सेमी कंडक्टर लैबोरेटरी / Semi Conductor Laboratory

इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार

Ministry of Electronics & Information Technology, Govt. of India

सैक्टर-72, सा.अ.सि.नगर / Sector 72, S.A.S. Nagar

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Advertisement No. SCL:DR:01/2026 Date: 24.10.2026

Semi-Conductor Laboratory (SCL), an Autonomous Body under Ministry of Electronics & Information Technology (MeitY), Govt. of India is the only Integrated Device Manufacturing Facility in the country providing end-to-end solutions for Development of Application Specific Inte
grated Circuits (ASICs), Opto-electronics devices, and Micro Electro Mechanical System (MEMS) Devices encompassing Design, Fabrication, Assembly, Packaging, Testing, and Reliability Assurance.
SCL invites applications from dynamic, result oriented professionals for filling up the following vacant posts on regular basis.

IMPORTANT DATES

Starting date and time for submission of online applications	**01.11.2026 (11:00 Hrs.)**
Last date and time for submission of online applications and fee payment	**30.11.2026 (17:00 Hrs.)**
Cut-off date for all purposes like computation of age, acquiring essential qualifications(s), etc.	**30.11.2026**

DETAILS OF VACANCIES ARE AS UNDER:

Administrative Posts									
Name of the Post & Level as per 7th CPC	**Post Code No.**	**Total No. of vacancies and Reservation Details**							
		Vertical					**Horizontal**		**Total**
		UR	**OBC (NCL)**	**SC**	**ST**	**EWS**	**ESM**	**PwBD VH / HH**	
Administrative Officer (Level-10 of 7th CPC: 56,100 – 1,77,500/-)	**SCL 2601**	**02**	**-**	**-**	**-**	**-**	**-**	**-**	**02**
Accounts Officer (Level-10 of 7th CPC: 56,100 – 1,77,500/-)	**SCL 2602**	**01**	**-**	**-**	**-**	**-**	**-**	**-**	**01**
Purchase & Stores Officer (Level-10 of 7th CPC: 56,100 – 1,77,500/-)	**SCL 2603**	**02**	**-**	**-**	**-**	**-**	**-**	**01***	**02**
Junior Personal Assistant (Level-4 of 7th CPC: 25,500 – 81,100/-)	**SCL 2604**	**05**	**01**	**01**	**-**	**-**	**01***	**01***	**07**

Technical Posts									
Post Name :- Technical Assistant (Level 7 of 7th CPC: 44,900 – 1,42,400/-) Post Code - SCL 2605-1 to 2605-11									
Trade of the Post	**Post Code No.**	**Total No. of vacancies and Reservation Details**							
		Vertical					**Horizontal**		**Total**
		UR	**OBC (NCL)**	**SC**	**ST**	**EWS**	**ESM**	**PwBD BL**	
Electrical	**SCL 2605-1**	**01**	**-**	**-**	**-**	**-**	**-**	**-**	**01**
Mechanical	**SCL 2605-2**	**02**	**01**	**01**	**-**	**-**	**-**	**-**	**04**
Electronics	**SCL 2605-3**	**05**	**03**	**02**	**01**	**01**	**-**	**-**	**12**
Instrumentation	**SCL 2605-4**	**02**	**01**	**-**	**-**	**01**	**-**	**-**	**04**
Computer Science	**SCL 2605-5**	**01**	**-**	**-**	**-**	**-**	**-**	**01***	**01**
Information Technology	**SCL 2605-6**	**01**	**01**	**-**	**-**	**-**	**-**	**-**	**02**
Civil	**SCL 2605-7**	**-**	**-**	**-**	**01**	**-**	**-**	**-**	**01**
Chemical	**SCL 2605-8**	**01**	**-**	**-**	**-**	**-**	**-**	**-**	**01**
Fire & Safety	**SCL 2605-9**	**01**	**-**	**-**	**-**	**-**	**-**	**-**	**01**
Physics	**SCL 2605-10**	**-**	**01**	**-**	**-**	**-**	**-**	**-**	**01**
Chemistry	**SCL 2605-11**	**-**	**01**	**01**	**-**	**-**	**-**	**-**	**02**
Total		**14**	**08**	**04**	**02**	**02**	**00**	**01***	**30**

