

(E-19367)

No: NGE- 12004/1/2025-NGE-CGA /345

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

जी.पी.ओ. कॉम्प्लेक्स, ब्लॉक-ई, आई.एन.ए. / GPO Complex, Block-E, INA

नई दिल्ली / New Delhi - 110023

ई-मेल / Email ID:- hr4section-cga@gov.in

दिनांक २nd सितम्बर, 2025

Dated, the 2nd September, 2025

Office Memorandum No. 251 /25

Subject:-Distribution of dossiers of SSC Stenographer Grade C & D Examination 2024, passed candidates for the post of Stenographer Grade-II - reg.

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 30.09.2025.

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.

 29/9/2025

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


2/9/2023

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.

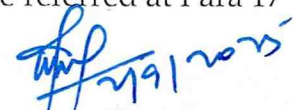
3.17 Photograph of the candidate captured at the time of Computer Based Examination (all Tiers/Stages), Skill Test (if applicable) have been provided in the candidate's dossier. These photographs should be matched with each other as well as with the candidate who appears for document verification and 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 30.09.2025 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.CCAs/ CCAs/ CAs
 All Ministries/Departments (Civil)

Copy to:-

1. The SSC (HQ), New Delhi for information.
2. The SSC (NWR), Chandigarh for information.
3. The SSC (NR), New Delhi for information.
4. The SSC (CR), Prayagraj for information.
5. The SSC (ER), Kolkata for information.
6. The SSC (NER), Guwahati for information.
7. The SSC (MPR), Raipur for information.
8. The SSC (WR), Mumbai for information.
9. The SSC (SR), Chennai for information.
10. The SSC (KKR), Bengaluru for information.
11. The Sr.AO, ITD Section with request to upload the aforesaid O.M. on the website of CGA.


 Sr. Accounts Officer (HR-4)

List of distribution of dossiers of SSC Stenographer Grade 'C' & 'D' Examination, 2024 passed candidates for the post of Stenographer Grade - II

S. No.	Name	Rank	Roll No	Cat.	Cat-Sel.	Ministry
1	Isha Jethi	SL\00251	2201008272	UR	UR	Agriculture
2	P Vaishnavi	SL\00495	8601010302	UR	UR	H&UA
3	Alok Kumar Tripathi	SL\00600	6007000287	UR	UR	CBDT
4	Lalit	SL\00601	1401004843	EWS	UR	CBDT
5	Sakshi Pandey	SL\00683	3003010573	UR	UR	CBDT
6	Dushyant Pandit	SL\00711	2201033158	UR	UR	CBIC
7	Vaibhav Dixit	SL\00713	3008002963	EWS	UR	Coal
8	Varsha	SL\00744	2201039435	UR	UR	Commerce
9	Pratyush Mohanty	SL\00747	2201035689	UR	UR	Civil Aviation
10	Manisha Chauhan	SL\00776	7208003796	UR	UR	H&UA
11	Somya Agrawal	SL\00820	7204000468	UR	UR	Law
12	Daksh Kapoor	SL\00867	2002000760	UR	UR	Consumer Affairs
13	Kanupriya Sharma	SL\00872	2201044387	UR	UR	CPAO
14	Priya	SL\00927	2003003168	UR	UR	Education
15	Ashish	SL\00959	2201015679	UR	UR	External Affairs
16	Irfan	SL\00987	7204001040	UR	UR	Finance
17	Nikhil Singh	SL\00989	3009003807	EWS	EWS	Health & Family Welfare
18	Mayank Chauhan	SL\00997	2002002459	UR	UR	Home Affairs
19	Meghana Dubey	SL\01001	6001002382	UR	UR	CBDT
20	Sanju	SL\01028	2201030004	UR	UR	H&UA
21	Navneet Kour	SL\01048	1801000556	UR	UR	Industry
22	Jooli Sharma	SL\01062	6005004622	EWS	EWS	Jal Shakti
23	Anushka Pandit	SL\01065	3003005717	EWS	EWS	I&B
24	Manya Sajwan	SL\01076	2201006040	UR	UR	INGAF
25	Niharika Goyal	SL\01098	7204002920	EWS	EWS	Jal Shakti
26	Aditya Kumar	SL\01102	2201029410	OBC	OBC	Labour
27	Kajal Singh	SL\01123	2201051743	OBC	OBC	Mines
28	Tannu Singh	SL\01138	2201003079	EWS	EWS	PPG&P
29	Dushyant Yadav	SL\01171	6005003664	OBC	OBC	Law
30	Jatin Bhargava	SL\01182	6006001424	EWS	EWS	Planning
31	Amit Kumar	SL\01199	2201036868	OBC	OBC	Power
32	Vinod Patel	SL\01204	3008001308	OBC	OBC	Rural Development

