

(Website of the Commission: [www.edu-nsdcindia.org](http://www.edu-nsdcindia.org))  
**Combined Higher Secondary (10+2) Level Examination, 2021**



1st फ्लोर, "E" विंग,  
केंद्रीय सदन,  
कोरमंगला, बेंगलुरु,  
कर्नाटक - 560034

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## **Important Notice**

**Dates for submission of online applications: 17-09-2021 to 16-10-2021**

**Last date and time for receipt of online application: 16-10-2021(23:30)**

**Last date and time for making online fee payment: 16-10-2021 (23:30)**

**Examination Fee: 300 <https://edu-nsdcindia.org>**

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

**F. No. 3/3/2021-P&P-I (Vol.-1):** The skill india will hold a competitive examination for recruitment to the posts of Lower Divisional Clerk/Junior Secretariat Assistant, Postal Assistant/Sorting Assistant 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 Lower Division Clerk (LDC)/Junior Assistant (JA): **Pay Level-2 (Rs. 22,900-63,200).**
- 1.2 Postal Assistant (PA)/Sorting Assistant (SA): **Pay Level-4(Rs.31,500-81,100).**
- 1.3 Data Entry Operator (DEO): **Pay Level-4(Rs. 28,500-81,100) and Level-5(Rs. 32,200-92,300).**
- 1.3 Data Entry Operator, Grade 'A': **Pay Level-4(Rs. 29,500-81,100).**

## **2. Vacancies:**

2.1 Vacancies will be determined in due course. Updated vacancy position will be uploaded on the website of the Commission (Candidate's <https://edu-nsdcindia.org> ).

## **3. Permissible disabilities candidates:**

3.1 Except for the Border Roads Organisation (BRO), the posts have been identified suitable for following disabilities:

3.1.1 Lower Division Clerk/Junior Assistant: 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).

3.1.2 Postal Assistant/Sorting Assistant: One leg affected (OL), One arm affected (OA), One arm and one leg affected (OAL), Both legs affected but not arms (BL), Muscular weakness and limited physical endurance (MW), Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack victims, Blind(B), Low vision (LV), Hard of Hearing (HH), Specific learning disability. Multiple disabilities from amongst disabilities mentioned above.

3.1.3 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 .

3.2 Requirement of Physical Standard, Physical Efficiency Tests and Medical Standards for the post of Lower Division Clerk in BRO is available at Annexure-XV. 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 of candidates will not be changed subsequently due to failure of candidates to qualify in these Standards.

3.3 Only male candidates are eligible for the posts in the Border Roads Organization

3.4 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.	Others

- 3.5 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.

#### **4. Nationality/ Citizenship:**

- 4.1 A candidate must be either:

(a) a citizen of India, or

(b) a subject of Nepal, or

(c) a subject of Bhutan, or

(d) a Tibetan refugee who came over to India, before the 1st January, 1962, with the intention of permanently settling in India, or

(e) 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.

- 4.2 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. Age Limit:

5.1 Age limit for the posts is 18-31 years as on 01-01-2022 i.e. Candidates born not before 02-01-1990 and not later than 01-01-2003 are eligible to apply.

5.2 Permissible relaxation in upper age limit for different categories are as under:

CODE .NO	Category	
01	SC/ST	5 years
02	OBC	3 years
03	PwD (Unreserved)	10 years
04	PwD(OBC)	13 years
05	PWD(SC/ST)	15years
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	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
08	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
09	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
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 (SC/ST).	Up to 45 years of age
11	Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age

5.3 Date of birth filled by candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted.

5.4 Ex-Servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, has 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 14th August 2014 issued by DoP&T.

5.5 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.

5.6 For any serviceman of the three Armed Forces of the Union to be treated as ExServiceman 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. 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.

**5.7 Explanation:** An 'ex-serviceman' means a person:

5.7.1 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

ii. 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

iii. who has been released from such service as a result of reduction in establishment; or

5.7.2 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 embodies service or broken spells of qualifying service; or

5.7.3 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

5.7.4 Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or

5.7.5 Gallantry award winners of the Armed forces including personnel of Territorial Army; or

5.7.6 Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

5.8 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 with the 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.

**5.9 Age relaxation is not admissible to sons, daughters and dependents of ExServicemen. Therefore, such candidates should not indicate their category as exservicemen.**

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

6.1 Candidates who wish to be considered against vacancies reserved or seek agerelaxation must submit requisite certificate from the competent authority, in the prescribed format, whenever such certificates are sought by concerned Regional Offices at the time of Document Verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/PwD/ ESM status will not be entertained and their candidature will be considered under Unreserved (UR)/ relevant 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 are liable to be rejected.

6.2 Crucial date for claim of SC/ ST/ OBC/ EWS/ PwD/ ESM status will be closing date for receipt of online applications.

6.3 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.  
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6.4 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/ EWS/ PwD/ ESM status or avail any other benefit.

## **7. Essential Educational Qualifications (As on 01-01-2021):**

**7.1 For LDC/JA, PA/SA, DEO (except DEOs in C&AG):** Candidates must have passed 12th Standard or equivalent examination from a recognized Board or University.

**7.2 For Data Entry Operator (DEO Grade 'A') in the Office of Comptroller and Auditor General of India (C&AG):** 12th Standard pass in Science stream with Mathematics as a subject from a recognized Board or equivalent.

7.3 As per Ministry of Human Resource Development Notification dated 10-06-2015 published in Gazette of India all the degrees/ diplomas /certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grant Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.

7.4 As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III (8) (v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc. are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11-03-2019 in MA No. 3092/2018 in W.P. (C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, B. Tech. degree/ diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

7.5 Candidates who have not yet acquired but will acquire the educational qualification and produce documentary evidence from the Board/University in support thereof as on 01-01-2021 will also be eligible.

7.6 All candidates who are declared qualified for the Document Verification will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for

completion of Intermediate/ Higher Secondary/ 10+2/ Senior Secondary in original as proof of having acquired the minimum educational qualification on or before 01-01-2021, failing which the candidature of such candidates will be cancelled by the Commission. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he/ she has been declared passed, will also be considered to meet the educational qualification. It is reiterated that the result of required educational qualification must have been declared by the Board/ University by the specified date. Mere processing of the result by the Board/ University by the crucial cut-off date does not fulfill the EQ requirement.

7.7 In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the concerned authorities at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the concerned User Departments/ Appointing Authorities.

**Under Secretary**

**Aditi Sharma**