Post Name :- Technician 'B' (Level-3 of 7th CPC: 21,700 – 69,100/-) Post Code - SCL 2606-1 to SCL 2606-12									
Fitter	**SCL 2606-1**	**01**	**01**	**01**	**-**	**-**	**-**	**-**	**03**
Information & Communication Technology (ICT) System Maintenance	**SCL 2606-2**	**02**	**-**	**-**	**-**	**-**	**-**	**01***	**02**
Electrician / Electrical	**SCL 2606-3**	**01**	**01**	**01**	**-**	**-**	**-**	**-**	**03**
Electronics	**SCL 2606-4**	**04**	**03**	**02**	**-**	**01**	**-**	**-**	**10**
Electronics Mechanic	**SCL 2606-5**	**03**	**02**	**02**	**-**	**01**	**-**	**-**	**08**
Instrumentation	**SCL 2606-6**	**03**	**01**	**02**	**-**	**-**	**-**	**-**	**06**
Refrigeration & Air Conditioning	**SCL 2606-7**	**01**	**-**	**01**	**-**	**-**	**-**	**-**	**02**
Draughtsman (Civil)	**SCL 2606-8**	**-**	**-**	**-**	**-**	**01**	**-**	**-**	**01**
Draughtsman (Mechanical)	**SCL 2606-9**	**02**	**-**	**-**	**-**	**01**	**-**	**-**	**03**

Fire & Safety	**SCL 2606-10**	**01**	**-**	**-**	**-**	**-**	**-**	**-**	**01**
Plumber	**SCL 2606-11**	**-**	**-**	**01**	**-**	**-**	**-**	**-**	**01**
Mechanic	**SCL 2606-12**	**-**	**-**	**01**	**-**	**-**	**-**	**-**	**01**
Total		**18**	**08**	**11**	**00**	**04**	**02****	**01***	**41**

Note 1: * PwBD and ESM reservation is applied on a horizontal interlocking basis in either UR/SC/ ST/ OBC(NCL) vacancies.
Note 2: ** ESM reservation is applied on a horizontal interlocking basis in either UR/SC/ST/OBC(NCL) vacancies for all the trades of Technician 'B'.

Abbreviations: UR – Unreserved; EWS – Economically Weaker Section; OBC (NCL) – Other Backward Classes(Non-Creamy layer);SC – Schedule Caste; ST- Schedule Tribe; ESM - Ex-Servicemen; PwBD - Persons with Benchmark Disabilities; VH – Visually Handicapped; HH –Hearing Handicapped; BL–Both Leg Handicapped;

01. ESSSENTIAL QUALIFICATIONS AND EXPERIENCE:

Administrative Posts			
Post Code No.	**Post Name**	**Essential Qualifications**	**Post Qualification Experience**
SCL 2601	**Administrative Officer**	Graduate/ Post Graduate Degree from a recognized University in any discipline. **OR** MBA or equivalent degree in HR/Personnel Management from a recognized Institution.	(a) Graduate with 10 years of experience **OR** Post Graduate with 5 years of experience **OR** MBA (HR/Personnel Management) with 02 years of experience. Experience should be in Establishment matters, transport, Estate and General Administration at supervisory level. (b) Knowledge of Govt. rules and regulations. **Desirable:** Knowledge of Computerized system.

SCL 2602	**Accounts Officer**	Graduate/ Post Graduate Degree from a recognized University in any discipline. **OR** MBA or equivalent degree in Finance from a recognized Institution /CA/ICWA.	(a) Graduate with 10 years of experience **OR** Post Graduate with 5 years of experience **OR** MBA (Finance) with 02 years of experience. Experience should be in Finance & Accounts, Auditing, Finalisation of Accounts, settlement of staff benefits, income tax TDS, GST and related work at Supervisory Level. (b) Knowledge of Govt. rules and regulations. **Desirable:** Knowledge of Computerized system.
SCL 2603	**Purchase and Stores Officer**	Graduate/ Post Graduate Degree from a recognized University in any discipline. **OR** MBA or equivalent degree in Material Management from a recognized Institution.	(a) Graduate with 10 years of experience **OR** Post Graduate with 5 years of experience **OR** MBA (Material Management) with 02 years of experience. Experience should be in Purchase & Stores matters such as Procurement of goods/ services, experience in Import, local purchase or stores management etc. at supervisory level. (b) Knowledge of Govt. rules and regulations. **Desirable:** Knowledge of Computerized system.
SCL 2604	**Junior Personal Assistant**	(a)12th Pass from a recognized board. (b) Dictation: - 10 minutes @ 80 words per minute. (c) Transcription: - 50 minutes (English), 65 minutes (Hindi) on Computer only	

Note: Candidates possessing MBA Degree other than those mentioned above are not eligible to apply. Experience should have been obtained after possessing the essential educational qualification. Experience should be in the relevant fields like Administration/Accounts & Finance/ Purchase & Stores activities in a Govt. office or a public body or a commercial organization of repute. Supervisory experience, wherever mentioned should be at least in Level 6 of Pay Matrix(pre-revised Pay Band - 2 of Rs.9300-34800 with Grade Pay of Rs.4200/-) or should be having atleast a CTC of 10 LPA. Candidates should also possess good communication skills, leadership qualities and familiarity with computers.

