

NOTICE

Central Secretariat Clerical Service(CSCS) Senior Secretariat Assistants' Grade Limited Departmental Competitive Examination, 2018 to 2020 and 2021 to 2023 in two phases

(The examination shall be held for CSCS cadre only)

Date and time for submission of online application by candidate through eHRMS 2.0 portal	11.01.2024 to 28.01.2024 (till 5:30 PM)
Date and time for online authentication of the application by the Nodal Officer/Head of Department.	Up to 31.01.2024 (till 5:30 PM)
Release of Admit Card by NTA	5 days prior to examination
Date of Examination	11.02.2024 for 2018 -2020 25.02.2024 for 2021-2023

DoP&T F.No.10/2/2023-CS.II(B).National Testing Agency (NTA) will hold Senior Secretariat Assistant Grade Limited Departmental Competitive Examination in two phases i.e. for select list year 2018 to 2020 on 11.02.2024 and for select list year 2021 to 2023 on 25.02.2024 at **New Delhi/NCR** for Junior Secretariat Assistants for promotion to the Grade of the Senior Secretariat Assistant [Pay Level-4, Group 'C', Non-Gazetted of Central Secretariat Clerical Service (CSCS). 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 2020, and if he/she is eligible to be considered for 2021, he/she shall also be eligible for consideration for the year 2022 and 2023 in the merit, if opted by the candidate. Vacancies of any year remaining unfilled shall be carried forward for the next examination year.

2. **Vacancies:** Year-wise vacancies shall be intimated in due course.
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 received by Department of Personnel & Training (DoP&T). Reservation of posts for Scheduled Caste/Scheduled Tribe/PwBD candidates will be as per the vacancy position in respective categories received by DoP&T.
5. Candidates seeking admission to the examination must apply **online in the eHRMS 2.0 portal** in the link, <https://e-hrms.gov.in> -> Apply-> Application for LDCE and **submit it online by 28.01.2024 (by 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

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form. It is advised that the application form may be submitted well in time by the candidates, so as to avoid technical glitches/ issues at the fag end of the application period. In case any technical difficulties are faced by the candidates in filling up the application form, this may immediately be brought to the notice of this department, at the email given in Note-2. The online portal shall not be reopened in any case after 28.01.2024 (5:30 p.m.)

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 31.01.2024 (by 5:30 PM) in accordance with the 'Instructions to Candidates' 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. Responsibility to verify the service records of the candidate shall lie with the concerned nodal officer.**

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. 28.01.2024 **(by 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. 31.01.2024 **(by 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 - SSA LDCE 2018 to 2020 and 2021 to 2023.** The candidate should also mention the mobile number in the mail.

A handwritten signature in blue ink, followed by the date 31/1/2024 written in blue ink.

Under Secretary to the Government of India

INSTRUCTIONS TO CANDIDATES

1. The candidates applying for the particular year of Examination(s) should ensure that they fulfil all the eligibility conditions 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 5 days 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 on NTA website 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.
10. No Travelling Allowance shall be admissible to any candidate for attending the examination.
11. Admit Cards for the Examination will be uploaded on NTA website. Admission Certificate will not be issued by post.

12. The eligibility for the Junior Secretariat Assistant to appear in Senior Secretariat Assistant LDCE is defined by CSCS(Upper Division Grade Ltd. Departmental Competitive Exam) Regulations, 1966 which states that:-

(i) **Crucial date:** First day of January of the year if the examination is notified to be held before 1st July of that year. First day of August of the year if the examination is notified to be held on or after 1st July of that year.

(ii) **Conditions of eligibility:-** (i) Any regularly appointed Lower Division Clerk of the service who satisfies the following conditions shall be eligible to appear at the examination:-

(a) **Length of Service:-** He should have on the crucial date, rendered not less than five years' approved and continuous service in the Lower Division Grade of the service.

Provided that if he had been appointed to the Lower Division Grade of the Central Secretariat Clerical Service on the results of the Competitive Examination, including a Limited Departmental Competitive Examination, the results of such examination should have been announced not less than five years before the crucial date and he should have rendered not less than four years approved and continuous service in that Grade.