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27/9/2025

33	Akash Kumar	SL\01206	2201007928	OBC	OBC	Science & Technology
34	Sejal Yadav	SL\01239	6015000282	OBC	OBC	SRTH
35	Rizwan Khan	SL\01251	6007003398	OBC	OBC	Agriculture
36	Harsh Kumar Sinha	SL\01259	2201029050	OBC	OBC	CBDT
37	Abhishek	SL\01262	2201028547	OBC	OBC	CBIC
38	Ankit Kumar	SL\01305	3001002253	OBC	OBC	Consumer Affairs
39	Govind Vishwakarma	SL\01317	6005004431	OBC	OBC	Finance
40	Ritika	SL\01327	2201027077	SC	SC	Health & Family Welfare
41	Bindu	SL\01328	3001002001	OBC	OBC	Home Affairs
42	Karishma	SL\01372	2201004839	SC	SC	H&UA
43	Khushi	SL\01385	2201064173	SC	SC	I&B
44	Rajat Kumar Khurdoniya	SL\01443	3010005209	SC	SC	Power
45	Chandrika Aloria	SL\01592	2201051695	SC	SC	SRTH
46	Divya Kataria	SL\01651	2201015565	SC	SC	Agriculture
47	Muskan	SL\01691	2201013002	SC	SC	Health & Family Welfare
48	Ajay Kumar	SL\01714	2201000646	SC	SC	Home Affairs
49	Ajay Kumar Meena	SL\02022	2201056592	ST	ST	H&UA
50	Kajal Meena	SL\02046	2405002422	ST	ST	Health & Family Welfare
51	Akash Kumar Meena	SL\02065	2201004930	ST	ST	H&UA
52	Ravi Jareda	SL\02066	2405005564	ST	ST	Health & Family Welfare
53	Khushboo	SL\02067	2201035060	UR	OH	Health & Family Welfare

Handwritten signature and date: 24/9/2023

.09.2025

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

2/9/2025

No: NGE-12001/6/2022-NGE-CGA/810

Government of India
Ministry of Finance
Department of Expenditure
CONTROLLER GENERAL OF ACCOUNTS
(HR-4 Section)

MahalekhaNiyantakBhawan
GPO Complex, Block-E, INA
New Delhi.
Email:-hr4section-cga@gov.in

Dated, the 21st July, 2022


OFFICE MEMORANDUM

Subject:- Conduct of Document Verification by the indenting Department(s) in the examinations conducted by Staff Selection Commission- regarding.

Please find enclosed a copy of the Staff Selection Commission (P&P-I) letter No. 4-8/2021-P&P-I dated 14.07.2022 on the subject cited above, **for necessary compliance at the end of User Departments** i.e. Departmentalized Accounts Organizations in Ministries/Departments in respect of direct recruitment posts in the Central Civil Accounts Service (CCAS).

This issues with the approval of the Competent Authority.

Encls: as above


21/07/2022
(Chandra Kumar Salwan)
Sr. Accounts Officer (HR-4)

To,

1. Pr. CCAs/ CCAs/ CAs (I/c)
2. Jt. CGA (Admn.), O/o the CGA
3. CC (Pensions) / Director (INGAF) / CFC (Civil Aviation & Tourism)

Copy to:-

1. Sr. AO (ITD), O/o CGA – for uploading on website of CGA.



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

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

To

All Indenting Ministries/Departments/Offices of Govt. of India and
Various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc.
(As per the attached list).