Technical Posts			
Post Code No.	**Trade Name**	**Essential Qualifications**	**Post Qualification Experience**
Post Name :- Technical Assistant (SCL 2605-01 to 2605-11)			
SCL 2605-1	**Electrical**	First Class Diploma (3 years full time) in **Electrical** from a recognized Institute / University / Board.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2605-2	**Mechanical**	First Class Diploma (3 years full time) in **Mechanical** from a recognized Institute / University / Board.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2605-3	**Electronics**	First Class Diploma (3 years full time) in **Electronics** Engineering from a recognized Institute / University / Board. **OR** First Class B.Sc. in **Electronics** from a recognized Institute / University / Board.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2605-4	**Instrumentation**	First Class Diploma (3 years full time) in **Instrumentation** from a recognized Institute / University / Board.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2605-5	**Computer Science**	First Class Diploma (3 years full time) in **Computer Science** from a recognized Institute / University / Board. **OR** First Class in Bachelor of **Computer Application/ Computer Science** from a recognized Institute / University / Board.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.

SCL 2605-6	**Information Technology**	First Class Diploma (3 years full time) in **Information Technology** from a recognized Institute / University / Board.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2605-7	**Civil**	First Class Diploma (3 years full time) in **Civil** from a recognized Institute / University / Board.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2605-8	**Chemical**	First Class Diploma (3 years full time) in **Chemical** from a recognized Institute / University / Board.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2605-9	**Fire & Safety**	First Class Diploma (3 years full time) in **Fire & Safety** from a recognized Institute / University / Board.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2605-10	**Physics**	First Class in B.Sc. of **Physics** from a recognized Institute / University / Board.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2605-11	**Chemistry**	First Class in B.Sc. **Chemistry** from a recognized Institute / University / Board.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
Post Name :- Technician 'B' (SCL 2606-01 to 2606-12)			
SCL 2606-1	**Fitter**	Matriculation/SSLC + 2 years ITI from recognized Institutions of NCVT in the trade of **Fitter**. **OR** Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/National Trade Certificate in the **Fitter** trade.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2606-2	**Information & Communication Technology (ICT) System Maintenance**	Matriculation/SSLC + 2 years ITI from recognized Institutions of NCVT in the trade of **Information & Communication Technology(ICT) System Maintenance.** **OR**	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.

		Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/ National Trade Certificate in the **Information & Communication Technology(ICT) System Maintenance** trade.	
SCL 2606-3	**Electrician / Electrical**	Matriculation/SSLC + 2 years ITI from recognized Institutions of NCVT in the trade of **Electrician / Electrical**. **OR** Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/National Trade Certificate in the **Electrician / Electrical** trade.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2606-4	**Electronics**	Matriculation/SSLC + 2 years ITI from recognized Institutions of NCVT in the trade of **Electronics**. **OR** Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/National Trade Certificate in the **Electronics** trade.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2606-5	**Electronics Mechanic**	Matriculation/SSLC + 2 years ITI from recognized Institutions of NCVT in the trade of **Electronics Mechanic**. **OR** Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/National Trade Certificate in the **Electronics Mechanic** trade.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2606-6	**Instrumentation**	Matriculation/SSLC + 2 years ITI from recognized Institutions of NCVT in the trade of **Instrumentation**. **OR** Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/National Trade Certificate in the **Instrumentation** trade.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2606-7	**Refrigeration & Air Conditioning**	Matriculation/SSLC + 2 years ITI from recognized Institutions of	2 years post qualification experience in R&D institute /

		NCVT in the trade of **Refrigeration & Air Conditioning.** **OR** Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/National Trade Certificate in the **Refrigeration & Air Conditioning** trade.	reputed organization / Industry as per the requirement of the post to be filled.
SCL 2606-8	**Draughtsman (Civil)**	Matriculation/SSLC + 2 years ITI from recognized Institutions of NCVT in the trade of **Draughtsman (Civil)**. **OR** Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/National Trade Certificate in the **Draughtsman (Civil)** trade.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2606-9	**Draughtsman (Mechanical)**	Matriculation/SSLC + 2 years ITI from recognized Institutions of NCVT in the trade of **Draughtsman (Mechanical)**. **OR** Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/National Trade Certificate in the **Draughtsman (Mechanical)** trade.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2606-10	**Fire & Safety**	Matriculation/SSLC + 2 years ITI from recognized Institutions of NCVT in the trade of **Fire & Safety.** **OR** Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/National Trade Certificate in the **Fire & Safety** trade.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
SCL 2606-11	**Plumber**	Matriculation/SSLC + 2 years ITI from recognized Institutions of NCVT in the trade of **Plumber.** **OR** Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/National Trade Certificate in the **Plumber** trade.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.

