

## Notice

### Advertisement for Regular Position of Assistant Grade II and Grade III Clerk under PM Rojgar Yojna across various Ministries/ Departments/ Offices of the Government of India.

**Dates for submission of online applications: 20.04.2024 to 19.05.2024**  
**Last date for making online fee payment: 17.05.2024 (5.00 PM)**  
**Last date for generation of offline Challan: 19.05.2024 (5.00 PM)**  
**Last date for payment through Challan (during working hours of Bank): 19.05.2024**

### Prime Minister Rojgar Yojna Grade II & Grade III Examination, 2024

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”

**F. No. 3/2/2024-P&P-I.** The E-Rojgar will hold a competitive examination for recruitment to the posts of Assistant Grade II and Grade III Clerk and Data Entry Operators for various Ministries/ Departments/ Offices of the Government of India. The details of the examination are as under:

**1. Pay Scale:**

- 1.1 PMRYG-III – Prime Minister Rojgar Yojna Grade III (10+2) / Lower Division Clerk (LDC): Pay Band -1 (Rs. 34,200 - 82,500).
- 1.2 PMRYG-II – Prime Minister Rojgar Yojna Grade II (10+2+ 1 year course in computer) / Upper Division Clerk (UDC): Pay Band -1 (Rs. 42,000-1,20,200)..
- 1.3 DEO – Data Entry Operator, Grade „A“: Pay Band-1 (Rs. 37,400-79,800).

2. **Vacancies:**

2.1 A total of 9018 vacancies are available for various posts under PM Rojgar Yojna across various Ministries/ Departments/ Offices of the Government of India.

Sl. No	Post Code	State	Post Name	UR	ST	SC	OBC	EWS	Total	Pay Level
1	L01	Andhra Pradesh	PMRYG-III/ PMRYG-II	107	16	4	20	11	<b>158</b>	Pay Level-2
2	L02	Arunachal Pradesh	PMRYG-III/ PMRYG-II	254	38	10	48	25	<b>376</b>	Pay Level-2
3	L03	Assam	PMRYG-III/ PMRYG-II	162	24	6	31	16	<b>240</b>	Pay Level-2
4	L04	Bihar	PMRYG-III/ PMRYG-II	362	54	14	69	36	<b>536</b>	Pay Level-2
5	L05	Chhattisgarh	PMRYG-III/ PMRYG-II	470	71	19	89	47	<b>696</b>	Pay Level-2
6	L06	Goa	PMRYG-III/ PMRYG-II	150	23	6	29	15	<b>222</b>	Pay Level-2
7	L07	Gujarat	PMRYG-III/ PMRYG-II	246	37	10	47	25	<b>364</b>	Pay Level-2
8	L08	Haryana	PMRYG-III/ PMRYG-II	129	19	5	25	13	<b>191</b>	Pay Level-2
9	L09	Himachal Pradesh	PMRYG-III/ PMRYG-II	30	5	1	6	3	<b>44</b>	Pay Level-2
10	L10	Jharkhand	PMRYG-III/ PMRYG-II	301	45	12	57	30	<b>445</b>	Pay Level-2
11	L11	Karnataka	PMRYG-III/ DEO	206	31	8	39	21	<b>305</b>	Pay Level-2
12	L12	Kerala	PMRYG-III/ PMRYG-II	108	16	4	21	11	<b>160</b>	Pay Level-2
13	L13	Madhya Pradesh	PMRYG-III/ PMRYG-II	564	85	23	107	56	<b>835</b>	Pay Level-2
14	L14	Maharashtra	PMRYG-III/ PMRYG-II	345	52	14	66	35	<b>511</b>	Pay Level-2
15	L15	Manipur	PMRYG-III/ PMRYG-II	54	8	2	10	5	<b>80</b>	Pay Level-2
16	L16	Meghalaya	PMRYG-III/ PMRYG-II	48	7	2	9	5	<b>71</b>	Pay Level-2
17	L17	Odisha	PMRYG-III/ PMRYG-II	360	54	14	68	36	<b>533</b>	Pay Level-2
18	L18	Punjab	PMRYG-III/ PMRYG-II	198	30	8	38	20	<b>293</b>	Pay Level-2
19	L19	Rajasthan	PMRYG-III/ PMRYG-II	451	68	18	86	45	<b>667</b>	Pay Level-2

