



STAFF SELECTION COMMISSION

(SOUTHERN REGION)

(Advt. No. SR-1/2008)

NO. 4/9/2007-SR

Applications are invited for the post of **TECHNICAL ASSISTANT (Group'C' Post)** in the Regional Office for Health and Family Welfare, (Tamil Nadu and Ponducherry), Chennai.

Name of the Post : TECHNICAL ASSISTANT

Classification : Group-C (Non Technical)

Vacancy : 1 (ONE) - SC. PH (OH/HH/VH candidates are not suitable for the post)

Scale of Pay : Rs. 4500-125-7000

Initial Place of Posting : Chennai

Age Limits : 21-30 years no age relaxation is admissible for Departmental candidates and other Central Government Employees.

Upper age limit is relaxable Upto 35 years for SC candidates.

Essential Qualification : 1. Masters Degree in Mathematics or Statistics (OR) Graduate in Mathematics or Statistics with 3 years experience in handling Statistical material in a recognized organization.

Desirable Qualification : Knowledge of collecting, maintaining, analyzing data pertaining to Family Planning.

Job Responsibilities : To assist the Head of the Department/Officers in tour for monitoring all Health Programmes in the District. Compilation of Statistical Data obtained in all National Health Programmes. Sample verification of the Family Welfare Programmes in the District.

2. ABBREVIATIONS USED :

EQ: Essential Qualification; **DQ:** Desirable Qualification; **IP:** Initial place of Posting; **JR:** Job Requirements; **Profi-test :** Proficiency Test;

3. IMPORTANT INSTRUCTIONS AS REGARDS AGE, ESSENTIAL QUALIFICATION & ELIGIBILITY:

i) Age limit and Essential Qualification must be fulfilled as on **11.04.2008 (closing date)**

NOTE I: 1. PH (OH/HH/VH candidates are not suitable for this Recruitment). Reservation for OH/HH/VH candidates is NOT available for this Recruitment.

2. Reservation for the Ex-Serviceman is NOT available for this post. However, SC, Ex-serviceman candidates may claim age relaxation under para 3 (iv) (v) & (vi) of the Notice.

ii) Upper age-limit is relaxable to retrenched employees of Chukha Hydel Project Authority in Bhutan who were directly recruited, to the extent of regular service rendered by them with the Authority (Period of service rendered by the retrenched employees will be decided on the basis of certificate issued by the Chukha Hydel Project Authority).

iii) All persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.89 shall be eligible for relaxation in the upper age-limit by five years in support of which the proof of residence may be submitted along with the application with a certificate from:

- (a) The District Magistrate within whose jurisdiction he/she had ordinarily resided; **or**
 (b) Any other authority designated in this behalf by the Govt. of J&K to the effect that he/she had ordinarily been domiciled in the State of Jammu & Kashmir during the period 1.1.80 to 31.12.89.

(iv) ExS fulfilling the conditions laid down by the Govt. from time to time shall be allowed to deduct military service from their actual age and such resultant age should not exceed the prescribed age-limit by more than three years.

v) An "Ex-serviceman" means a person, 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

- (a) who retired from such service after earning his/her pension. (This would cover a person who is released/retired at his own request but after having earned his pension) **or**
 (b) who has been released from such service on medical grounds attributable to military service/circumstances beyond his/her control and awarded medical or other disability pension; **or**
 (c) who has been released otherwise than on his/her own request from such service as a result of reduction in establishment; **or**
 (d) who has been released from such service after completing the specific period of engagements, 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 of the following categories namely:-
 (a) Pension holders for continuous embodied service;
 (b) Persons with disability attributable to military service,
 (c) Gallantry award winners.

NOTE: I: 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.

NOTE: II : No age-relaxation is admissible to sons and daughters of ExS.

NOTE: III : For any serviceman of the three Armed Forces of the Union to be treated as ExS for the purpose of securing the benefits of age relaxation, he must have already acquired, at the relevant time of submitting his application for post/service, the status of ExS and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would be released/discharged from the Armed Forces **within the stipulated period of one year from the closing date, (i.e. 11.04.2008) on completion of his assignment.** Necessary certificate/undertaking should be submitted by the Ex-Serviceman candidate in the form prescribed in D/o Personnel & Training's O.M.No. 36034/2/91-Estt(SCT) dated 3.4.91. (Appendix I and II).