SCL 2606-12	**Mechanic (Diesel)**	Matriculation/SSLC + 2 years ITI from recognized Institutions of NCVT in the trade of **Mechanic (Diesel).** **OR** Matriculation/SSLC+ course completed as per National Apprenticeship Certificate/National Trade Certificate in the **Mechanic (Diesel)** trade.	2 years post qualification experience in R&D institute / reputed organization / Industry as per the requirement of the post to be filled.
Note: Candidates may apply for both Technician-B (any one of the twelve trades advertised) and Technical Assistant (any one of the eleven disciplines advertised) posts, subject to conditions. Candidates in this case have to submit separate applications each for the post of Technician-B, Technical Assistant and pay separate Examination fee for each post. **The Computer Based Test for Technical Assistant and Technician-B will be conducted separately. However, Computer Based Test for all trades of Technical Assistants will be conducted at the same time (morning session) and similarly Computer Based Test for all trades of Technician-B will be conducted together at a different time slot (afternoon session).**			

02. PAY AND ALLOWANCES:

Post Code No.	Post Name (Pay Level as per 7th CPC)	Initial Basic Pay (Per month)	Total Emoluments (Per month) (approx) (as on date)	Allowances
SCL 2601	Administrative Officer (Level 10)	₹ 56,100/-	₹ 1,06,740/	In addition to Basic Pay, Dearness Allowance(DA), House Rent Allowance (for those who are not availing SCL Housing facility) and Transport Allowance at the prescribed rates in force will be paid, respectively. The employees will be governed by the National Pension System(NPS). On employment in SCL, other facilities are available such as medical facilities for self and eligible dependents, subsidized canteen facility subject to certain Terms & Conditions, Children Education Allowance, Group Insurance, Leave Travel Concession, advances for purchase of computer and construction of house as per norms.
SCL 2602	Accounts Officer (Level 10)	₹ 56,100/-	₹ 1,06,740/	
SCL 2603	Purchase & Stores Officer (Level 10)	₹ 56,100/-	₹ 1,06,740/	
SCL 2604	Junior Personal Assistant (Level 04)	₹ 25,500/-	₹ 48,780/	
SCL 2605-01 to 2605-11	Technical Assistant (Level 07)	₹ 44,900/-	₹ 83,700/	
SCL 2606-01 to 2606-12	Technician 'B' (Level 03)	₹ 21,700/-	₹ 41,940/	

Present posting is at SCL, S.A.S. Nagar. However, SCL reserves the right to post them anywhere in India as per requirement/public interest.

03. AGE LIMIT: (as on closing date for receipt of online application**)**

Administrative Posts			
Sr. No.	**Post Code No.**	**Post Name**	**Age Limit**
1	SCL 2601	Administrative Officer	Not exceeding 35 years
2	SCL 2602	Accounts Officer	Not exceeding 35 years
3	SCL 2603	Purchase & Stores Officer	Not exceeding 35 years
4	SCL 2604	Junior Personal Assistant	Not exceeding 25 years

Note: -

1. Candidates cannot apply for more than 01 Post among above mentioned Administrative Posts.
2. 05 years of age relaxation for Serving employees of Autonomous societies under Ministry of Electronics and Information Technology / Department of Space / Defense Research and Development Organization / Department of Atomic Energy for above mentioned Administrative Posts.

Technical Posts			
Sr. No.	**Post Code**	**Post Name**	**Age Limit**
5	SCL 2605 (01 to 11)	Technical Assistant	18 to 30 years
6	SCL 2606 (01 to 12)	Technician 'B'	18 to 27 years

Note: -

1. Eligible candidates may apply for both the post among above mentioned Scientific & Technical Posts.
2. 05 years of age relaxation for Serving employees of Autonomous societies under Ministry of Electronics and Information Technology for above mentioned Scientific & Technical Posts.