20	L20	Uttar Pradesh	PMRYG-III/ PMRYG-II	518	78	21	98	52	<b>767</b>	Pay Level -2
21	L21	Uttarakhand	PMRYG-III/ PMRYG-II	60	9	2	11	6	<b>89</b>	Pay Level -2
22	L22	West Bengal	PMRYG-III/ PMRYG-II	251	38	10	48	25	<b>371</b>	Pay Level-2
23	L23	Delhi	PMRYG-III/ PMRYG-II	374	56	15	71	37	<b>554</b>	Pay Level -2
24	L24	Jammu and Kashmir	PMRYG-III/ PMRYG-II	345	52	14	66	35	<b>511</b>	Pay Level-2
		<b>Total</b>							<b>9018</b>	

### 3. Reservation:

- 3.1 Reservation for the Scheduled Castes (SC)/ Scheduled Tribes (ST)/ Other Backward Classes (OBC) /Ex-servicemen (ESM)/ Persons with Disabilities (PwD)/ Economically Weaker Sections (EWS) etc. categories is available as per extant Govt. Orders.
- 3.2 The Commission makes selection of candidates in pursuant to the vacancies reported by the concerned User Departments for various posts. The Commission does not have any role in deciding the number of vacancies of any User Department. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories comes under the domain of the User Departments.

### 4. Permissible disabilities for PwD candidates:

- 4.1 Except for the Border Roads Organisation (BRO), the posts have been identified suitable for following disabilities:
- 4.1.1 **PMRYG-III – Prime Minister Rojgar Yojna Grade III (10+2):** One arm affected (OA), Both legs affected (BL), One leg affected (OL), One arm and one leg affected (OAL), Blind (B), Low vision (LV) & Hearing handicapped (HH).
- 4.1.2 **PMRYG-II – Prime Minister Rojgar Yojna Grade II (10+2+ 1 year course in computer):** One leg affected (OL), One arm affected (OA), One arm one leg affected (OAL), Both legs affected (BL), Muscular weakness and limited physical endurance (MW), Blind (B), Low vision (LV), Hearing handicapped (HH).
- 4.1.3 **Data Entry Operators (DEOs):** One arm affected (OA), One leg affected (OL), One arm and one leg affected (OAL), Both Legs affected (BL), Hearing handicapped (HH) and Low Vision (LV) are eligible for the posts of Data Entry Operators.
- 4.2 Persons with Disabilities are not eligible for any post in BRO.
- 4.3 Requirement of Physical Standard, Physical Efficiency Tests and Medical

Standards for the post of Lower Division Clerk in BRO is available at **Annexure-XVI**. Candidates may ensure that they fulfill all the required standards before opting for any post in BRO. Posts once allocated as per merit-cum-preference given by the candidates will not be changed subsequently due to failure of the candidates to qualify in these Standards.

- 4.4 Only male candidates are eligible for the posts in the Border Roads Organization.
- 4.5 As the “Rights of Persons with Disabilities Act, 2016” has come into force with effect from 19-04-2017 and new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities, etc have been included. Therefore, the candidates with such disabilities may also apply giving details of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitable for these categories as well as reporting of vacancies by the Indenting Departments. Candidates suffering from various disabilities as identified vide DoP&T OM No: 36035/02/2017-Estt (Res) dated 15-01-2018 (para-2.2) may select following PwD categories in the online Registration/ Application Form.

S. No.	Type of Disability	Category of disability to be selected in Registration/ Application form
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.	OH
(d)	Autism, intellectual disability, specific learning disability and mental illness.	Others
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.	

- 4.6 The posts may be identified suitable for additional disabilities as per the provisions of the “Rights of Persons with Disabilities Act, 2016”. Candidates with such disabilities for which the posts are identified suitable will also be eligible for final selection.

## **5. Nationality/ Citizenship:**

- 5.1 A candidate must be either:
- a citizen of India, or
  - a subject of Nepal, or
  - a subject of Bhutan, or
  - a Tibetan refugee who came over to India, before the 1st January, 1962, with the intention of permanently settling in India, or
  - a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of

Tanzania(Formerly Tanganyika and Zanzibar),Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

- 5.2 Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- 5.3 A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after, the necessary eligibility certificate has been issued to him/ her by the Government of India.

