

NOTICE

Central Secretariat Service Assistants' Grade Limited Departmental Competitive Examination, 2018 to 2019, 2020 to 2021 and 2022 to 2023 in three phases

(The examination shall be held for CSS cadre/service only)

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|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Date and time for submission of online application by candidate through eHRMS 2.0 portal | 25.07.2023 to 20.08.2023 (upto 5:30 PM) |
| Date and time for online authentication of the application by the Nodal Officer/Head of Department. | 25.07.2023 to 22.08.2023 (upto 5:30 PM) |
| Release of Admit Card by NTA | 3 days prior to examination |
| Date of Examination | 03.09.2023 for 2018 -2019 24.09.2023 for 2020-2021 14.10.2023 for 2022-2023 |

DoP&T F. No.12/6/2022-CS.II(B)-Part.I: National Testing Agency (NTA) will hold Limited Departmental Competitive Examination in three phases i.e. for 2018-2019 on 03.09.2023, for 2020-2021 on 24.09.2023 and for 2022-2023 on 14.10.2023 at **New Delhi** for Senior Secretariat Assistant (SSA) of Central Secretariat Clerical Service (CSCS) for promotion to the Grade of the Assistant Section Officer [Pay Level-7, Group 'B', Non-Gazetted (Rs. 44,900-Rs.1,42,400)] of Central Secretariat Service (CSS). However, merit list for each year shall be drawn separately for each year based on the eligibility of the candidate and his/her choice filled up in the application form to be considered for such eligible examination year(s). For example, if a candidate is eligible for the examination year 2018, he/she shall also be eligible to be considered for 2019, and if he/she is eligible to be considered for 2020, he/she shall also be eligible for consideration for the year 2021 and if he/she is eligible for the year 2022 then he/she shall also be eligible to be considered for 2023 in the merit. Vacancies of any year remaining unfilled shall be carried forward for the next examination year.

2. **Vacancies:** Vacancies in ASO Grade under LDCE for the SL years 2018 to 2023 are as under:

| Select List Year | Vacancies |
|------------------|-----------|
| 2018 | 127 |
| 2019 | 18 |
| 2020 | 20 |
| 2021 | 27 |
| 2022 | 131 |
| 2023 | 92 |

Bifurcation of categories of these vacancies will be intimated in due course.

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3. Place, centre, date and time of examination are liable to be changed at the discretion of the **NTA**. **NTA** may at their discretion, allot a different centre to a candidate if circumstances so warrant. Changes of schedule of the examination, if any, would be intimated through **eHRMS 2.0 portal**. There will be no Centre at any other city in the country or Indian Mission abroad. A candidate posted in any city in the country or serving at an Indian Mission abroad will have to appear in this examination at the centre allotted to him/her in New Delhi at his/her own expense.
4. Applications from eligible candidates of CSCS cadre under various Ministries/Departments/Organizations are invited for consideration subject to vacancies reported by Department of Personnel & Training (DoP&T). Reservation of posts for Scheduled Caste/Scheduled Tribe candidates will be as per the vacancy position in respective categories reported by DoP&T.
5. Candidates seeking admission to the examination must apply **online in the eHRMS 2.0 portal** in the link, <https://cscms.nic.in> **and submit it online by 20.08.2023 (5.30 PM) to the Nodal Officer/Head of Department in their Ministry/ Department**. Instructions to candidates and Nodal Officers/Head of Departments' in this regard are attached as **Annexure-I**. Candidates should carefully go through the Notice of Examination and all its Annexures before filling up the application form.
6. **Nodal Officers/ Head of the Department in the respective Ministry/Department shall verify the details in the application form submitted by the candidates and authenticate the same online with regard to eligibility, other entries filled up by the applicant in the application form, on or before 22.08.2023 (5.30 PM) in accordance with the 'Instructions to Candidates and Nodal Officers/Head of Departments' contained in ANNEXURE-I. Duly filled in application(s) received from Nodal Officer/Head of Department after closing date, will not be entertained under any circumstances.**

NOTE-1: Only those candidates whose applications are duly authenticated and received online by their Nodal Officer/Head of Department will be considered for admission to this Examination. Candidates should further note that DoP&T will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. After the last date and time for submission of application i.e. 20.08.2023 (5.30 PM), the online application shall not be available for the candidates in the portal to submit. Similarly, after the last date and time for authentication of the application i.e. 22.08.2023 (5.30 PM), the application shall not be available for the Nodal Officer/Head of Department in the portal. Candidates, in their own interest, are advised to ensure that their applications duly verified/authenticated by the Nodal Officer/ Head of Department are forwarded well before the prescribed last date and time.