3.1 Permissible relaxation in upper age limit is as follows:

Sl. No.	**Category**	**Age-relaxation permissible beyond upper age limit**
01	SC/ST	5 years
02	OBC(NCL)	3 years
03	PwBD (Unreserved)	10 years
04	PwBD (OBC)	13 years
05	PwBD (SC/ST)	15 years
06	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on the closing date.
07	Age Relaxation for Serving employees of Autonomous societies under Ministry of Electronics and Information Technology / Department of Space / Defense Research and Development Organization / Department of Atomic Energy for above mentioned Administrative Posts. (Post code no. 2601,2602,2603, 2604)	5 years
08	Age Relaxation for Serving employees of Autonomous societies under	5 years

	Ministry of Electronics and Information Technology for above mentioned Scientific & Technical Posts. (Post code no. 2605-01 to 2605-11, 2606-01 to 2606-12)	
09	Central Govt. Employees who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application. (for Group 'A' and 'B' posts) (Post code no. 2601,2602,2603, 2605-01 to 2605-11)	5 years
10	Central Govt. Employees who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application. (for Group 'C' posts) (Post code no. 2604, 2606-01 to 2606-12)	Upto 40 years of age
11	Central Govt. Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application. (for Group 'C' posts) (Post code no. 2604, 2606-01 to 2606-12)	Upto 45 years of age

Note:

a) The cut-off date for calculating the age as well as completion of eligibility conditions with regard to essential qualifications and experience will be the **closing date for receipt of online application**, which will remain unchanged even in case of extension of the closing date for submission of online applications.

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

c) 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 immediately after joining civil employment, gives self- declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

d) 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.

e) For any serviceman of the three Armed Forces of the Union to be treated as Ex- Serviceman 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, the status of ex-serviceman 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 application. 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 applications.

04. <u>EXPLANATION: AN 'EX-SERVICEMAN' MEANS A PERSON:</u>

4.1 Who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union,

and

4.1.1 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 pension;

or

4.1.2 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

4.1.3 Who has been released from such service as a result of reduction in establishment;

or

4.2 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 embodied service or broken spells of qualifying service;

or

4.3 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

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

or

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

or

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

4.7 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 with the Armed Forces of the Union shall be considered eligible for appointment to the reserved vacancies for ESM in Group "C" posts. Thus, those non-graduate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications or would not complete 15 years of service within one year from the closing date of receipt of applications are not eligible to apply for this examination. Such ESM candidates are not eligible for Group "B" posts.

4.8 Age relaxation/ ESM reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

05. **RESERVATION:** Reservation/ Relaxation/ Concession to the candidates belonging to OBC(NCL)/ SC/ ST/ EWS/ PwBD/ ESM category shall be as per Government of India Directives.

06. **PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:**

6.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by SCL at the time of document verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwBD/ ESM category will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this Examination (**Annexure VI to XI**). 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 Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought by SCL at the time of document verification, failing which their candidature will be cancelled. If a candidate is rejected by SCL for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate will be solely responsible for the same and SCL will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, e-mail, by hand, etc. shall not be entertained by SCL and will be summarily rejected.

For example, candidate X filled OBC in his application form. However, during document verification by SCL, he is unable to produce the valid OBC certificate. In such scenario, candidature of X will be cancelled by SCL.

6.3 The candidates with benchmark disabilities (PwBD) may note that they must select the appropriate PwBD sub-category i.e. OH/ HH/ VH/ PwBD-Other, while filling the application form as per their certificate of disability issued by the competent authority. No subsequent change of PwBD sub-category will be allowed under any circumstances. Such candidates shall have to furnish the requisite certificate from the competent authority when such certificates are sought by SCL at the time of document verification, failing which their candidature will be cancelled. It may be noted that type of disability/disabilities (such as OA, OL, BL, DW, MI, SLD etc.), as indicated in the Notification No. 38-16/2020-DD-III dated 04.01.2021 (as amended from time to time) issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned by the competent authority issuing the certificate. If a candidate is rejected by SCL for non-furnishing of the requisite certificate in support of the PwBD sub-category filled in the application form, the candidate will be solely responsible for the same and SCL will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, e-mail, by hand, etc. shall not be entertained by SCL and will be summarily rejected.

6.4 Crucial date for claim of SC/ST/OBC/PwBD/ESM status or any other benefit, viz., fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications. The crucial date here does not mean that the date of certificate(s) should be before the closing date of application, it means that on the crucial date, the candidate(s) must fall under the categories SC/ST/OBC/PwBD/ESM, as applicable. However, a person, seeking appointment on the basis of reservation to EWS Category, must ensure that he possesses the Income & Asset certificate valid for the Financial Year 2026-2027 issued on the basis of Income for the Financial Year 2025-2026 in accordance with DoPT‟s OM No. 36039/1/ 2019-Estt (Res) dated 31.01.2019.

6.5 A person seeking appointment on the basis of reservation to OBC must ensure that he does not fall in creamy layer on the crucial date i.e. the closing date of application. The applicants of OBC category, who are not covered under creamy layer in terms of Standing Instructions of Government of India as amended from time-to-time, seeking Age-relaxation, Reservation etc. shall invariably submit the requisite certificate as per the format (**Annexure-VII**).