**6. Age Limit:**

6.1 Age limit for the posts is 18-27 years as on 01-08-2024 (i.e. Candidates born not before 02-08-1992 and not later than 01-08-2001).

6.2 Permissible relaxation in Upper age limit for different categories are as under:

<b>Cod e No.</b>	<b>Category</b>	<b>Age-relaxation permissible beyond the upper age limit</b>
01	SC/ ST	5 years
02	OBC	3 years
03	PwD (Unreserved)	10 years
04	PwD (OBC)	13 years
05	PwD (SC/ ST)	15 years
06	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
07	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1 <sup>st</sup> January 1980 to 31 <sup>st</sup> December 1989.	05 years
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	03 years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ ST)	08 years
10	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 40 years of age
11	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications. (SC/ ST)	Up to 45 years of age
12	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age

13	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ ST )	Up to 40 years of age
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14	Service Clerks in the last year of their colour service in the Armed Forces.	Up to 45 years of age
15	Service Clerks in the last year of their colour service in the Armed Forces (SC/ ST).	Up to 50 years of age
16	Retrenched census employees of the office of Registrar General of India (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies )	3 years plus length of service rendered by them in connection with census, before retrenchment and weightage of past service.

6.3 Candidates should note that the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate only will be accepted by the Commission for determining the age eligibility and no subsequent request for its change will be considered or granted.

6.4 Ex-Servicemen who have already secured employment in civil side under Central Government in Group „C“ & „D“ posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, he/ she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, given self- declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14<sup>th</sup> August 2014 issued by DoP&T.

6.5 The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.

6.6 For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of ex-servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications (i.e. 05.04.2024). Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application (i.e. 05.04.2024).

6.7 **Explanation:** An „ex-serviceman“ means a person:

6.7.1 Who has served in any rank whether as a combatant or non combatant in the

Regular Army, Navy or Air Force of the Indian Union, and

- i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - ii. who has been released from such service as a result of reduction in establishment;  
or
- 6.7.2 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 namely, pension holders for continuous embodied service or broken spells of qualifying service;  
or
- 6.7.3 personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;  
or
- 6.7.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14<sup>th</sup> April, 1987;  
or
- 6.7.5 Gallantry award winners of the Armed forces including personnel of Territorial Army;  
or
- 6.7.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- 6.8 A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications (i.e. 05.04.2024) with Armed Forces of the Union shall be considered eligible for appointment to the Group „C“ posts against posts reserved for ESM only. Thus, those Matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.
- 6.9 As per Supreme Court direction dated 24.02.1995 in Appeal No.731-69 of 1994, Age relaxation will be available for Group-„C“ posts in the O/o RGI (Registrar General of India) for retrenched Census employees as under:-
  - 6.9.1 Age relaxation by 3 years plus length of service rendered by them in



connection with census, before retrenchment,

6.9.2 Weightage of past service.

6.9.3 Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

## **7. Process of certification and format of certificates:**

- 7.1 Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format, whenever such certificates are sought by concerned Regional/ Sub-Regional Offices at the time of Document Verification. Otherwise, their claim for SC/ ST/ OBC/ PwD/ ESM/ EWS status will not be entertained and their candidature/ applications will be considered under Unreserved (UR) category. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format will not be accepted.
- 7.2 A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of online application i.e. **19.05.2024**.
- 7.3 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ ST/ OBC/ PwD/ ESM/ EWS status.

## **8. How to apply:**

- 8.1 Applications must be submitted in online mode only at the official website of E-Rojgar Headquarters i.e. <https://erojgaar.org>. For detailed instructions, please refer to **Annexure-I** and **Annexure-II** of this Notice.
- 8.2 Last date for submission of online applications is 19-05-2024 (5.00 PM).
- 8.3 **Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the E-Rojgar website on account of heavy load on the website during the closing days.**
- 8.4 The Commission does not accept any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

## **9. Application Fee:**

- 9.1 Fee payable: Rs 480/- (Rs four hundred eighty only).
- 9.2 Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards or in SBI Branches by generating SBI Challan.

