



GOVERNMENT OF INDIA

MINISTRY OF RAILWAYS

WESTERN RAILWAY

RAILWAY RECRUITMENT CELL

Parcel Depot, Alibhai Premji Road,
Grant Road (East), Mumbai – 400 007
Website : <https://www.rrc-wr.com>



Notification No. 02/2021 GDCE Dated 11/10/2021.

GENERAL DEPARTMENTAL COMPETITIVE EXAMINATION (GDCE)

**For JUNIOR STENOGRAPHER ENGLISH - 7 Posts, JUNIOR STENOGRAPHER HINDI – 2 Posts AND
JUNIOR TRANSLATOR HINDI – 8 Posts**

Railway Recruitment Cell invites **ONLINE** applications from **eligible serving employees** of Western Railway as on the date of notification for filling up the **9 posts** of **Junior stenographer English/Hindi ,Level 04** and **8 posts** of **Junior Translator Hindi , Level 06** against GDCE Quota as per vacancies indicated herein.

Schedule for ONLINE Registration & submission of Online Application :

Opening Date & Time	22/10/2021 from 10.00 hrs.
Closing Date & Time	21/11/2021 Up to 18.00 hrs.

● **Important :**

- Please read all the instructions in this notification carefully and ensure that you are eligible to apply before filling the Online application form available on the RRC - WR website- <https://www.rrc-wr.com>
- Employees are advised in their own interest to submit Online Application much before the closing date to avoid possibility of any failure to submit application due to heavy load/jam on website.
- In case the employees does not have a VALID personal e-mail ID, he/she should create his / her personal e-mail ID before applying online application and must maintain that e-mail ID till the end of recruitment process.
- **Employees should regularly visit only RRC WR website <https://www.rrc-wr.com> for further updates.**

A. DETAILS OF VACANCIES: The Post parameters ie. Medical Classification and suitability for PwBD will be as per RRB standards.

Sr. No	Name of the post	Level in 7 th CPC	Medical Classification	UR	SC	ST	OBC	Total	Suitability for PwBD			
									VI	HI	LD	MD
1	Junior Stenographer/ English	4	Cee one	6	0	0	1	7	B, LV	D, HH	OA, OL, BL, OAL, DW, AAV	Yes
2	Junior Stenographer/ Hindi	4	Cee one	2	0	0	0	2	B, LV	D, HH	OA, OL, BL, OAL, DW, AAV	Yes
3	Junior Translator /Hindi	6	Cee one	2	1	1	4	8	B, LV	D, HH	OA, OL, BL, DW, AAV	Yes

B. ELIGIBILITY CRITERIA:-

Sr. No.	Name of the post	Minimum educational qualification
1	Junior Stenographer / English	10+2 or to equivalent examination from a recognized University with shorthand speed of 80 words per minute for a duration of 10 minutes with transcription time of 50 minutes.
2	Junior Stenographer / Hindi	10+2 or to equivalent examination from a recognized University with shorthand speed of 80 words per minute for a duration of 10 minutes with transcription time of 65 minutes.
3	Junior Translator/ Hindi	<p>i. Masters Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at Degree Level; OR Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English as a compulsory or elective subject or as a medium of examination at Degree OR Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either of the two as medium of examination and other as a compulsory or elective subject at Degree level.</p> <p>AND</p> <p>ii. Recognized Diploma or Certificate Course in translation from Hindi to English and vice versa or 2 years' experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India Undertaking.</p>

I. AGE CRITERIA:- (As on 01/01/2022)

	UR	OBC	SC/ST	LOWER LIMIT
UPPER LIMIT	02/01/1980	02/01/1977	02/01/1975	01/01/2004 18 years
Age Group	42 years	45 years	47 years	

Employees should ensure that their Date of Birth should match with the entries recorded in the Service Record.

