

under any circumstances nor will it be adjusted against any other examination or selection.

106. Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of Application Form is shown 'Incomplete' and this information is printed on the top of the Application Form. Further, status of fee payment can be verified at the 'Payment Status' link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

11. Centres of Examination:

- 11.1. A candidate must indicate the Centre(s) in the online Application Form in which he/ she desires to take the examination. Details about the Examination Centres and Regional Offices under whose jurisdiction these Examination Centres are located are as follows:

S No	Examination Centres & Centre Code	SSC Region and States/ UTs under the jurisdiction of the Region	Address of the Regional Offices/ Website
1	Bhagalpur (3201), Patna (3206), Purnea (3209) Agra (3001), Bareilly (3005), Kanpur (3009), Lucknow (3010), Meerut (3011), Prayagraj (3003), Varanasi (3013).	Central Region (CR)/ Bihar and Uttar Pradesh	Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil lines, Kendriya Sadan, Prayagraj – 211001. http://www.ssc-cr.org
2	Kolkata(4410), Port Blair (4802), Gangtok (4001), Bhubaneshwar (4604), Ranchi(4205).	Eastern Region (ER)/ Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal	Regional Director (ER), Staff Selection Commission, 8th Floor, 1 st MSO Building, 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal- 700020 www.sscer.org
3	Bengaluru (9001), Kochi (9204), Thiruvananthapuram (9211).	Karnataka, Kerala Region(KKR)/ Lakshadweep, Karnataka and Kerala	Regional Director (KKR), Staff Selection Commission, 1 st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 www.ssckkr.kar.nic.in
4	Bilaspur(6202), Durg-Bhillai (6205), Raipur (6204), Bhopal (6001), Gwalior (6005), Indore (6006), Jabalpur (6007).	Madhya Pradesh Sub-Region (MPR)/ Chhattisgarh and Madhya Pradesh	Dy. Director (MPR), Staff Selection Commission, 5 th Floor, Investment Building, LIC Complex, Pandri, Raipur Chattattisgarh-492004. www.sscmpr.org

5	Guwahati(Dispur)(5105), Shillong (5401), Agartala (5601).	North Eastern Region (NER)/ Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.	Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P. O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 www.sscner.org.in
6	Delhi(2201), Ajmer(2401), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Sikar(2411), Udaipur(2409), Dehradun(2002), Haldwani(2003), Roorkee(2006).	Northern Region (NR)/ Delhi, Rajasthan and Uttarakhand	Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi- 110003 www.sscnr.net.in
7	Chandigarh/Mohali(1601), Hamirpur (1202), Shimla (1203), Jammu (1004), Jalandhar (1402), Patiala (1403).	North Western Sub-Region (NWR)/ Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab	Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 www.sscnwr.org
8	Hyderabad(8002), Chennai (8201), Vijayawada (8008).	Southern Region (SR)/ Andhra Pradesh, Puducherry, Tamil Nadu and Telangana.	Regional Director (SR), Staff Selection Commission, 2 nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu- 600006 www.sscsr.gov.in
9	Panaji(7801), Ahmedabad(7001), Rajkot (7006), Amravati (7201), Mumbai(7204), Nagpur(7205), Nashik(7207), Pune (7208).	Western Region (WR)/ Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra	Regional Director (WR), Staff Selection Commission, 1 st Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra- 400020 www.sscwr.net

112. A candidate may give option for three centres, in the order of priority, within the same region. No request for change of Centre of Examination will be considered later under any circumstances. Hence, the candidates should select the centers, carefully and indicate the same correctly in their applications.
113. The Commission will endeavour to accommodate the candidates in centres opted by them. However, the Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

12. Scheme of Examination:

12.1. The examination will consist of two papers. Details of these papers are as follows:

Date of Exam	Part	Mode of Paper	Subject	Number of Questions/ Maximum Marks	Duration
06-10-2020	Paper- I (Objective Type)	Computer Based Mode	i) General Hindi ii) General English	100/ 100 100/ 100	2 Hours (2 hours and 40 minutes for the candidates eligible for use of scribe as per Para-7.1 and 7.2 above)
31-01-2021	Paper- II	Descriptive	Translation & Essay	200 marks	2 Hours (2 hours and 40 minutes for the candidates eligible for use of scribe as per Para-7.1 and 7.2 above)

122. Paper-I will consist of Objective Type Multiple choice questions only.
123. There will be negative marking of 0.25 marks for each wrong answer in Paper-I. Candidates are, therefore, advised to keep this in mind while answering the question.
124. Marks scored by candidates in Computer Based Examination will be normalized by using the formula published by the Commission through Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.
125. Tentative Answer Keys of Paper-I will be placed on the Commission's website after the Examination. Candidates may go through the Answer Keys and submit representations, if any, within the time limit given by the Commission through on-line modality only, on payment of Rs 100/- per question. Any representation regarding Answer Keys received within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. No representation regarding Answer Keys shall be entertained later.
126. The dates of examinations indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to the candidates only through the website of the Commission.
127. There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.
128. In Paper-II, candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.
129. Candidates are strictly advised not to write any personal identity e.g. name, roll number, mobile number, address, etc inside the Answer Book (Paper-II). The candidates who fail to adhere to these instructions will be awarded zero marks even if marks are awarded during the evaluation process.