- 9.3 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.
- 9.4 Online fee can be paid by the candidates up to **17-05-2024 (5.00 PM)**. However, candidates who wish to make the cash payment through challan of SBI, may make the payment in cash at the Branches of SBI within the working hours of bank up to **19-05-2024** provided the challan has been generated by them before **17-05-2024 (5.00 PM)**.
- 9.5 Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- 9.6 Candidates who are not exempted from fee payment must ensure that their fee has been deposited with E-Rojgar. If the fee is not received by E-Rojgar, status of Application Form is shown as „Incomplete“ and this information is printed on the top of the Application Form printout. Further, status of fee payment can be verified at the „Payment Status“ link provided in the candidate“s login screen. Such applications which remain incomplete due

to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

**10. Scheme of Examination:**

- 10.1 The examination will consist of a Computer Based Examination (Tier-I).
- 10.2 The Commission reserves the right to introduce additional stage of examination which would be notified at suitable time, if considered necessary.
- 10.3 In the question papers, wherever necessary, the metric systems of weights and measures only will be used.
- 10.4 Use of mobile phone, calculator and other electronic gadgets and accessories is not permitted. Therefore, these should not, be brought inside the Examination Premises/ Venue.
- 10.5 **Tier-I (Computer Based Examination-Objective Type):**

Dates of Computer Based Examination (Tier-I)	Part	Subject (Not in sequence)	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
To be announced	I	English Language (Basic Knowledge)	25/ 50	60 Minutes (80 Minutes for candidates eligible for scribes as per para 8.1 and 8.2)
	II	General Intelligence	25/ 50	
	III	Quantitative Aptitude (Basic Arithmetic Skill)	25/ 50	
	IV	General Awareness	25/ 50	

## **11. Admission to the Examination:**

- 11.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination (Tier-I). Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examinations.
- 11.2 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
- 11.3 Admission Certificates for the Examination will be uploaded on the website of the concerned Regional/ Sub-Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Therefore candidates are advised to visit the website of concerned Regional Office and E-Rojgar HQ regularly for updates and information about the examination.
- 11.4 Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the websites of the concerned Regional/ Sub-Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail on the website of the Commission, one week before the date of examination, he/ she must immediately contact the concerned Regional/ Sub-Regional Office of the Commission with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration.
- 11.5 Candidate must write his/ her Registration-ID, registered Email-ID and Mobile Number along with his/ her 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.
- 11.6 Facility for download of Admit Cards will be available about one week before the examination on the website of concerned Regional/ Sub-Regional Office. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- 11.7 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof such as:
  - 11.7.1 Aadhaar Card/ Printout of E-Aadhaar,
  - 11.7.2 Voter's ID Card,
  - 11.7.3 Driving License,

- 11.7.4 PAN Card,
- 11.7.5 Passport,
- 11.7.6 School/ College ID Card,
- 11.7.7 Employer ID Card (Govt./ PSU/ Private), etc

PwD candidates using the facility of scribes as per paras 8.2 and 8.4 shall also be required to carry required 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.

## 12. Document Verification (DV):

- 12.1 All the candidates qualified for Document Verification are required to appear for Document Verification along with the original documents as mentioned at para no: 15.4.
- 12.2 Detailed options for various posts and Departments will be taken from candidates either online or at the time of document verification.
- 12.3 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:
  - 12.3.1 Aadhaar Card/ Printout of E-Aadhaar.
  - 12.3.2 Voter ID Card.
  - 12.3.3 PAN Card.
  - 12.3.4 Passport.
  - 12.3.5 Driving License.
  - 12.3.6 Government School/ College ID Card.
  - 12.3.7 Employer ID (Govt./ PSU)
- 12.4 Candidates will have to submit copies of various documents like:
  - 12.4.1 Matriculation/ Secondary Certificate.
  - 12.4.2 Educational Qualification Certificate.
  - 12.4.3 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.
  - 12.4.4 Caste/ Category Certificate, if belongs to reserved categories.
  - 12.4.5 Persons with Disabilities Certificate in the required format, if applicable.
  - 12.4.6 For Ex-Servicemen (ESM):
    - 12.4.6.1 Undertaking as per **Annexure-V**.
    - 12.4.6.2 Serving Defence Personnel Certificate as per **Annexure-IV**, if applicable.
    - 12.4.6.3 Discharge Certificate, if discharged from the Armed Forces,
  - 12.4.7 Relevant Certificate if seeking any age relaxation.