NOTE-2: All communications in respect of this Examination should be addressed on the **email id rajiv.ranjan78@nic.in** **The subject of the mail should be 'Registration number -ASO LDCE 2018 to 2019, 2020 to 2021 and 2022 to 2023'**. The candidate should also mention the mobile number in the mail.


Under Secretary to the Government of India

INSTRUCTIONS TO CANDIDATES AND NODAL OFFICERS/HEAD OF DEPARTMENT

1. The candidates applying for the particular year of Examination(s) should ensure that they fulfill all the eligibility conditions of completion of approved service for admission to the Examination. Their admission for the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification, at any time before or after the Computer Based examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
2. Before filling in the Application Form as per format at **Annexure-II**, the candidates must carefully go through the Notice of the Examination to ensure that they fulfill all eligibility conditions for the post applied. The conditions prescribed in the notice shall not be relaxed under any circumstances.
3. The NTA reserves the right to cancel any centre and ask the candidates of that centre to appear from another centre and at its discretion, may direct the candidate to appear at any other place/ centre.
4. Candidates are warned that they should not furnish any false /incorrect/ misleading information or suppress any material information while filling the application form.
5. Candidates should also ensure that the signatures appended by them in the online application and in the Attendance List should be identical and there should be no variation of any kind. If any variation is found in the signature his/her candidature will liable to be cancelled.
6. Candidates should further note that no correspondence on change in any of the entries made in the application form will be entertained.
7. If any candidate does not receive his/her Admit Card on the portal one week before the date of examination, he/she must immediately contact through email giving reference of his Registration Number for issue of the same. Failure to do so will deprive him/her of any claim for consideration/issue of Admit Card.
8. The Admit Card to the candidate shall be available online through eHRMS 2.0 portal only and the candidate is required to download the Admit Card and bring with him for getting admission to the examination.
9. Candidates admitted to the examination will be required to produce their Departmental identity Card (Original) issued by MHA or concerned Ministry/Department of the Government Servant along with hard copy of Admit Card for appearing in the Examination.

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10. No Travelling Allowance shall be admissible to any candidate for attending the examination.
11. Admit Cards for the Examination will be uploaded on **eHRMS 2.0 portal**. Admission Certificate will not be issued by post.
12. The eligibility condition for the examination in terms of Regulation 4 of Central Secretariat Service Assistants' Grade (Limited Departmental Competitive Examination) Regulations, 2011 notified on 24.03.2011 is as follows:

Any officer in Upper Division Grade (now SSA) of the Central Secretariat Clerical Service, who, on the relevant date, has rendered not less than six years approved service in the Grade, shall be eligible to appear at the examination.

13. As per extant guidelines of the Government on reservation, members of Scheduled Castes (SC) and Scheduled Tribes (ST) shall be entitled for reservation in respect of the vacancies determined.
14. **Crucial Date:** The crucial date for reckoning of approved service shall be as follows:

| S. No. | Year of Examination | Crucial Date (the first day of July of the examination year) |
|--------|---------------------|-----------------------------------------------------------------|
| 1 | 2018 | 01.07.2018 |
| 2 | 2019 | 01.07.2019 |
| 3 | 2020 | 01.07.2020 |
| 4 | 2021 | 01.07.2021 |
| 5 | 2022 | 01.07.2022 |
| 6 | 2023 | 01.07.2023 |

15. Permanent or regularly appointed Senior Secretariat Assistant who are on deputation to ex-cadre posts for a specified period with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible and the service rendered by them during the period of deputation will qualify towards the length of service in their respective Cadre/Service. This, however, does not apply to Senior Secretariat Assistant who has been appointed to ex-cadre posts or to another Service on "transfer" and do not have a lien in their respective Cadre/Service.
16. A candidate who after applying for admission to the examination or after appearing at it, resigns his/her appointment or otherwise quits the Service or severs his/her connection with it or whose services are terminated by his/her Department or who is appointed to an ex-cadre post or to another Service on 'transfer' and does not have a lien in the Senior Secretariat Assistant will not be eligible for appointment on the basis of result of this examination to their respective Cadre/Service. This, however, does not apply to a person who has been appointed on deputation to an ex-cadre post with the approval of the competent

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authority.