II. COMMUNITY CERTIFICATE:-

- Employees should ensure that their Caste should match with the Service Sheet entries.
- Candidates who claim to be **SC/ST** should invariably produce their Caste Certificates at the time of Document Verification in the prescribed Central Government Format (**Annexure 'A'**).
- Candidates who claim to be **OBC**, should invariably produce **OBC certificate** with non-creamy layer certificate valid for the current year **2021-2022** and also **latest certificate** at the time of Document Verification in Central Government format for appointment in Central Government service (**Annexure- ' B' & 'C'**).
- In case the SC/ST/OBC candidates do not submit their Caste Certificates, their claim for reservation status (SC/ST/OBC) will not be entertained.
- The candidature/application of the employees who do not submit the caste Certificate, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancy only.

C. RECRUITMENT PROCESS :

- Recruitment process will involve Computer Based Test (CBT) , Stenography Skill Test / Translation Test (as applicable), Document Verification and Medical Examination.
- **Pattern of CBT**
 - i. Duration : 90 minutes (120 Minutes for eligible PwBD candidates accompanied with Scribe)
 - ii. No of Questions : 100
 - iii. The question paper will be in English, Hindi, Marathi and Gujarati.
 - iv. There shall be negative marking in the CBT and 1/3 of the allotted marks for each question shall be deducted for every wrong answer.
 - v. The Questions will be of objective type with multiple choices.
 - vi. Minimum percentage of marks for eligibility in various categories: UR -40%, OBC-30%, SC-30%, ST -25%.

I. Junior Stenographer (Hindi / English)

- i. The question paper for the Junior Stenographer (Hindi) & Junior Stenographer (English) will consist of two parts only. The subjects of the paper for CBT, No. of questions, the time allowed, the maximum marks for each subject will be as follows:

Part	Subject	Total Marks	Time duration
I	General Awareness	100	90 minutes
II	Hindi or English Language	100	

All the candidates will have to attempt Part I & II (both the subjects) compulsorily. There shall be a single composite paper for both the subjects. Candidates will be required to qualify in each of the two subjects separately.

ii. Syllabus for CBT

PART I– This portion will be in English / Hindi / Marathi /Gujarati

Questions of the General Awareness portion shall be from the syllabus of Mathematics, General Intelligence and Reasoning, General Awareness and General Science as given below.

a. Mathematics :

Number System, BODMAS, Decimals, Fractions, LCM, HCF, Ratio and Proportions, Percentage, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Elementary Algebra, Geometry and Trigonometry, Elementary Statistics, Square Root, Age calculations, Calendar & clock, Pipes & cistern etc.

b. General Intelligence and Reasoning :

Analogies, Completion of Number and Alphabetical Series, Coding and Decoding, Mathematical Operations, Similarities and Differences, Relationships, Analytical Reasoning, Classification, Directions, Syllogism, Jumbling, Venn Diagrams, Puzzle, Data Interpretation & Sufficiency, Statement- Arguments and Assumptions Conclusion, Statement- Courses of Action, Decision Making, Similarities and Differences, Maps, Interpretation of Graphs etc.

C. General Awareness :

Current Events of National and International Importance, Games and Sports, Art and Culture of India, Indian Literature, Monuments and Places of India, General Science and Life Science (up to 10th CBSE), History of India and Freedom Struggle, Physical, Social and Economic Geography of India and World, Indian Polity and Governance- constitution and political system, General Scientific and Technological Developments including Space and Nuclear Program of India, UN and Other important World Organizations, Environmental Issues Concerning India and World at Large, Basics of Computers and Computer Applications, Common Abbreviations, Transport Systems in India, Indian Economy, Famous Personalities of India and World, Flagship Government Programs, Flora and Fauna of India, Important Government and Public Sector Organizations of India etc.

Part-II (Either Hindi or English as per option filled up in application form)

The questions shall be designed to check the language skill and knowledge of Hindi/English including grammar. This portion needn't be translated in regional Languages. The syllabus of the questions to be asked in this part is given at Annexure – D,E

iii. Stenography Skill Test (Shorthand Test)

- a. Candidates equal to 10 times the number of vacancies, based on the merit of CBT, will be called for Shorthand Test (Stenography Skill Test).
- b. Stenography Skill Test (Shorthand Test) will carry 300 marks.
- c. The candidates have to pass Stenography Skill Test as per criteria mentioned below:

Type of Stenographer	Speed	Duration	Transcription Time
English	80 words per minute (wpm)	10 minutes	50 minutes
Hindi	80 words per minute (wpm)	10 minutes	65 minutes