Provided that any period of his absence of Military duties may be allowed to be counted towards the prescribed length of service in the Lower Division Grade. Amended/Modified vide Department of Personnel and Training Notification No. 12/3/93-CS.II dated 22.11.1995- Published in the Gazette of India vide GSR No. 541 dated 9th December, 1995.

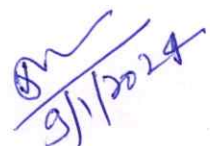
(b) **Age:-** He should not be more than 50 years of age on the crucial date.

Provided that the Upper age limit may be relaxed in respect of such categories of persons as may be notified from time to time in this behalf by the Central Government to the extent and subject to the conditions notified in respect of each category.

(c) **Typewriting Test:-**Unless exempted from passing the typewriting test held by the Union Public Service Commission or Staff Selection Commission, Ministry of Personnel, Public Grievances and Pensions for the purpose of confirmation, in the lower division grade, he should have passed this test on or before the date of notification of the examination.

NOTE: Special provision regarding eligibility of Lower Division Clerks joining military service on account of the emergency:

Protection shall be afforded to Lower Division Clerks, who because of their having joined (or been called up for) military service during the emergency, cannot appear in the examination, in the manner prescribed from time to time by the Central Government of India in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions in this behalf.

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Note: The competent authority has decided to provide relaxation of 4 months and 8 days in terms of declaration of result of JSA LDCE 2016 and in continuous service to the candidates who joined to the post of JSA in their allotted cadres after their nomination vide OM dated 19.06.2018 of this Department for enabling their participation in SSA/UD Grade LDCE, 2021.

13. As per extant guidelines of the Government on reservation, members of Scheduled Castes (SC) and Scheduled Tribes (ST) and PwBD 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:

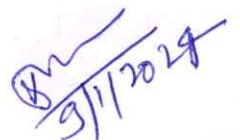
S. No.	Year of Examination	Crucial Date
1	2018	01.08.2018
2	2019	01.08.2019
3	2020	01.08.2020
4	2021	01.08.2021
5	2022	01.08.2022
6	2023	01.08.2023

15. Permanent or regularly appointed Junior Secretariat Assistants(JSA) 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 JSAs 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 JSA 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 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

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(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:

	Subject	No. of Questions	Maximum marks	Time duration
Part-I (Computer based test)	Comprehension / General English: Candidates will be tested in simple composition and Applied Grammar.	50	50	3 hours (4 hours for the candidates eligible for scribe)
	Parliamentary Procedure	50	50	
	General Knowledge: Knowledge of current events, matter of every day observation, experience and general information about India.	50	50	
	Noting/Drafting Simple questions from chapter 7, 8 and 9 of latest CSMOP i.e. Guidelines on Noting,	50	50	

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Objective	Communication, Forms, Channels and Procedure and Guidelines on Drafting of Communications.			
Type Multiple Choice only.				
Part-II (Evaluation of record of service)			100	
	Total Marks		300	

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

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

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 Senior Secretariat Assistant 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.

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 Clerical Service Senior Secretariat 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.

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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 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.

26. NTA decision final:

The decision of the NTA 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, preparation of merit list, and debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

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ANNEXURE-II

**DETAILED ONLINE APPLICATION FORM FOR
Central Secretariat Clerical Service Senior Secretariat Assistants' Grade Limited Departmental
Competitive Examination, 2018 to 2020 and 2021 to 2023 in two phases**

(Each and every column of the application should be duly filled up with requisite information. Suppression of fact/furnishing of false information shall lead to the rejection of the application)

STAGE-I: Registration of the candidate with following details with OTP verification sent to govt.(NIC) email and also mobile No.

- i. Name
- ii. Date of Birth
- iii. Govt. email id:
- iv. Mobile No.(linked to Govt. email id):
- v. Department name:

STAGE-II: Submission of detailed application

(This page will be available to the candidate online only after allotment of the registration/roll No.)