12.10. **Indicative Syllabus:**

- 12.10.1. **Paper-I (Computer Based Examination):** The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.
- 12.10.2. **Paper-II:** Translation and Essay: This paper will contain two passages for translation - one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.

13. **Admission to the Examination:**

131. All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificates (AC) for appearing in the Computer Based Examination (Paper-I). Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examinations.
132. The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, experience, age, etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision in this regard shall be final.
133. Admission Certificates for the Examination will be uploaded on the website of the concerned Regional/ Sub-Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. <https://ssc.nic.in>) and concerned Regional/ Sub-Regional office of the Commission under whose jurisdiction the examination centres opted by the candidate are located (detail at para-11.1) for updates and information about the examination.
134. Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the websites of the concerned Regional/ Sub-Regional Office of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail on the website of the Commission, one week before the date of examination, he/ she must immediately contact the concerned Regional/ Sub-Regional Office of the Commission with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration.
135. Candidates must write Registration Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.
136. Facility for download of Admission Certificates will be available 3-7 days before the examination on the website of concerned Regional/ Sub-Regional Office. Candidate must bring printout of the Admission Certificate to the Examination Hall.
137. In addition to the Admission Certificate, it is mandatory to carry at least two passport size

recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate, such as:

- 13.7.1. Aadhaar Card/ Printout of E-Aadhaar,
 - 13.7.2. Voter's ID Card,
 - 13.7.3. Driving License,
 - 13.7.4. PAN Card,
 - 13.7.5. Passport,
 - 13.7.6. School/ College ID Card,
 - 13.7.7. Employer ID Card (Govt./ PSU/ Private),
 - 13.7.8. Ex-serviceman Discharge Book issued by Ministry of Defence,
 - 13.7.9. Any other photo bearing ID Card issued by the Central/ State Government.
138. **If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.**
139. PwD candidates using the facility of scribes as per Para 7.1 and 7.2 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed use of scribe and compensatory time in the examination.
- 13.10. Any other document mentioned in the Admission Certificate will be carried by the candidates while appearing in the Examination.
- 13.11. Applications with blurred photograph and/ or signature will be rejected.

14. **Document Verification (DV):**

- 14.1. All the candidates qualified for Document Verification are required to appear for Document Verification along with the photocopies and original documents as mentioned at Para: 14.4.
- 14.2. Detailed options for various posts and departments will be taken from candidates either online before DV or at the time of document verification. A candidate will not be considered for a Ministry/ Department/ Organization, if he/ she has not indicated his/ her preference for it. Options confirmed at the time of Document Verification will be treated as final and will not be changed subsequently under any circumstances. Therefore, candidates are advised to be careful in exercise of such options.
- 14.3. Candidates have to bring two passport size recent colour photographs and one original valid Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:
 - 14.3.1. Aadhaar Card/ Printout of E-Aadhaar.
 - 14.3.2. Voter ID Card.
 - 14.3.3. PAN Card.
 - 14.3.4. Passport.
 - 14.3.5. Driving License.
 - 14.3.6. Government School/ College ID Card.

- 14.3.7. Employer ID (Govt./ PSU).
- 14.3.8. Any other Photo bearing ID Card issued by Central/ State Govt.
- 144. Candidates will have to submit copies of various documents like:
 - 14.4.1. Matriculation/ Secondary Certificate.
 - 14.4.2. Educational Qualification Certificate.
 - 14.4.3. Experience Certificate, if applicable.
 - 14.4.4. Caste/ Category Certificate, if belongs to reserved categories.
 - 14.4.5. Persons with Disabilities Certificate in the required format, if applicable.
 - 14.4.6. For Ex-Servicemen (ESM):
 - 14.4.6.1. Undertaking as per Annexure-VI.
 - 14.4.6.2. Serving Defence Personnel Certificate as per Annexure-V, if applicable.
 - 14.4.6.3. Discharge Certificate, if discharged from the Armed Forces.
 - 14.4.7. Relevant Certificate if seeking any age relaxation.
 - 14.4.8. No Objection Certificate, in case already employed in Government/ Government undertakings.
 - 14.4.9. A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - 14.4.9.1. In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - 14.4.9.2. In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
 - 14.4.9.3. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
 - 14.4.9.4. In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
 - 14.4.10. Any other document specified in the Admission Certificate for DV.

15. Post Preference:

- 15.1. **Posts of Junior Translator in BRO has stringent requirement of physical and medical standards including Physical Efficiency Test (Detail available at Annexure-XIV). Examination of such physical and medical standards will be conducted after the final selection of candidates by BRO. If a candidate fails in such tests, his candidature will not be subsequently considered for any other post/ department. Candidates are therefore advised to thoroughly go through these requirements and give their considered preference of posts.**