- d. The Stenography Skill Test will be conducted on Personal Computer only without editing tools and spell check facility. For guidelines of those who appear for Skill Test in Hindi, KrutiDev and Mangal Font shall be made available on Personal Computer.
- e. As regards the evaluation of transcription sheets of the Stenography Skill Test, with each Full or Major mistakes, candidates will lose one mark. Similarly, Half or Minor mistake would lead to deduction of half a mark. Maximum number of mistakes (both Full/Major or Half/Minor added together) permitted are limited to 10% of the total words dictated. It would mean that candidates, committing more than 10% mistakes will be treated as failed. Procedure to evaluate the transcription and nature of mistakes are elaborated below:-
 - (I) **FULL MISTAKES :** a) Every omission of a word or figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted. b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other word(s)/figure(s). c) Every addition of a word or figure or a group of words or figures not occurring in the passage.
 - (II) **HALF MISTAKES :**
 - a) Mis-spelling, including transposition of letters in a word and also omission of a letter or letters from a word. However, mis-spelling of proper nouns and unfamiliar names may be ignored. b) Using singular for plural noun and vice-versa. c) Wrong use of Capital or small letters at the beginning of the sentence.

Note :

- (a) All the errors are counted but the total mistakes counted in a single word should not exceed one Full Mistake.
 - (b) Candidates will not be penalized for any type of errors or mistakes other than those described above.
 - (c) Computer and Shorthand Notebook for the test will be provided by the Exam Conducting Agency (ECA) and candidates have to hand over the used Shorthand Notebook to the invigilator on exam duty after completion of Skill Test. Further it is also clarified that candidates will not be allowed to bring their own key board.
 - (d) Editing Tools and Spell Check facility will not be available to the candidates.
- f. **Merit list for the post of Junior Stenographer will be prepared based on aggregate of marks obtained in the CBT and Stenography Skill Test.**

II. Junior Translator/Hindi:

Pattern of CBT

- i. A single stage Computer Based Test will be conducted followed by a qualifying translation test. The Question Paper shall be designed to test equally both the knowledge of English language as well as knowledge of Hindi language.

- ii. At least 50% of the questions will be designed to test language proficiency – 20% for English and 30% for Hindi. The remaining questions will be designed to test General Knowledge, General Intelligence, Simple Arithmetic and basics of computer.

Translation Test

- i. Based on the Merit of the CBT, candidates equal to 10 times the number of vacancies shall be called for the Translation Test.
- ii. The Translation Test shall be only a qualifying test and the qualifying marks shall be 60%
- iii. Merit list of Junior Translator will be based on the marks obtained in the CBT alone. Those who do not qualify in translation test with 60% marks shall be disqualified.
- iv. For Detailed Syllabus please See Annexure "F".

D DOCUMENT VERIFICATION :

- a. The candidates who qualify the CBT, will be called for **Document Verification and e-Call letter will be available for downloading from RRC Website.**
- b. Production of original documents of Date of birth, Educational Qualification Caste Certificate, along with **one set of self-attested photo copies** of all certificates, 2 recent passport size Photographs (self attested on reverse) e-call letter and Valid photo ID viz. Identity Card issued by his/her Employer in ORIGINAL on the day of Document Verification is mandatory. **Documents valid for proof of age are Standard 10th or its equivalent Certificate or Mark Sheet indicating Date of Birth OR School Leaving Certificate indicating Date of Birth.**
- c. Certificates in languages other than English or Hindi should be accompanied by an attested translation in English/Hindi.

