

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

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

Dated, the 9th May, 2024

OFFICE MEMORANDUM No.60/2024

Subject:- Distribution of dossiers of SSC CHSLE-2023 passed candidates for the post of Lower Division Clerk (LDC)- reg.

The undersigned is directed to state that the dossiers of Combined Higher Secondary Level Examination-2023 passed candidates sponsored by SSC for the post of Lower Division Clerk (LDC) have been approved for distribution to the Departmentalized Accounting Organizations in Ministries/Departments (Civil) under the CGA organization as per **Annexure-I attached herewith.**

2. The concerned Appointing Authority in User Departments i.e. Ministries/Departments are requested to issue offer of appointment to the candidates after ensuring a comprehensive check of the following particulars/documents of the candidates:-

2.1 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 para16 of the Notice of Examination (copy of relevant para enclosed) may be taken.

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

2.3 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.

2.4 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.

- 2.5 Age relaxation claimed by candidate(s), if any.
- 2.6 SC/ST/OBC/EWS/ESM/PwD certificate issued by the Competent Authority, if applicable.
- 2.7 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.
- 2.8 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.
- 2.9 In case of EWS candidate, it must be ensured that he/she possesses the Income & Asset certificate valid for the financial year 2023-2024 issued on the basis of Income for the financial year 2022-23 in accordance with the DoP&T OM No. 36039/1/2019- Estt (Res) dated 31.01.2019.
- 2.10 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.
- 2.11 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.
- 2.12 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.
- 2.13 **Candidate's result, rank category etc. may be verified with the result available on the Commission's website and the list enclosed.**
- 2.14 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.
- 2.15 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.

2.16 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. In light of instructions issued by SSC vide 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 (copy enclosed), the respective Appointing Authorities in User Departments are requested to ensure, before issue of Offer of Appointment to the SSC CHSLE-2023 passed candidates allocated vide this O.M., **that the Document Verification of SSC CHSLE-2023 passed candidates is completed successfully at their end by 7th June, 2024**, adhering to the guidelines issued by the SSC duly incorporated at Para 2 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 16 of the Notice of Examination (available on the Commission's website: <https://ssc.nic.in>).

3.1 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.

3.2 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.

4. In addition to 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.

4.1 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, **which 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.**

4.2 The Appointing Authority in User Department shall, therefore, ensure that all formalities regarding issue of offer of appointment, appointment letter, reminders, and correspondence for extension of time wherever granted in exceptional cases on genuine grounds as well as cancellation of offer of appointment letter, may be completed strictly within a period of six months from the date of issue of offer of appointment letter. On expiry of six months period from the date of issue of offer of appointment letter, the concerned Appointing Authority 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.

4.3 **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.

4.4 In terms of DOPT OM No. 18011/2(s)/2016-Estt. (B) (i) dated 29th June, 2016 issue of offer of appointment should not be withheld for want of completion of verification of character and antecedents. The appointing authorities are required to issue provisional appointment letters after obtaining attestation form and self-declaration form from the candidates. However, in case of candidate's appointment to sensitive posts, guidelines issued in the DOPT OM dated 29th June 2016 may be followed.

5. The place/station of initial posting on appointment of the candidates as Lower Division Clerk (LDC) may be decided by the User Departments being the Appointing as well as Cadre Controlling Authority for the post of Lower Division Clerk (LDC). As per provision of the Recruitment Rules, the post of Lower Division Clerk (LDC) 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.**

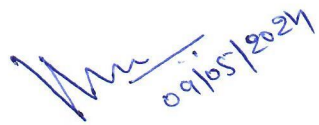
6. The concerned Appointing Authorities in User Departments are requested to depute one suitable officer alongwith authorization letter and bearing valid official Identity Card, to collect the dossiers from HR-4 Section, O/o the CGA, New Delhi immediately.

7. The Appointing Authorities in Ministries/Departments are requested to furnish a fortnightly report for completion of appointing process of the candidates whose dossiers have been distributed in the following format on priority basis:-

Name of the Ministry/ Department								
No. of dossiers allocated								
S. No.	Name and SSC CHSLE- 2023 Roll No. of the candidate	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)

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

Encl.: As above.