6.6 The applicants seeking reservation of EWS category shall invariably submit the requisite certificate as per Format (**Annexure-VIII**) from the Competent Authority, as and when called for by SCL, otherwise their claims for reservation etc. shall not be considered.

6.7 Candidates may also note that their candidature will remain provisional until the veracity of the certificates/documents relating to the Educational Qualifications, Caste/Category, etc. is verified and found satisfactory by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by SCL in case they fraudulently claim the status of SC/ST/OBC/EWS/PwBD/ESM.

07. PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE:

7.1 In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is permitted, if desired by the candidate.

7.2 In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be permitted on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I**.

7.3 SCL will not provide scribe to any candidate with benchmark disability who are eligible for use of the facility of scribe. The candidate has to arrange his own scribe and the qualification of scribe should be one step below the minimum qualification required for the post and should submit details of the own scribe as per proforma at **Annexure-II**. The scribe is also required to submit declaration in the proforma at **Annexure-III** and the concerned candidate must upload the same at the time of applying for the post.

7.4 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe.

7.5 The candidates who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

7.6 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

7.7 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.

7.8 The PwBD/PwD candidates who have availed the facility of scribes or compensatory time must produce relevant documents for the eligibility of scribe/compensatory time at the time of Document Verification or any stage of selection as sought by SCL. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

08. EXAMINATION FEE:

8.1 Examination Fee comprises of Application fee and Processing fee wherein there is a non-refundable Processing Fee of ₹600/- for all the posts. However, initially all candidates have to uniformly pay Examination Fee (Refundable + Non-Refundable) for each post. The Application Fee will be refunded only to those candidates who shall appear in the computer based test and are exempted from payment of Application Fee i.e. Women/SC/ST/PwBD/Ex-Servicemen.

<table>
<tr><th rowspan="2">Classification of posts</th><th rowspan="2">Post Name (Post Code No.)</th><th colspan="2">Examination Fee</th><th rowspan="2">Total Fees</th></tr>
<tr><th>Processing Fee (Non-Refundable)</th><th>Application Fee (Refundable to eligible candidates)</th></tr>
<tr><td>Group A</td><td>Administrative Officer (SCL 2601), Purchase & Stores Officer (SCL 2602), Accounts Officer (SCL 2603).</td><td rowspan="3">Rs. 600/-</td><td>Rs. 900/-</td><td>Rs. 1500/-</td></tr>
<tr><td>Group B</td><td>Technical Assistant (SCL 2605- (01 to 11)).</td><td>Rs. 700/-</td><td>Rs. 1300/-</td></tr>
<tr><td>Group C</td><td>Junior Personal Assistant (SCL 2604) , Technician 'B' (SCL 2606- (01 to 12)).</td><td>Rs. 600/-</td><td>Rs. 1200/-</td></tr>
</table>

8.2 Refund shall be made to the bank account details provided by the candidate in the application. Hence, Candidates must enter the Bank Account details such as Bank Name, Branch, Name of Account Holder, Account Number, IFSC correctly for receipt of refund of Application Fee.

8.3 SCL will not be held responsible for any issues arising in refund of the Application Fee as a result of incorrect entry of bank details by the applicant in the online application.

8.4 Applicable service charges, if any, for payment towards Examination Fee shall be borne by the applicant.

Note:-

a) Candidates after submitting their application can pay Examination Fee immediately or any day before the **last date for submission of application i.e. 30.11.2026 (17:00 Hrs).**

b) While making online payment candidates are required to carefully follow the instructions of the payment gateway.

c) During entire payment processing do not click REFRESH or BACK button, else session will be aborted.

d) Candidates can check Payment status and Print Receipt by visiting Portal. No other mode of payment will be acceptable. For any technical issues with online payment candidates may send an e-mail to rectt@scl.gov.in.

e) However after registration of online application, the candidates have to download and print the personalized registration confirmation form from SCL website which will contain the Name of candidate, Registration Number, Advertisement No., Post code and Post name for future reference.

f) In case of submission of duplicate/multiple applications by the candidate for the same post code, the last successfully submitted complete online application with Examination Fee paid only will be considered.

g) SCL will not be responsible for any incomplete/pending/failed transaction of Examination Fee payment.

09. HOW TO APPLY:

9.1 Only Indian Nationals are eligible to apply.

9.2 The link for on-line Application Form will be available on SCL web-site. Candidates may visit SCL web-site i.e. www.scl.gov.in/career.html to fill their online Application Form **between 01.11.2026 and 30.11.2026.** Application sent other than the prescribed mode will stand rejected.