E GENERAL INSTRUCTIONS :

1. All regular employees possessing prescribed educational qualification as indicated in Para B, **working in 7th CPC Level lower than the Grade Pay/Scale** for which GDCE is being conducted are eligible to appear in GDCE selection.
2. All regular employees possessing prescribed educational qualification as indicated in Para B **working in same 7th CPC Level** for which GDCE is being conducted are eligible to appear in selection from non-safety to safety category posts as well as safety to safety category posts.
3. Those employees who are appearing in and/or awaiting for results of final examination of minimum qualification at the time of applying for the post are not eligible. The employees should possess the requisite educational qualification on the closing date of application and the same should also be endorsed in the Service Sheet of the employees. Employees are requested to ensure that their Education qualification as mentioned in their Online application is duly entered in their service record.
4. Academic qualification must be from recognized Educational Institution / Board, otherwise candidature will be rejected.
5. Zone of consideration for GDCE will encompass staff belonging to all the Departments/Branches in all Divisions/Workshops/Headquarter Office/Extra-Divisional Offices, as the case may be, subject to their applying in response to the notification.
6. **RPF/RPSF personnel are not eligible to apply against the GDCE scheme in terms of Railway Board's letter No. E (NG) I/2002/PM2/9 dated 11.8.2003.**
7. **There is no separate reservation of posts for Persons with Benchmark Disabilities and Economically Weaker Sections as per Railway Board's letter No. E(NG)I-2018/PM1/23 dated 02/05/2019.[RBE-72/2019].**
8. Employees selected under GDCE scheme shall be subjected to initial training of the same duration prescribed for directly recruited employees through RRBs.
9. Single stage written examination - Computer Based Test (CBT) followed by Stenography Skill Test / Translation Test (as applicable) , Document Verification and Medical examination will be conducted.
10. The date, time and venue of the examination will be fixed by RRC/ Mumbai and will be intimated to the eligible employees through website as well as through SMS on registered Mobile number/or through email on registered mail address. The employees should regularly visit the website.

11. The request for postponement of examination or change of venue **will not be entertained** under any circumstances.
12. Eligibility of the employees will be considered only on the strength of the information furnished in the ONLINE Application and the uploaded Educational/Technical Qualification Certificate i.e. Diploma or Certificate in translation or the 2 years' work experience Certificate (as required for the post of Translator). **Employees need NOT send printouts** of application or Certificates or copies to RRC/WR OR DIVISIONS concerned by post.
13. RRC conduct verification of eligibility conditions with reference to original documents only after the employees have qualified in all the stages of examinations and are shortlisted for Document Verification. RRC may reject the candidature of any applicant at any stage of recruitment process in case the candidate is found to be not fulfilling the requisite criteria and if appointed, such a candidate is liable to be removed from service summarily.
14. On completion of all stages of recruitment process, RRC will allot Division /Unit as per the option of the eligible employees ONLY subject to merit, medical standard and vacancy position.
15. Special Note for all Employees seeking reservation/relaxation benefits: All those employees seeking reservation/relaxation benefits available for SC/ST/OBC-NCL must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/Notification. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/Notification.
16. Railway Administration reserves the right to alter the modus of Examinations or re-conduct examination or to cancel part or whole process at any stage.
17. The selection shall be made strictly as per merit in the written examination and found fit in prescribed Medical category. Category-wise merit list will be prepared.
18. The employees recommended for appointment should be FIT in prescribed Medical category.
19. Shortlisted employees will be called for verification of their original documents. During document verification the employees has to bring all necessary documents in original. After satisfactory Document Verification, the candidate will be considered for empanelment subject to fulfilment of other criteria.
20. Employees recommended for a particular category of post with a Higher Medical classification will not be considered for any alternative post with lower medical classification in the event of their medical unfitness.
21. The number of vacancies indicated in the GDCE notification is provisional and may reduce or even become NIL depending upon the actual need of the Railway Administration. The administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.
22. Selected employees are liable to be posted anywhere on Western Railway. Decision of Railway Administration in this regard shall be final.
23. In the event of any mis-statement / discrepancy in the particulars / incomplete or invalid application or employee has suppressed any relevant information or the employee otherwise does not satisfy the eligibility criteria for the post being detected at any stage, his / her application / candidature will be cancelled or services will be terminated without any notice.
24. WR reserves rights to rectify inadvertent errors or omission at any stage of examination and an erroneously appointed employee shall be liable to be terminated from Rly. Service. **WR will not be responsible for any inadvertent errors.**
25. Employees should read the details and instructions on the e-Call letter carefully and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of their candidature.