(vi) As per D/o Personnel & Training's OM No.36034/6/90-Estt-SCT dated 24.4.92, such

ExS candidates who have already secured employment under the Central Govt. in civil side after availing the benefit given to them as ExS for their re-employment are eligible for age-relaxation prescribed for ExS for securing another employment in a higher grade.

(vii) **No age relaxation is admissible to Departmental Candidates/other Central Government Employees.**

(viii) Upper age limit is permissible upto the age of 40 years (for SC candidates only) in the case of widows, divorced women and women who are judicially separated from their husbands and who are not remarried.

4. Proficiency/Screening Test : Usually, the selection to the posts will be made on the basis of Skill Test/Interview. However, if necessary, the Commission may, at its discretion, decide to hold a Proficiency/Screening Test. Wherever, a Proficiency/Screening Test is prescribed, only such candidates who obtain a certain minimum marks in the proficiency/Screening Test will be called for the Interview/Personality Test.

"The Interview/Personality Test is structured in such a manner that the candidates' interests, knowledge, various traits, aptitude, suitability etc. are probed, among other things, through academic qualifications, extra-curricular activities, general awareness/knowledge of the subject studied (10th onwards), Communicative Skill and Personality etc."

5. HOW TO APPLY : Applications must be submitted in the form published herein. The applications may be typed out in double space or written in hand neatly; but format should be the same as published. (Please refer to "Guidelines for filling in the Application Form" given separately.) The applications should be addressed to the Southern Regional Office of the Commission at the following address:

**The Regional Director (SR),
Staff Selection Commission,
2nd Floor, EVK Sampath Building,
College Road, Chennai - 600 006.**

NOTE 1 : Applications submitted on a format which is not exactly the same as published in this advertisement, are liable to be rejected summarily.

NOTE 2 : Candidates should submit only one application. They should also note that one envelope should contain application of one candidate only.

6. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:

IMPORTANT: ONLY ATTESTED PHOTOCOPIES OF CERTIFICATES ARE REQUIRED TO BE SENT. THE ORIGINAL CERTIFICATES MUST NOT BE SENT WITH THE APPLICATION. ALL COPIES SHOULD BE LEGIBLE.

- i) One recent passport size photograph, duly signed and pasted (NOT STAPLED) on the space provided in Application Form. Two copies of the same photo should be retained by the candidate for pasting on the Attendance Sheet/Bio-data form.
- ii) One self-addressed postcard duly affixed with an additional Rs.6/- postage stamp for acknowledgment of the application. The candidate must indicate the name of the post and Advt. No. on the postcard.
- iii) Two self-addressed envelopes of 12 cms. X 25 cms. size. One of these should be affixed with postage stamp worth Rs.10/-.
- iv) Two slips indicating name and postal address.
- v) Documents in support of claim as Ex-S/SC in the prescribed proforma (Appendix I to V) issued by the competent authority.
- vi) Attested copies of certificates showing age and educational and technical qualifications including mark-sheets with subjects studied. (Only certificates issued by the Competent Authority, viz. the Universities/Boards of Education concerned would be accepted as proof of possessing the minimum educational, technical qualification and Date of Birth.)
Note : candidates should note that only the date of birth as recorded in the matriculation/secondary examination certificate or an equivalent certificate on the date of submission of application will be accepted by the commission and no subsequent request for its change will be considered or granted.
- vii) Documents in support of claim of age-relaxation (for categories not covered in item (vi) above).
- Viii) Undertaking by the Departmental Candidate to the effect that they have informed, in writing, their Head of Office that they have applied for the post.

NOTE:

- a) Certificate on the date of submission of application, will be accepted by the Commission and no subsequent request for its change will be considered or granted.
- b) If the above documents are not submitted alongwith the applications, application will be rejected summarily or at any stage of the recruitment process and no request for revival will be considered.
- c) Incomplete or unsigned applications or applications without photograph/fee or late applications will be rejected summarily.
- d) Copies of all attested certificates should be clear and legible. Applications with illegible copies of certificates may be rejected summarily.