9.3 Candidate cannot apply for more than 01 post in Administrative Posts.

9.4 Candidate can apply for both the Technical posts considering 01 trade per post.

9.5 Upon registration and successful submission of application, applicant will be provided with an on-line Registration Number through SMS/e-mail. on registered Mobile number/registered e-mail which should be carefully preserved for future reference.

9.6 Candidates are required to possess a valid e-mail ID. SCL will not be responsible for bouncing back of any e-mail sent to the candidate. A Registered and valid Mobile number of the applicant will have to be given in the application compulsorily. Admit cards for Computer Based test/ Skill Test/ Personal Interview will be sent through SMS/e-mail on registered Mobile number/registered e-mail and no hardcopy will be sent. All further communications to the candidate shall be sent to his / her registered e-mail ID only. The candidates are advised to check their e-mail (including spam/ junk folders) regularly and visit SCL website from time to time. SCL will not be responsible for non-receipt of any intimation sent/provided as afore-said, and no representation on the matter will be entertained.

9.7 Application form will be accepted in on-line mode only. For online registration, candidate's full name, Date of birth, valid e-mail id and valid Mobile number will be required. Upon registration, applicants will be provided with a Unique Registration Number, which should be carefully preserved for future reference. Scanned copies of latest passport sized Photograph, Signature and Left Thumb impression (on plain white page) and relevant certificates of the candidates in the not more than 50 KB of file size is required to be uploaded in the online

application form. The photograph of the candidate should not be more than three months old from the date of publication of notice of the examination. The Photograph should be without cap and spectacles. The frontal view of the face should be clearly visible.

9.8 However, the completion of online application procedure is subject to receipt of Examination fee. After submission of online application, no further changes will be permitted. Hence, candidates are advised to verify whether, all the details entered in the application are correct, before final submission of the online application form.

9.9 Before finally submitting the online Application Form, the candidates must go through the same carefully. It should be noted that incomplete / incorrect application form will be summarily rejected.

9.10 After submitting the online Application Form, the candidate should take the printout of Application Form bearing the Application Number, which should be referred to in all future correspondence in connection with recruitment process.

9.11 Any request for change of address will not be entertained. Also, no change in particulars shall be permitted and the particulars furnished by the applicant in the online application form will be taken as final.

9.12 Before submitting the Application Form, candidate must ensure that the photograph is uploaded as per the given instructions. If the photograph is not uploaded by the candidate in the desired format, his application/ candidature will be rejected or cancelled.

Note:

a) Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to SCL website on account of heavy load on the website during the closing days. Candidates may contact their Banks and ensure successful payment of Examination fee. SCL will not be responsible for transaction failures, double payments etc.

b) SCL will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of SCL.

c) Candidates may check Payment status after 24 hrs of making/attempting payment and Print Receipt by visiting “Payment Status” link available in the web page. In case of pending transactions or transaction failures candidates are advised to contact their Banks and ensure successful payment of Examination fee.

d) Before submission of the online application, candidates must check through Preview/ Print option that they have filled correct details in each field of the form.

10. SCHEME OF EXAMINATION:

10.1 For the Post of Administrative Officer/ Accounts Officer/ Purchase & Stores Officer (Post Code No. SCL 2601, SCL 2602, SCL 2603) : - Computer Based Test & Personal Interview

10.1.1 Computer Based Test (Objective type- Multiple Choice Questions (MCQ)):-

Part	Subject	No of Questions	Maximum Marks	Total Duration (120 minutes)	Marking scheme
Part- A	General English	25	25	60 Minutes (compensatory time for eligible PwBD candidates)	1 mark for each right answer and minus (-) 0.25 mark for each wrong answer.
	Quantitative Aptitude	25	25		
	General Intelligence and Logical Ability	25	25		
	General Knowledge/ Current Affairs	25	25		
Part- B	Curriculum Based Test	100	100	60 Minutes (compensatory time for eligible PwBD candidates)	1 mark for each right answer and minus (-) 0.25 mark for each wrong answer.

Qualifying marks:-

i. 50% each in part A & part B together for UR category
ii. 40% each in part A & part B together for PwBD categories against notified reserved vacancies.

10.1.2 Personal Interview:-

a) Based on performance in the Computer Based Test, candidates will be shortlisted for interview in the ratio of 1:5 with a minimum of 10 candidates to the category-wise number of vacancies. Consequently, qualifying in the written test alone does not automatically entitle a candidate to be called for an interview.

b) Qualifying marks:-

i. 50% marks for UR category
ii. 40% marks for PwBD category against notified reserved vacancies.

c) In case, sufficient numbers of PwBD candidates are not available for consideration for filling-up of the vacancies as are reserved for these categories, then relaxation in standards of selection will be extended to such candidates as per extant norms. There will, however, be no relaxations in the qualification norms as notified.