- 12.4.8 No Objection Certificate, in case already employed in Government/ Government undertakings.
- 12.4.9 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
- 12.4.9.1 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;
- 12.4.9.2 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.
- 12.4.9.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- 12.4.9.4 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.
- 12.4.10 Any other document specified in the Admission Certificate for DV.

13. **Post Preferences:** The Examination is being held for multiple posts for various Ministries/ Departments/ Offices. Detailed options for various posts and Ministries/ Departments/ Offices will be taken from candidates either online or at the time of document verification. He/ she will not be considered for a post/ Ministry/ Department, if he/ she has not indicated his/ her preference for it. Option confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates are advised to be careful in exercise of such options.

14. **Mode of Selection:**

- 14.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination (Tier-I).
- 14.2 Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional/ Sub-Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. <https://E-Rojgar.nic.in>) and concerned Regional/ Sub-Regional office of the Commission under whose

jurisdiction the examination centres opted by the candidate are located.

- 14.3 Candidates will be shortlisted for Tier-II Examination on the basis of their performance in Tier-I Examination. Normalized scores of the candidates will be used to determine merit and for final selection.
- 14.4 There will be separate category-wise cut-offs in Tier-I and subsequent Tiers for different posts i.e. (i) DEO, (ii) DEO Grade 'A' and (iii) LDC/ JSA and PA/ SA.
- 14.5 Candidates will be shortlisted for Tier-III Examination on the basis of their performance in Tier-I + Tier-II subject to having scored a minimum of 33% marks in Tier-II Examination. Tier-III Examination is qualifying in nature.
- 14.6 Skill Test in Tier-III for DEOs is mandatory for all the qualified candidates.
- 14.7 Typing Test in Tier-III for posts other than DEOs is mandatory for all candidates except those who are exempted from appearing in the Typing Test as per para-13.7.6.7.
- 14.8 Candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, ESM, EWS and PwD categories may be qualified by applying relaxed standards if the Commission is of the opinion that sufficient numbers of candidates of these categories are not likely to be available in order to fill up the vacancies reserved for these categories.
- 14.9 The candidates who qualify Tier-III will be called for Document Verification to check the eligibility of candidates as per information given by him/ her in the online Application Form.
- 14.10 Final selection and allocation of Ministries/ Departments/ Offices to the candidates qualified in Tier-III will be made on the basis of the performance of candidates in the Tier-I+Tier-II Examinations and the preference of Posts/ Departments exercised by them at the time of Document Verification.
- 14.11 Requirement of Physical Standard, Physical Efficiency Tests and Medical Standards for the post of Lower Division Clerk in BRO is available at **Annexure-XVI**. Candidates may ensure that they fulfill all the required standards before opting for the post of Lower Division Clerk in BRO. Posts once allocated as per merit-cum-preference given by the candidates will not be changed subsequently due to failure of the candidates to qualify in these Standards.
- 14.12 Once the candidate has been allotted his/ her first available preference, as per his/ her merit, he/ she will not be considered for any other option. Candidates are, therefore, advised to exercise preference of Posts/ Departments very carefully. The option/ preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Post/ Department by candidates will not be entertained under any circumstances.
- 14.13 The Commission makes final allotment of posts on the basis of merit-cum-preferences of Posts/ Departments given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example if a candidate has given

higher preference for a post and is selected for that post; in that case, if he/ she fails to meet the medical/ physical/ educational standards, his/ her candidature will be rejected and he/ she will not be considered for other preferences and no correspondence in this regard will be entertained by the Commission.

- 14.14 SC, ST, OBC, ESM, EWS and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/ unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, ESM, EWS and PwD candidates.
- 14.15 SC, ST, OBC, ESM, EWS and PwD candidates who qualify on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his/ her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- 14.16 A person with disability who is selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- 14.17 Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
- 14.18 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- 14.19 Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).
- 14.20 Candidates on final selection may be allotted a State/ UT/ Zone by the concerned User Ministry/ Department/ Office. Such candidates may be required to acquire the proficiency in local language of the allotted State/ UT/ Zone for confirmation of the candidates to the allotted posts by the concerned User Ministry/ Department/ Office.
15. **Resolution of Tie Cases:** In cases where more than one candidate secure the equal aggregates marks in Tier-I+Tier-II, tie will be resolved by applying the following methods one after another:



- 15.1 Total marks of Tier-II Examination.
- 15.2 Date of birth, with older candidates placed higher.
- 15.3 Alphabetical order in which names of the candidates appear.