7. Closing Date : Completed application forms should be sent to the Southern Regional Office at the address given in Para 5 latest by **11.04.2008 (before 5.00 p.m.)**. (In the case of residents residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad the closing date shall be **02.05.2008**.) **APPLICATIONS RECEIVED AFTER THE SPECIFIED TIME OF CLOSING DATE WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES.** The Commission will not be responsible for postal delay.

8. The job requirements of the post is indicated below the post to facilitate the candidates to understand the main function to be performed after appointment to the post.

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9. The departmental are required to submit an undertaking that they have informed in writing to their Head of Office/Department that they have applied for the Examination. These candidates may send their applications directly to the Commission after intimating to their Head of Office/Department and need not send another copy through proper channel. However, in case, they decide to send a copy through proper channel, they must ensure that the application complete in all respects reaches Staff Selection Commission by the closing date. Applications shall be rejected if received late and/or are not complete in all respects as provided in the rules.

10. No person:

- (a) who has entered into or contracted a marriage with a person having spouse living; or
 (b) who having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to service. Provided that Central Government may, if satisfied that such marriage is permissible under the Personal Law to such person and the other party to the marriage applicable and there are other grounds for so doing, exempt any person from the operation of this rule.

11. A candidate who is or has been declared by the Commission to be guilty of :-

- i) Obtaining support for his candidature by any means, or
- ii) impersonation, or
- iii) Procuring impersonation by any person; or
- iv) Submitting fabricated documents or documents which have been tampered with; or
- v) Making statements which are incorrect or false or suppressing material information; or
- vi) Resorting to any other irregular or improper means in connection with his candidature for the Recruitment; or
- vii) Writing irrelevant matters including obscene languages or pornographic matter in the script; or
- viii) Using unfair means in the Recruitment hall; or
- ix) Taking away the Question Booklet /Answer Sheet from the Recruitment hall or passing it on to unauthorised person/person(s) during the conduct of the Recruitment; or
- x) Misbehaving in any other manner in the Recruitment hall; or
- xi) Harassing or doing bodily harm to the staff employed by the Commission for the conduct of their Recruitment; or
- xii) Violation of any of the instructions issued to the candidates alongwith their Admission Certificates permitting them to take the Recruitment; or
- xiii) Attempting to commit, or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable;
 - a) to be disqualified by the Commission from the Recruitment for which he is a candidate, AND/OR
 - b) to be debarred either permanently or for a specific period
 - (i) by the Commission from any Recruitment or selection held by them;
 - (ii) by the Central Government from any employment under them &
 - c) to disciplinary action under appropriate rules, if he is already in service under Government.

12. Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over Chennai.

INVALID APPLICATION

The application will be summarily rejected in case it is:

- (a) incomplete or illegible.
- (b) Not submitted community Certificate in prescribed format/ No community certificate is available along with the application.
- (c) Unsigned/Undated/Signed in block letter.

- (d) Without photograph.
- (e) With photographs but without candidate's signature thereon or with xerox copy of his photograph.
- (f) An application filled in a language other than Hindi/English.
- (g) Under age /over-age
- (h) Not having the requisite essential qualification as on crucial date (i.e. 11.04.2008)
- (i) Multiple applications received in the same envelope or from the same applicant.
- (j) Application received after the closing date.