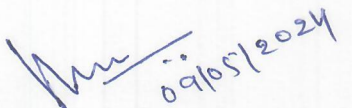

(Madhukar Sharma)
Sr. Accounts Officer

To

1. The Pr. CCAs/CCAs/CAs(I/c)
2. The Director (INGAF).
3. The Jt. CGA (Admn.)

Copy to:-

1. The Under Secretary (NR), Staff Selection Commission, Northern Region, Block No 12, CGO Complex, Lodhi Road, New Delhi- 110003 w.r.t. their letter SSC (NR)'s letter **No. 03/01/2024-PEA NR-L06 dated 12.03.2024** for information.
2. The Deputy Director (CR), Staff Selection Commission, Central Region, 34-A, Mahatma Gandhi Marg, Civil Lines, Kendriya Sadan, Prayagraj, Uttar Pradesh - 211001 w.r.t. their letter **No. 136/SSC-CR/2023-Nom-(CHSL-L06) dated 15.03.2024** for information.
3. The Deputy Director (ER), Staff Selection Commission, Eastern Region, 8th Floor, 1st MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata - 700020 w.r.t. their letter **No. N.N.11012/11/2023-Exam 2/L06/7582 dated 11.03.2024** for information.
4. The Regional Director (MPR), Staff Selection Commission, Madhya Pradesh Region, 5th Floor, Investment Building Phase-II, LIC Complex, Pandri, Raipur, Chhattisgarh – 492004 w.r.t. their letter **No. 9/1/2024-Nom/SSC/MPR-L6 dated 18.03.2024** for information.
5. The Regional Director (SR), Staff Selection Commission, Southern Region, 2nd Floor, E.V.K. Sampath Building, D.P.I. Complex, College Road, Chennai, Tamil Nadu – 600006 w.r.t. their letter **No. 6/5 L06/2024-SR dated 12.03.2024** for information.
6. The Under Secretary (P&P-1), Staff Selection Commission, DoP&T, Block No.12, CGO Complex, Lodhi Road, New Delhi – 110003 for information.
7. The Sr.AO, ITD Section with request to upload the aforesaid O.M. on the website of CGA.


09/05/2024

Sr. Accounts Officer

List of distribution of Dossiers of SSC CHSLE-2023 passed candidates for the post of Lower Division Clerk (CCAS)

S. No.	NAME OF CANDIDATE (S/Sh./Smt./Ms.)	SSC CHSLE-2023 Rank	SSC CHSLE-2023 Registration No.	SSC CHSLE-2023 ROLL No.	CATEGORY	CAT. SELECTED	MINISTRY / DEPARTMENT
1	SACHIN PATEL	SL\00036	93000496982	3009049673	OBC	OBC	O/o the CGA
2	SAURYANSH SINGH	SL\00051	30001211737	3009007029	OBC	UR	O/o the CGA
3	PRIYANSHU CHAUDHARY	SL\00064	30002179796	3009032679	OBC	UR	O/o the CGA
4	RAUNAK SINGHAL	SL\00065	30004507224	3001042995	UR	UR	O/o the CGA
5	MONA JAISWAL	SL\00082	20003855273	3206063218	OBC	UR	O/o the CGA
6	VISHESH SHUKLA	SL\00084	30002167558	3003047681	EWS	EWS	O/o the CGA
7	SRIJAN KUMAR	SL\00086	20001754403	3207003913	OBC	UR	O/o the CGA
8	ALOK KUMAR	SL\00095	20001026542	3207001357	OBC	UR	Coal
9	ANSHU KUMAR	SL\00237	20001819503	3205030945	SC	SC	Coal
10	SHRESTHA SAHA	SL\00030	40001388745	4410105886	UR	UR	Commerce & Textiles
11	ABHISHEK PATHAK	SL\00069	50001733020	6005002712	EWS	UR	Commerce & Textiles
12	SHELI GUPTA	SL\00006	30004440939	3008017930	UR	UR	Finance
13	UMANG TIWARI	SL\00109	75001733817	2201263099	EWS	UR	Finance
14	BIKU KUMAR	SL\00143	92000603871	3206017336	EWS	EWS	Finance
15	ABHISHEK CHOUHAN	SL\00171	40000531864	4417012932	SC	SC	Finance
16	SUMIT KUMAR	SL\00112	20002004045	3205020402	OBC	UR	Home Affairs
17	HARIOM DHOVI	SL\00611	20000909260	2405014148	SC	SC	Home Affairs
18	BRAJ KISHOR	SL\00125	92000204654	2405121527	EWS	UR	INGAF
19	ANKIT YADAV	SL\00131	20001012828	2405109198	OBC	UR	INGAF
20	UDIYANA AKHIL	SL\00124	10001335205	8601036246	OBC	UR	Power
21	BHUMIT BISHT	SL\00140	50004848118	2003008854	UR	UR	Power

