by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by the Commission in case they fraudulently claim the status of SC/ST/OBC/EWS/PwBD/ESM.

4. The document verification guidelines issued by the SSC as elaborated at **Annexure-II** attached herewith, in accordance to the instructions issued by the SSC vide their letter F.No. 4-8/2021-P&P-I dated 14.07.2022 duly circulated by the CGA vide O.M. No. NGE-12001/6/2022-NGE-CGA/210 dated 21.07.2022 are also enclosed.

4.1 The guidelines issued by the SSC duly incorporated at Para 4 above (of O.M.), in accordance with the provisions of notice of examination and subsequent

corrigenda/addenda to the notice. The date-wise list of relevant notices/corrigenda/addenda (available on the Commission's website: <https://ssc.nic.in>) is attached at **Annexure-II** for reference. The list of documents to be submitted by the candidates during Document Verification shall be referred at Para 17 of the Notice of Examination (available on the Commission's website: <https://ssc.nic.in>).

4.2 If Appointing Authority after verification of certificates/ documents of EQs/caste/ category/PwBD, etc., of the recommended candidates finds that if any claim made in the application is not substantiated by certificates/documents at the time of document verification or at any stage, the candidature of such candidates is liable to be cancelled.

4.3 However, the candidates may be given appropriate time (2-3 weeks) to produce/rectify the certificates/documents before taking a final decision on the candidature of the candidate concerned.

5. In addition to the above, the prescribed pre-appointment formalities such as Character and Antecedent Verification/Police Verification and Medical Examination, etc. of the candidates may also be completed by the User Department as per prevalent rules and regulations of DoPT/GoI. The guidelines/instructions issued by the DoPT/GoI from time to time on the subject matter may be followed scrupulously.

6. **DoPT O.M. No.9/23/71-Estt.(D) dated 06.06.1978** duly amended vide **O.M. No.35015/2/93-Estt.(D) dated 09.08.1995** followed by the subsequent **O.M. No. 1259494-Estt.(D) dated 09.08.2017** provides that an offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. If any **candidate declines the offer of appointment or fails to report for duty**, or there is no response from him/her even after reminders (through speed post/registered post with acknowledgement), the offer of appointment should formally be cancelled through a cancellation letter addressed to the candidate under intimation to this office. The dossiers (in original) containing all documents of such candidates may thereafter be returned to this office for onward return to SSC after ensuring that a copy of the offer of appointment, subsequent reminder(s) and the letter of cancellation of the offer of appointment have been placed in the dossier. This process shall be followed strictly in the manner of instructions detailed above. Further, on expiry of six months period from the date of issue of offer of appointment letter, the concerned Appointing Authorities shall have no power to revive or accept joining of any candidate. All such cases shall be dealt with strictly in accordance with aforesaid DoPT OMs ibid dated 09.08.1995 & 09.08.2017.

7. The place/station of initial posting on appointment of the candidates as Stenographer Grade-II may be decided by the User Departments being the Appointing as well as Cadre Controlling Authority for the post of Stenographer Grade-II. **As per provision of the Recruitment Rules, the post of Stenographer Grade-II carries the liability to serve anywhere in India. Therefore, the preferences for initial posting of the candidates may be obtained by the User Departments, wherever required. However, the place of initial posting may be finalized by the User Departments after taking into account the All India merit/rank of the candidate, category selected, availability of vacancies and administrative exigencies.**

8. The e-dossiers of Stenographer Grade-II, passed through Stenographer Grade C & D Examination 2024, conducted by SSC are being sent alongwith copy of this O.M., to the concerned Appointing Authorities in User Departments through their official email ID.

9. Further, the Appointing Authorities in Ministries/Departments are requested to furnish a report as on 30.11.2025 for completion of document verification/appointing process of the candidates as per available status, in the following format on priority basis:-

Name of the Ministry/Department								
No. of dossiers allocated								
S. No.	Name and Roll No. of the candidate as per SSC	Date of Document Verification	Date of issue of offer of appointment	Date of Issue of Last Reminder, if any, to offer of appointment in Col. No. (4)	Date of Acceptance of the candidate	Date of issue of letter for medical examination and police verification	Date of joining of the candidate	Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

10. In case of any doubts, concerned Regional Director/Deputy Director/Under Secretary (SSC) or SSC(HQ) New Delhi or this office may be communicated immediately.

Encl.: As above.


(Nirbhay Kumar Singh)
Sr. Accounts Officer (HR-4)

To,

The Pr.CCA (Home Affairs)/CCA (Health & Family welfare),

Copy to:-

1. The SSC (HQ), New Delhi for information.
2. The SSC (NR), New Delhi for information.
3. The SSC (CR), Prayagraj for information.
4. The Sr.AO, ITD Section with request to upload the aforesaid O.M. on the website of CGA.


Sr. Accounts Officer (HR-4)

Annexure - I to O.M. No. NGE-12004/1/2025-NGE-CGA/ 478 dated 06.11.2025

List of distribution of dossiers of SSC Stenographer Grade 'C' & 'D' passed
candidates for the post of Stenographer Grade - II

S.No.	Name	Rank	Roll No	Cat-1	Cat-Sel	Ministry
1.	Ms Mona Kumawat	01242	2405003698	OBC	OBC	Health & Family welfare
2.	Ms Aditi Yadav	01329	3007001521	OBC	OBC	Home Affairs

Annexure - II to O.M. No. NGE-12004/1/2025-NGE-CGA/ 478 dated
06 .11.2025

**Relevant Notice/ Corrigenda/Addenda for Stenographer Grade C & D
Examination, 2024**

S.No.	Relevant Notices	Date of Publication on SSC website
1.	Notice of Stenographer Grade C & D Examination, 2024.	26.07.2024
2.	Option-cum-Preference Form	27.06.2025
3.	Final Vacancies	27.06.2025
4.	Final Result	11.07.2025