Registration ID: (which will also be his/her Roll No. (to be allotted with the registration of the candidate)	Photo to be uploaded
	Signature of candidate

1	Year (s) of examination for which eligible :	:	2018	2019	2020	2021	2022	2023
2	Years of examination for which you are willing to be considered	:	2018	2019	2020	2021	2022	2023
3	Name (as per Service Book)	:						
4	Father's / Husband's name	:						
5	Mother's name	:						
6	Date of birth (by Christian era)	:						
7	Mobile number	:						
8	Gender (Male/female)	:						
9.	Category (Unreserved/SC/ST)	:						
10	Identity Card No. issued by MHA/Ministry/Department/Office where posted	:						
11	Marital status	:						
12	Ministry/Department/Organisation at which presently posted	:						
13	Place of posting	:						
14	Complete address of Nodal Officer/HOD (gov/ nic email and Telephone number is mandatory)	:						
15	Present post held on regular basis	:						
16	Pay and pay matrix as per 7 th CPC	:						
17	Date of appointment to Govt. service	:						
	(a) Date of appointment to the present post	:						
	(b) Select List Year	:						
	(c) Total length of continuous service	:						
	(d) Total length of approved service	:						
18	Address for communication (present address)	:						
19	Permanent postal address	:						
20	Are you on deputation to ex-cadre post for a specified period	:	YES/NO					
	(a) If yes, in which organization with address?	:						
	(b) Date of deputation in the organization	:						
21	Do you hold a lien in any of the grades?	:	YES/NO					
	(a) Grade & service in which you hold the lien	:						
22	Whether you are a candidate with benchmark disability	:						
	(a) Category of disability	:						
	(b) Percentage of disability	:						
	(c) Would you require scribe in the exam	:	YES/NO					
	(d) (a) If yes, 'own scribe' or 'scribe provided by exam conducting agency'	:						

	(e) Do you want to avail compensatory time (If yes, a compensatory time to 20 minutes per hour of examination will be provided)	:	YES/NO	
23	Medium of examination (Candidate will have the option to take the examination in one medium -either Hindi or English)	:	Hindi/English	
24	Have you ever been debarred or disqualified by any Public Service Commission/Institution of Secretariat Training & Management/Subordinate Service Commission/Staff Selection Commission for any of the Examination/selection?	:	YES/NO	
	(a) If so, provide the details of the case.	:		
25	Details of your employment/service (in chronological order)	:	Fill the details in the following table.	

Name of Ministry/ Department/ Organization	Post held & Scale of Pay	State whether post held permanently/on probation/temporary	From	To

DECLARATION TO BE SIGNED BY THE CANDIDATE

I, hereby declare that all entries/statements in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected, action can be taken against me under extant rules.

Online signature of the applicant through OTP sent to govt. mail

or Aadhar authentication

Place: New Delhi

Date:

NOTE-1: With online Aadhar authentication or OTP (sent to govt. mail) authentication submission of the application by the candidate shall be final).

NOTE-2: After submission of the application, the candidate shall download the PDF of the application form for his/her record.

NOTE-3: The duly filled up online application form shall, thereafter, be forwarded online to Nodal Officer/HOD in the concerned Ministry/Department, for verification of service particulars submitted by the candidate. The Nodal Officer/HOD shall verify the particular through OTP sent to his/her govt. email or Aadhar authentication. Responsibility to verify the service records of the candidate shall lie with the concerned nodal officer.

STAGE-3

Authentication of service particulars by the Nodal Officer/ Head of Department in which the candidate is serving

(To be filled by the Nodal Officer/Head of Department)

I,, Under Secretary/Deputy Secretary/Director acting as Nodal Officer/HOD for this applicant in the Dept. of and Min. of certify that the information given by Shri/Smt/Kumari..... in the application form have been verified with reference to his/herservice record and are correct.

Online signature of the Nodal Officer/HOD through OTP sent to govt. mail
or Aadhar authentication

(With this the online application shall be complete)