**Subject:- Conduct of Document Verification by the indenting Department(s)
in the examinations conducted by Staff Selection Commission -reg.**

Madam/Sir,

I am directed to refer to the above captioned subject and the announcement made by the government of India for filling up of vacancies in a mission mode and to say that the Commission has envisaged measures to enhance its overall capability and achieving the targets.

2. Currently, Document Verification (DV) of candidates qualifying the preceding stages (viz. Tier-I/II/III and PET/PST, as applicable) is the last stage of the recruitment process. After conducting DV, the final result is prepared by the Commission and successful candidates are recommended to the indenting Departments/Ministries. The Appointing Authority however issues the appointment letter to the candidates recommended by the Commission only after detailed Document Verification besides Police Verification. Hence, Commission has decided to not conduct DV of the candidates and only declare the final result. Instead, the DV would be conducted by the indenting Departments/Ministries on receiving list of successful candidates allocated to their Department/Ministry. More over the number of candidates for DV will be quite less per User Department. This will reduce the overall time being taken to complete a recruitment cycle.

3. This issues with the approval of the Commission.

भवदीय,

(Signature)
14/07/22

(आर एस. पंजियार)

अवर सचिव, भारत सरकार

484 Sh. Manoj, AAP
24-7-22
10/7/22

Sh. Harv
Ms. Seema
5/21/22



भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक स12-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.

(Website of the Staff Selection Commission (HQ): <https://ssc.gov.in>)

Stenographer Grade 'C' & 'D' Examination, 2024

Dates for submission of online applications	26.07.2024 to 17.08.2024
Last date and time for receipt of online applications	17.08.2024 (2300 hours)
Last date and time for making online fee payment	18.08.2024 (2300 hours)
Date of 'Window for Application Form Correction' and online payment of Form Correction Charges.	27.08.2024 to 28.08.2024. (2300 hours)
Schedule of Computer Based Examination	October - November, 2024
Toll-Free Helpline Number to be called in case of any difficulty in filling up the Online Application Form	1800 309 3063

"GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMAN CANDIDATES ARE ENCOURAGED TO APPLY."

F.No.:E/7/2024-C-2 SECTION (E-9267): The Staff Selection Commission will hold an Open Competitive Computer Based Examination for direct recruitment to the posts of Stenographer Grade 'C' (Group 'B', Non-Gazetted) and Stenographer Grade 'D' (Group 'C') in various Ministries/Departments/Organizations including their Attached offices, Subordinate offices and Statutory bodies of the Government of India located in various States and Union Territories. Only those candidates who have skills in stenography are eligible to apply.

16.5 Candidates must write Registration-ID, registered Email-ID and 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 candidate not furnishing these particulars shall not be entertained.

16.6 Facility for downloading of Admission Certificates will be available about 3- 7 days before the examination on the website of Regional Office concerned. Candidate must bring printout of the Admission Certificate to the Examination Hall.

16.7 **In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate, such as:**

16.7.1 Aadhaar Card/ Printout of E-Aadhaar,

16.7.2 Voter's ID Card,

16.7.3 Driving License,

16.7.4 PAN Card,

16.7.5 Passport,

16.7.6 ID Card issued by University/ College/ School,

16.7.7 Employer ID Card (Govt./ PSU),

16.7.8 Ex-Serviceman Discharge Book issued by Ministry of Defence,

16.7.9 Any other photo bearing ID Card issued by the Central/ State Government.

16.8 If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

16.9 PwBD/ PwD candidates availing the facility of scribes as per **Para 7.1, 7.2 and 7.3** shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination.

16.10 Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.

17. Document Verification (DV):

17.1 Document Verification (DV) will be conducted by the User Departments/Organizations after declaration of the final result.

17.2 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 by direct recruitment.