F HOW TO APPLY:

Eligible Serving Western Railway Employees may apply ONLINE through website : www.rrc-wr.com

- 1) Employees are required to go to the link provided for filling ONLINE application and fill up the personal details/BIO-DATA carefully.
- 2) Employees should ensure that their Name, Father's Name, Date of Birth, Educational qualification, Caste, etc matches with the entries in the Service Record.
- 3) Employees are advised to indicate their personal mobile no. and personal valid e-mail ID in the ONLINE application and keep them active during the entire recruitment process for communicating them.
- 4) Employees are further advised to visit website of RRC frequently to get the latest information or any changes about this notification. The communication with the employees will be made through SMS & e-mail only.

Employees are advised to provide only their own Mobile number/ e-mail ID so that they receive such communication.

- 5) A colour photograph of size 3.5cm x 3.5cm (not older than three months from the date of application) with clear front view of the candidate without cap and sunglasses should be uploaded. The photo should be only in JPEG format-100 DPI. The size of the uploaded photograph should be upto **70 kb**. Employees may note that RRC may at any stage, reject the application for uploading old/unclear photo along with online application or for any significant variations between photographs uploaded along with online application and physical appearance of the candidate. Employees are advised to bring one copy of the same photograph along with Hall Ticket/e-Call Letter and original valid Photo ID at the time of examination. They are also advised to keep 3 copies of the same photograph for further use. Also, scanned signature (of size 3.0 cm X 6.0 cm, upto 30kb size ONLY in JPEG format) is to be uploaded.
- 6) Certificate showing the required minimum Educational/Technical Qualification for eligibility to the post applied should be uploaded
- 7) During submission of ONLINE application, a **Unique Registration Number** will be generated and issued to each candidate. Employees are advised to preserve/note their Registration Number for further stages of recruitment process/ correspondence.
- 8) To avoid last minute rush, employees are advised in their own interest to submit ONLINE application much before the closing date.

G. STEPS TO SUBMIT ONLINE APPLICATION

1. Visit the website of RRC-WR i.e. www.rrc-wr.com
2. Click on the "ONLINE/E-APPLICATION" link.
3. Click on the "New Registration" link.
4. Fill in the basic details viz. Name, Father's Name, Date of Birth, Community, e-mail Address and Mobile number. On submission of required details, an e-mail will be received in the registered e-mail ID. Open inbox of your registered e-mail and click on the link received to proceed further.
5. Login using the Registration Number & Password sent in the e-mail.
6. Follow the instructions and complete the registration process step-by-step.
7. Upload your scanned recent colour photograph (of size 3.5 cm X 3.5 cm, upto 70kb, 100 DPI, ONLY JPEG format) and scanned signature (of size 3.0 cm X 6.0 cm, upto 30kb size ONLY in JPEG format) and the minimum required Educational/Technical Qualification Certificate.
8. Candidates are advised to take a printout of their application which is required to be produced at the time of Document Verification.
9. **Before submitting the application, employees should ensure and check the accuracy of all the details filled and then press the SUBMIT button for online application.**
10. **For detailed procedure of ONLINE application refer to the e-help link provided on the RRC website i.e. www.rrc-wr.com.**

H. INVALID APPLICATIONS:-

1. Application without scanned Photo and scanned Signature.
2. Applications of over-aged or under-aged candidates and Date of Birth not filled in or wrongly filled.
3. Applications not having the requisite Education Qualification at the time of closing date of application.
4. Any other form of irregularities as observed and considered as invalid by RRC.

I. ACTION AGAINST EMPLOYEES FOUND GUILTY OF MISCONDUCT:-

- 1 Employees are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form.
- 2 Employees are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated

document. If there is any inaccuracy or any discrepancy, an explanation regarding such discrepancy should be submitted.