17.A candidate who is or has been found to be guilty of any of the malpractices mentioned in the following table, shall in addition to rendering himself liable to criminal prosecution, be liable:

- (a) to be disqualified from appearing in the said examination; and/or
- (b) to disciplinary action under the appropriate rule.

| S. No. | Types of malpractices |
|---------------|----------------------------------------------------------------------------------------------------------------------------------|
| a | Obtaining support for his candidature by any means; or |
| b | Impersonating; or |
| c | Procuring impersonation by any person; or |
| d | Submitting fabricated documents or documents which have been tampered with; or |
| e | Making statements which are incorrect or false, or suppressing material information; or |
| f | Resorting to any other irregular or improper means in connection with his candidature for the examination; or |
| g | Using unfair means in the examination; or |
| h | Misbehaving in the examination; or |
| i | Attempting to commit or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses; |

18.Any attempt on the part of the candidate to obtain support to his/her candidature by any means shall disqualify him/her for admission to the examination.

19.The Examination shall be conducted according to the following plan and syllabus:

| Paper No. | Subject | Types of Paper | Max. Marks | Duration |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|-----------------|
| I | i. General awareness with focus on flagship programmes and path breaking initiatives of the Govt. ii. Knowledge of Constitutional provisions and their general application in Gol. iii. Parliamentary procedures as per the Manual of Parliamentary procedures in Government of India and Office Memoranda/instructions issued by Ministry of Parliamentary Affairs from time to time. | Objective | 150 | 3 hrs |

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|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|-------|
| | iv. Reading Comprehension in English/Hindi. v. Central Secretariat-Manual of Office Procedure. vi. Allocation of Business Rules and Transaction of Business Rules. vii. Noting & Drafting | | | |
| II | i. Service Rules such as Leave Rules, Conduct & CCA Rules, Pension and NPS Rules etc. ii. Financial Rules such as TA, LTC etc. iii. Legislations such as RTI Act, 2005. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. iv. Records Management v. Precis Writing | Objective | 150 | 3 hrs |
| III | Evaluation of record of service | -- | 100 | -- |
| Total Marks | | | 400 | |

Note:1 (Medium of Examination):All the question papers will be set both in Hindi and English.

Note:2 (Negative marking): In paper-I & II, for each question, for wrong answer given by the candidate, one-fourth of the marks assigned to that question will be deducted as penalty.

Note:3 Individual qualifying marks in any paper or part thereof may be fixed.

20.The names of the candidates, who have been considered to be suitable for selection on the basis of results of examination held, shall be arranged in the order of merit and be recommended for selection in that order up to the required number of vacancies. After the examination, the candidates will be arranged in the order of merit as disclosed by the aggregate marks finally awarded to each candidate and in that order as many candidates as are found to be qualified in the examination shall be recommended for inclusion in the Select List for the Central Secretariat Assistants' Grade up to the required number.

Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes shall, to the extent of the number of vacancies reserved for the Scheduled Castes/Scheduled Tribes, be recommended by a relaxed standard, subject to the fitness of these candidates for selection to the service.

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Provided that the candidates belonging to Scheduled Castes or the Scheduled Tribes who have been recommended without resorting to the relaxed standard referred to in this sub rule, shall not be adjusted against the vacancies reserved for the Scheduled Castes and Scheduled Tribes.

Note: Candidates should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in the Select List for Central Secretariat Service Assistants' Grade on the basis of the results of this examination is entirely within the competence of Government to decide. No candidate will, therefore, have any claim for inclusion in the select list on the basis of his/her performance in this examination as a matter of right.

21. Success in the examination shall not confer any right to the candidate to the selection unless the Central Government is satisfied after such enquiry as may be considered necessary, that the candidate, having regard to his conduct in service, is found suitable in all respects for such selection.
22. The selection on the basis of results of any examination shall be made to the extent of vacancies in the order of merit of the candidates recommended for selection, subject to the reservation policy and in accordance with the orders issued by the Central Government in this behalf from time to time.

23. Provision of Compensatory Time and Assistance of Scribe:

- (a) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and/or cerebral palsy, the facility of scribe is provided, if desired by the candidate. Scribe will be provided by the examination conducting agency on request made by such candidates in the application form and on production of certificate as per Appendix-I in terms of guidelines issued by the Ministry of Social Justice and Empowerment *vide* OM No. 29-6/2019-DD-III dated 10th August, 2022.
 - (b) If a candidate wishes to bring his/her own scribe in the examination, a certificate to this effect is required to be produced as per Appendix-II of OM No. 29-6/2019-DD-III dated 10th August, 2022.
 - (c) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe. The candidates who are allowed use of scribe but are not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
 - (d) No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
24. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without Magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will

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not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

25. **Resolution of Tie Cases:**

In cases where more than one candidate secure equal aggregate marks, the senior candidate will be placed higher in rank.

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