17.3 The final result will be declared only once by the Commission and no further nomination of candidates would be made in the event of candidates not joining the offered posts. Thus, after the declaration of final result, vacancy(ies), if any, remaining unfilled due to non-availability of suitable candidates, non- joining of candidates or any other reason(s) will not be filled up in that recruitment year

and the Indenting Ministry/Department/Organization may carry forward those vacancies to the next recruitment cycle and report to the Commission as per the extant rules.

- 17.4 As per the policy of the Commission, SSC does not maintain Waiting list/Reserve panel for multi-factor examinations conducted by the Commission. In such cases, the Departments may take further action regarding carrying forward of vacancies in accordance with the extant rules.
- 17.5 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof as listed at Para 16.7 above while appearing for the Document Verification.
- 17.6 Candidates will have to bring original as well as copies of various documents as given below at the time of Document Verification by the User Departments/Organizations:
 - 17.6.1 Matriculation/ Secondary/Equivalent Certificate.
 - 17.6.2 Order/ letter in respect of equivalent Educational Qualifications, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification
 - 17.6.3 Caste/ Category Certificate, if belongs to reserved categories.
 - 17.6.4 Persons with Disabilities Certificate in the required format, if applicable.
 - 17.6.5 For Ex-Servicemen (ESM):
 - 17.6.5.1 Serving Defence Personnel Certificate as per Annexure VI, if applicable.
 - 17.6.5.2 Undertaking as per Annexure-VII.
 - 17.6.5.3 Discharge Certificate, if discharged from the Armed Forces,
 - 17.6.6 Relevant Certificate if seeking any age relaxation.
 - 17.6.7 No Objection Certificate, in case already employed in Government/ Government undertakings.
 - 17.6.8 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - 17.6.8.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - 17.6.8.2 In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
 - 17.6.8.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
 - 17.6.8.4 In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the

Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

17.7.9 Any other document specified in the Admission Certificate for DV.

17.7 **It is reiterated that after scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents at the time of document verification, the candidature of candidate will be cancelled.**

18. **Post Preferences:**

18.1 Preference for various posts and departments will be taken from the candidates through Online Option Form on the website of the Commission before declaration of final result. A candidate will not be considered for a Post and Ministry/Department/Organization, if he has not indicated his preference for it. Options once submitted shall be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates must be careful in exercise of such options.

18.2 **Candidates, who do not submit their post preference(s) on the website of the Commission within the stipulated time, will not be considered for any post in the Final Result. Such candidates shall not be provided with another opportunity to exercise preference for posts and will be solely responsible for the same. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.**

18.3 Posts in BRO have stringent requirements of physical and medical standards including Physical Efficiency Test (Details available at **Annexure-XV**). Examination of such physical and medical standards will be conducted after the final selection of candidates by BRO. If a candidate fails in such tests, his candidature will not be subsequently considered for any other post/department. Candidates are therefore advised to go through thoroughly these requirements and submit their considered preference of posts.

18.4 **Candidates are advised to give maximum number of preferences to improve their possibility of selection.**

19. **Mode of Selection:**

19.1 Minimum qualifying marks in Computer Based Examination, are as follows:

- (i) UR: 30%
- (ii) OBC/EWS: 25%
- (iii) All Other Categories: 20%

19.2 In the online application form, candidate will have to indicate the posts for which they are applying i.e. Stenographer Grade 'C' or Stenographer Grade 'D' or both.

19.3 Based on the marks scored in the Computer Based Examination, candidates will be shortlisted, category-wise, to appear in the Skill Test(s) for the post(s) they have applied for.

19.4 Skill Test is mandatory but qualifying in nature. The Commission will fix category-wise qualifying standards in the Skill Test for each post. The candidates who qualify the Skill Test will be considered for final selection on the basis of their merit in the Computer Based Examination.

19.5 Final selection and allocation of Ministries/Departments will be made on the basis of the performance of candidates in the Computer Based Examination and the preference of Post(s)/Department(s) exercised by them.