- 3 Misconduct on the part of the candidate at any stage of the recruitment process is strictly prohibited.
- 4 Employees shall not bring or attempt to bring any political or other influence to further his/her interest in respect of recruitment. Attempting in such practice will be viewed seriously and their candidature shall be rejected without any notice.
- 5 A candidate found by the Railway Recruitment Cell to be guilty of:
 - a. Canvassing support for his candidature by any means;
 - b. Impersonation;
 - c. Taking help of impersonator;
 - d. Submitting fabricated/tampered documents;
 - e. Making statements which are incorrect or false, or suppressing material information ;
 - f. Resorting to any other irregular or improper means for furtherance of his candidature for the selection
 - g. Using unfair means during the examination, or possessing, carrying or using mobile phone, calculator or any other such instrument;
 - h. Committing mischief in any other manner in the examination hall; Harassing or doing bodily harm to the staff employed by the RRC-WR for the conduct of the test may, in addition to action under relevant provisions of the Rules/Laws which render him liable to criminal prosecution may further-
 - i. be disqualified by the RRC-WR from selection for which he is a candidate, or
 - ii. be debarred, either permanently or for a period decided by the RRC-WR, from any examination or selection conducted by any of the Railway Recruitment Cells / Railway Recruitment Boards or/and
 - iii. be taken up for disciplinary action under the appropriate rules.

NOTE:-

1. **List of eligible employees will be notified on RRC website.**
2. **e- Call letter for the written examination will be issued ONLINE.**
3. **For any legal issues arising out of this Employment Notice, the Jurisdiction shall be under Hon'ble Central Administrative Tribunal, Mumbai only.**

J. RAILWAY RECRUITMENT CELL'S DECISION WILL BE FINAL:

The decision of RRC-WR in all matters relating to eligibility, acceptance or rejection of the applications, issue of free rail passes, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centre, allotment of posts/places to selected employees and all other matters related with conduct of recruitment process will be final and binding on the employees, and no enquiry or correspondence will be entertained in this connection.

**Dy. CPO (Gazetted)
Railway Recruitment Cell
Western Railway**

PROFORMA FOR CASTE CERTIFICATE FOR SC/ST EMPLOYEES

(Format of certificate to be produced by employees belonging to Scheduled Castes or Scheduled Tribes in support of Claim)

This is to certify that Shri /Smt. / Kum* _____ Son / Daughter* of _____ of village / town* _____ District / Division* _____ of State / Union Territory* _____ belongs to the _____ Caste / Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe* under:

- The Constitution (Scheduled Caste) / (Scheduled Tribes) Order, 1950.
- The Constitution (Scheduled Caste) (Union Territories) Order, 1951.
- The Constitution (Scheduled Tribes) (Union Territories) order, 1951 (as amended by the Scheduled Caste and Scheduled Tribes Lists Modification), Order, 1956. The Bombay Re-organisation Act 1960, The Punjab Re-organisation Act, 1966, The State of Himachal Pradesh Act, 1970, The North Eastern Areas Re-organisation Act, 1971, and the Scheduled Caste / Scheduled Tribes Order (Amendment) Act, 1976.
- The Constitution (Jammu and Kashmir) Scheduled Caste / Scheduled Tribe Order, 1956.
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes / Scheduled Tribes Order, 1962.
- The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1967.
- The Constitution (Goa, Daman and Diu) Scheduled Castes / Scheduled Tribes Order, 1968.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Caste / Scheduled Tribes Order, 1978.
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- The Constitution (SC) Orders (Amendment) Act, 1990.
- The Constitution (ST) Orders (Amendment) Act, Ordinance 1991.
- The Constitution (ST) Orders (Second Amendment) Act, 1991.
- The Constitution (ST) Orders (Amendment) Ordinance, 1996.

2. Application in the case of Scheduled Caste / Scheduled Tribe Persons who have migrated from One State/Union Territory Administration.

This certificate is issued on the basis of Scheduled Caste / Scheduled Tribe certificate issued to Shri / Smt. / Kum* _____ Father / Mother of Shri / Smt. / Kum _____ of Village / town in District / Division* _____ of State / Union Territory _____ who belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe * in State / Union Territory * _____ issued by the _____ (Name of prescribed authority) vide their No. _____ dated _____.

3. Shri/Smt./Kum.* _____ and or his/her* family ordinarily reside(s) in village/town* _____ of _____ District/Division of State/Union Territory of _____ Place _____ State/Union Territory of _____

Signature _____

Designation _____

(with seal of office) _____

(* Please delete the words which are not applicable (*) Please quote specific presidential offer (*). Delete the Paragraph which is not applicable. (*)

Please Note: The term *Ordinarily resides* used will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of Authorities empowered to issue caste / tribe certificates :

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

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

This is to certify that Shri / Smt. / Kumari.....
son / daughter of.....of Village/Town
in District/ Division in the State/Union Territory.....
.....belongs to the.....community which is recognised as a Backward Class under the Government
of India, Ministry of Social Justice and Empowerment's Resolution No Dated *.