GENERAL INSTRUCTIONS

1. The vacancies advertised are provisional and liable to vary. In case the vacancy position is reduced to any number or even to nil, Commission is not liable to compensate the applicant for any consequential damage/loss.
2. Candidates must have already passed the qualifying Recruitment as on the crucial date. Candidates who have appeared for the qualifying Recruitment but whose results are not declared by the crucial date, are not eligible.
3. Serving Defence Personnel likely to be released within one year of the closing date can also apply.
4. Any subsequent changes in the terms and conditions of the Notice, as per extant rules will stand good.
5. **Only SC candidates are eligible for this Recruitment.**
6. Candidates have the option to submit either self attested/self certified photocopies of various documents or to submit photocopies of various documents duly attested by a Gazetted Officer as per extant procedure alongwith the application form. However, the original documents/certificates will be verified at the time of skill test/interview and their candidature will be subject to result of such scrutiny. While exercising the facility of self attestation of various documents, the candidates are warned that,
 - a) Any wrong attestations so as to mislead the Commission or to gain access to our Examinations would lead to criminal/debar action against the candidate, besides cancellation of their candidature.
 - b) All original certificates will be checked at the time of Interview as the case may be, and their candidature is subject to result of such scrutiny.

GUIDELINES FOR FILLING IN THE APPLICATION FORM

Closing date for receipt of applications : 11.04.2008 (5.00 p.m.)

Apply only if you are eligible.

DO NOT ENCLOSE ANY ORIGINAL CERTIFICATE WITH THE APPLICATION

1. Ensure the format of the Application form is exactly the same in contents and size as published.
2. Applications will be rejected in case of wrong entries on account of mistake in forms printed by private agencies.
3. Read the instructions carefully before filling in the application form and also consult the notice published in Employment News.
4. Fill in the Application Form in your own hand writing.
5. Use ball-point pen to fill in the Application Form.
6. Ensure the entries made in the application form are clear, legible and no column is left blank. Write 'not applicable' where necessary.
7. Avoid correction/over-writing. Attest corrections, if any, by your signature. Ensure corrections are legible.
8. Fill in the application form either in English or in Hindi. Those who fill up the form in Hindi should write their names in column 2 (b) & address in column 15(b) (ii) in CAPITAL LETTERS in English.
9. Candidate should send only one application.
10. One envelope should contain only one application.
11. Write your name as recorded in the matriculation or equivalent certificate.
12. If a candidate has changed his name or dropped/added part of his name after Matriculation/SSLC/Hr.Sec., he is required to submit an attested copy of Gazette Notification about change in name along with the application.

APPENDIX – I
Form of certificate for serving Defence personnel (Please see Note III below sub-para V of para 3 of Notice for the Advertisement)

I hereby certify that, according to the information available with me (No.) _____ (Rank) _____ is due to complete the specified term of his engagement with the Armed Forces on the (Date) _____.

Signature of Commanding Officer

Place :

Date : Office Seal:

APPENDIX – II

(Undertaking to be given by the candidates covered under NOTE III below para 3 of Notice)

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired / discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-service men (Re-employment in Central Civil Services & Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies / Statutory Bodies, Nationalised Banks, etc) by availing of the concession of reservation of vacancies admissible to Ex-S.

Signature of candidate

Place :

Date :

APPENDIX- III

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the Sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

The form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

This is to certify that Shri/Shrimati/ Kumari* _____ son/daughter of _____ of village/town* in District/Division* _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognised as a Scheduled Castes/Scheduled Tribes* under :-

The Constitution (Scheduled Castes) order, 1950 _____ the Constitution (Scheduled Tribes) order, 1951 * _____ the Constitution (Scheduled Tribes) Union Territories order, 1951 * _____ the Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960 & the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956

The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976* .

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962 @.

The Constitution (Pondicherry) Scheduled Castes Order 1964 @.

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order 1967 @.

The Constitution (Goa, Daman & Diu) Scheduled Castes Order 1968 @.

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @.

The Constitution (Nagaland) Scheduled Tribes Order 1970 @.

The Constitution (Sikkim) Scheduled Castes Order 1978 @.

The Constitution (Sikkim) Scheduled Tribes Order 1978 @.

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989 @.

The Constitution (SC) Orders (Amendment) Act, 1990 @.

The Constitution (ST) Orders (Amendment) Ordinance, 1991 @.

The Constitution (ST) Orders (Second Amendment) Act, 1991 @.

The Constitution (ST) Orders (Amendment) Ordinance, 1996

2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/Mother _____ of village/town* in District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

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

Signature _____

** Designation _____ (with seal of office)

State/Union Territory

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraph which is not applicable.

NOTE: The term, ordinarily reside(s) used here 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:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.