Note: (1) The candidates may contact to the respective Principal Accounts Office of the Ministry/Department to which their dossiers have been allocated, for further information. The address as well as contact details of Principal Accounts Offices of the Ministries/Departments under Office of the Controller General of Accounts, are available in Civil Accounts Organization Directory on website of O/o the CGA. The links are given below:-

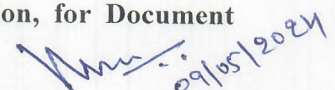
http://cga.nic.in/writereaddata/Directory%20of%20CAO_A4.pdf

OR

<http://cga.nic.in/Directories.aspx>

(2) DOCUMENT VERIFICATION PRIOR TO ISSUE OF OFFER OF APPOINTMENT:-

The candidates are requested to contact the respective Principal Accounts Office of the Ministry/Department to which their dossiers have been allocated, along with requisite documents as listed at Para 16 of SSC CHSLE-2023 Notice of Examination, for Document Verification at the end of User Department.


09/05/2024
Sr. Accounts Officer

Relevant Notice/ Corrigenda/ Addenda for Combined Higher Secondary (10+2) Level Examination, 2023

S.No.	Relevant Notices	Date of publication on the website	Remarks
1	Notice of Notice of Combined Higher Secondary (10+2) Level Examination, 2023	09.05.2023	
2	Corrigendum-I to the Notice	13.02.2024	
3	Option-cum-Preference Form	13.02.2024	Under 'Notices'
4	Final Vacancies	13.02.2024	Under 'Tentative Vacancies'

- 14.7.8 Ex-serviceman Discharge Book issued by Ministry of Defence.
- 14.7.9 Any other photo bearing valid ID card issued by the Central/ State Government.
- 14.8 **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.**
- 14.9 PwBD/ PwD candidates availing the facility of scribes as per Para 7.1, 7.2 and 7.3 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination.
- 14.10 Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.
- 14.11 Applications with blurred photograph and/ or signature will be rejected.
15. **Post Preferences:**
- 15.1 The Examination is being held for multiple posts for various Ministries/ Departments/ Offices. 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.**
- 15.2 **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.
16. **Document Verification (DV):**
- 16.1 **In view of the decision of the Government to expedite the recruitment process, Document Verification (DV) will be conducted by the User Departments/Organizations after declaration of the final result.**
- 16.2 Candidates will have to submit copies of various documents as given below at the time of Document Verification by the User Departments/ Organizations:
- 16.2.1 Matriculation/ Secondary Certificate.
- 16.2.2 Educational Qualification Certificate.
- 16.2.3 Order/ letter in respect of equivalent Educational Qualifications claimed, 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.
- 16.2.4 Caste/ Category Certificate, if belongs to reserved categories.

- 16.2.5 Persons with Benchmark Disabilities Certificate in the required format, if applicable.
- 16.2.6 For Ex-Servicemen (ESM):
- 16.2.6.1 Undertaking as per **Annexure-VIII**.
- 16.2.6.2 Serving Defence Personnel Certificate as per **Annexure-VII**, if applicable.
- 16.2.6.3 Discharge Certificate, if discharged from the Armed Forces,
- 16.2.7 Relevant Certificate if seeking any age relaxation.
- 16.2.8 No Objection Certificate, in case already employed in Government/ Government undertakings.
- 16.2.9 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
- 16.2.9.1 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;
- 16.2.9.2 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.
- 16.2.9.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
- 16.2.9.4 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.
- 16.2.10 Any other document specified in the Admission Certificate for DV.

16.3 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.

17. Mode of Selection:

- 17.1 Minimum qualifying marks in Tier-I, and Section-I, Section-II & Module-I of Section-III of Tier-II Examination are as follows:
- | | | | |
|--------|----------------------|---|-----|
| 17.1.1 | UR | : | 30% |
| 17.1.2 | OBC/ EWS | : | 25% |
| 17.1.3 | All other categories | : | 20% |
- 17.2 Candidates will be shortlisted for Tier-II Examination on the basis of their performance in Tier-I Examination. Normalized scores of candidates will be used to determine merit and for final selection.