Shri/Smt./Kum.*.....and/or his/her family ordinarily reside(s) in
the..... District / Division of theState / Union Territory. This is also to certify
that he/she does not belong to the persons / sections (Creamy layer) mentioned in column 3 (of the Schedule to the
Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT), dated 8.9.1993 and modified
vide Government of India, Department of Personnel and Training O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013
and 13.09.2017**.

Date: _____

**DISTRICT MAGISTRATE / DY.
COMMISSIONER ETC.**

(Seal)

*** The authority issuing the certificate may have to mention the details of Resolution
of Government of India, in which the caste of the employees as OBC.**

**** As amended from time to time.**

**Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation
of the People Act, 1950.**

PROFORMA FOR DECLARATION TO BE SUBMITTED BY **OTHER BACKWARD CLASS EMPLOYEES** ALONGWITH THE APPLICATION

DECLARATION

" I _____ son / daughter of Shri _____ resident of Village / Town / City _____ District _____ State _____ hereby declare that I belong to the _____ (Indicate your sub caste) community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt(SCT) dated 08.09.1993. It is also declared that I do not belong to person / sections (Creamy Layer) mentioned in column 3 of the Scheduled to the above referred Office Memorandum dated 08.09.1993 and its subsequent through O. M. No. 36033/3/2004-Estt(Res) dated 09.03.2004".

Place : _____

Signature of the Employees _____

Date : _____

Name of the Employees _____

Annexure VIII

JUNIOR STENOGRAPHER/HINDI

Note: Sr. No. 1 to 6 will be printed in HINDI only irrespective of other languages of other questions as Stenographer (Hindi) should be able to read Hindi.

Sl No.	Topics	No. of Questions
1.	विलोम शब्द (Antonyms)	6 to 8
2.	समानार्थक शब्द (Synonyms)	6 to 8
3.	रिक्त स्थान भरें (Fill in the Blanks)	6 to 8
4.	वाक्यांश के लिए एक शब्द (Give one word for)	6 to 8
5.	मुहावरे और लोकोक्तियाँ (Idioms and phrases)	7 to 9
6.	शब्द/वाक्य शुद्धि (Corrections in sentences)	7 to 9
7.	Basics of Computers and applications: Input & output devices; MS Office; and Basic applications of computer	5 to 7
Total		50

JUNIOR STENOGRAPHER/ENGLISH

Note: Sr. No. 1 to 6 will be printed in ENGLISH only irrespective of other languages of other questions as Stenographer (English) should be able to read Hindi.

Sl No.	Topics	No. of Questions
1.	Antonyms	6 to 8
2.	Synonyms	6 to 8
3.	Fill in the Blanks	6 to 8
4.	Give one word for	6 to 8
5.	Idioms and phrases	7 to 9
6.	Corrections in sentences	7 to 9
7.	Basics of Computers and applications:	5 to 7
	Input & output devices; MS Office; and basic applications	
Total		50

Annexure X

JUNIOR TRANSLATOR/HINDI

1. The General Portion for this paper will contain 50 questions. These questions will be translated in the languages to be advised by Board.
2. In the language portion, 30 questions will be from Hindi language and 20 questions will be from English language. These 50 questions will not be translated in other languages. As such, **questions pertaining to Hindi language will be printed in Hindi only and questions pertaining to English language will be printed in English only.**

NOTE: Difficulty Level Shall Be 10+2

(Three Questions each)	
Sl. No.	Topics
1.	समानार्थी शब्द
2.	पर्यायवाची शब्द
3.	विलोम शब्द
4.	प्रत्यय
5.	उपसर्ग
6.	संधि विच्छेद
7.	मुहावरेऔरलोकोक्तियों
8.	तत्सम-तद्भव
9.	वाक्यांश के लिए एक शब्द
10.	शब्द / वाक्य शुद्धि