16. **Action against candidates found guilty of misconduct:** If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination or thereafter, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for the period mentioned below:

<b>S No</b>	<b>Type of Malpractice</b>	<b>Debarment period</b>
1	Taking away any Examination related material such as OMR sheets, Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries" i.e. Supervisor, Invigilator, Security Guard or Commission"s representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in „switched on“ or „switched off“ mode.	3 Years
8	Appearing in the same examination more than once in contravention of the rules.	3 Years
9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/ equipments.	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries" i.e. Supervisor, Invigilator, Security Guard or Commission"s representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

- 17. Commission's Decision Final:** The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & force allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
18. In accordance with the directions issued by DoP&T vide its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings in the said open Competitive Examinations conducted by the Commission available on its website or on the website of National Career Service (NCS), Ministry of Labour and Employment in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate. (ii) Father/ Husband's name (iii) Date of Birth (iv) Category (Gen/ SC/ ST/ OBC/ PwD/ EWS/ ESM) (v) Gender of the candidate. (vi) Educational Qualifications. (vii) Total Marks obtained in the qualifying examination (viii) Ranking by which the merit is decided. (ix) Complete address (x) E-mail address However, the candidate will have the option, at the time of filling up of his/her application form, from opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details will be made available on the website of the Commission/ NCS.
- 19. Courts Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction over the place of concerned Regional/ Sub-Regional Office of the Commission where the candidate has appeared for the Computer Based Examination.

## 20. Important Instructions To Candidates:

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
(b)	THE CANDIDATE MUST WRITE HIS NAME AND DATE OF BIRTH STRICTLY AS RECORDED IN THE MATRICULATION/ SECONDARY CERTIFICATE. IF ANY VARIATION IN THE NAME AND DATE OF BIRTH IS OBSERVED AT THE TIME OF DOCUMENT VERIFICATION, HIS/ HER CANDIDATURE WILL BE CANCELLED.
(c)	<b>CANDIDATES ARE ADVISED IN THEIR OWN INTEREST TO SUBMIT ONLINE APPLICATIONS MUCH BEFORE THE CLOSING DATE AND NOT TO WAIT TILL THE LAST DATE TO AVOID THE POSSIBILITY OF DISCONNECTION/ INABILITY OR FAILURE TO LOGIN TO THE E-Rojgar WEBSITE ON ACCOUNT OF HEAVY LOAD ON THE WEBSITE DURING THE CLOSING DAYS.</b>
(d)	The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the

	time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.
(e)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ PwD/ EWS/ ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
(f)	Candidates with <b>benchmark physical disability</b> only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities.
(g)	Central Government Civilian Employees claiming age relaxation should produce a certificate in the prescribed format ( <b>Annexure-III</b> ) from their office at the time of document verification in respect of the length of continuous service which should be for not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment in the event of their selection.
(h)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is not required to be submitted to the Commission at any stage.
(i)	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, the Commission will consider latest application. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Commission as per rules.

(j)	The candidates must write their father's name and mother's name strictly as given in the Matriculation/ Secondary Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the commission.
(k)	Applications with blurred/ illegible Photograph/ Signature will be rejected summarily.
(l)	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
(m)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission through e-mail/ SMS.
(n)	The candidates must carry two passport size recent colour photographs and a latest photo bearing identification proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government or any other office where the candidate may be working, etc in original to the Examination Venue, failing which they will not be allowed to appear for the same. PwD candidates using the facility of scribes as per paras 8.2 and 8.4 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein.
(o)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
(p)	IIA the posts carry All India Service Liability (AISL) i.e. the candidate, on selection, may be asked to serve anywhere in the country.
(q)	If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the concerned Regional/ Sub-Regional Office of the Commission within two

	months of the declaration of the result or two week prior to the conduct of next stage of the examination, whichever is earlier.
(r)	If a candidate is finally selected and does not receive any correspondence from the Commission or the concerned User Department within a period of one year after declaration of result, he/ she must communicate immediately thereafter with the concerned User Department.
(s)	Fee payable: Rs 100/- (Rs. one hundred only). Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with disability (PwD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.

**Under Secretary (P&P-I)**