(**Weightage of Computer Based Test marks & personal interview marks is 60:40 for panel generation**).

10.2 For Post of Junior Personal Assistant (Post Code No. SCL 2604) : - Computer Based test & Skill test

10.2.1 Computer Based Test (Objective type- Multiple Choice Questions (MCQ)):-

Part	Subject	No of Questions	Maximum Marks	Total Duration (60 minutes)	Marking scheme
Part- A	General English	25	25	60 Minutes (compensatory time extra as applicable for PwBD candidates)	01 mark for each right answer and minus (-) 0.25 mark for each wrong answer.
	Quantitative Aptitude	25	25		
	General Intelligence and Logical Ability	25	25		
	General Knowledge/ Current Affairs	25	25		

Qualifying marks:-

1. 50% marks for UR category
2. 45% each for OBC(NCL) categories against notified reserved vacancies
3. 40% each for SC/PwBD/ESM categories against notified reserved vacancies.

Note: Selection will be based on Computer Based test marks only subject to qualifying in skill test.

10.2.2 Skill test (Stenography):

a) Shorthand test for 800 words @ 80 words per minute (Time: 10 minutes).

b) The passage is to be transcribed on Computer (Time: 50 minutes for English and 65 minutes for Hindi, with compensation time as applicable to PwBD candidates)

c) Short-hand dictation work, i.e strokes etc, need to be as per Pittman's short-hand (long hand not permitted), failing which the Transcript will not be evaluated.

d) Criteria for Evaluation of Transcripts of Stenography Tests:-

1. Full mistakes: The following mistakes are treated as full mistakes:-
   - i. Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
   - ii. Every substitution of a word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or in words, both will be acceptable and will not be counted as mistake.
   - iii. Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. Half mistakes: The following mistakes are treated as half mistakes:-
   - i. Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored.If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
   - ii. Using singular or plural noun and vice versa.
   - iii. Use of small letter at the beginning of a sentence.

NOTE :-

a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.

b) Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example the word 'Honourable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.

c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.

d) Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

e) Mistakes:
   i. 10% mistakes (maximum) for UR category;
   ii. 12% mistakes (maximum) for reserved categories, against notified reserved vacancies.

f) Based on performance in the Computer Based Test, candidates will be shortlisted for Skill Test in the ratio of 1:5 with a minimum of 10 candidates to the category-wise number of vacancies. Consequently, qualifying in the Computer Based Test alone does not automatically entitle a candidate to be called for skill test.

g) In case, sufficient numbers of OBC(NCL)/SC/ESM/PwBD candidates are not available for consideration for filling-up of the vacancies as are reserved for these categories, then relaxation in standards of selection will be extended to such candidates as per extant norms. There will, however, be no relaxations in the qualification norms as notified.

10.3 For the Post of Technical Assistant & Technician 'B' (Post Code No. SCL 2605-(01 to 11), SCL 2606-(01 to 12)) : - CBT & Skill Test

10.3.1 Computer Based Test (Objective type- Multiple Choice Questions (MCQ)):-

Part	Subject	No of Questions	Maximum Marks	Total Duration (120 minutes)	Marking scheme
Part- A	General English	25	25	60 Minutes (compensatory time extra as applicable for PwBD candidates)	01 mark for each right answer and minus (-) 0.25 mark for each wrong answer.
	Quantitative Aptitude	25	25		
	General Intelligence and Logical Ability	25	25		
	General Knowledge/ Current Affairs	25	25		
Part- B	Curriculum Based Test (Trade-wise)	100	100	60 Minutes (compensatory time extra as applicable for PwBD candidates)	01 mark for each right answer and minus (-) 0.25 mark for each wrong answer.

Qualifying marks:

1. 50% each in part A & part B together for UR category.
2. 45% each in part A & part B together for OBC(NCL)/EWS categories against notified reserved vacancies.
3. 40% each in part A & part B together for SC/ST/PwBD/ESM categories against notified reserved vacancies.

Note: Selection will be based on Computer Based test marks only subject to qualifying in skill test.

10.3.2 Skill Test (Curriculum Based):-

a) Based on marks scored in the Computer Based Test, candidates will be short-listed for Skill Test (Trade-wise). The Skill Test(Trade-wise) will be purely on 'go-no-go' basis and marks obtained in Skill Test(Trade-wise) will not be considered for selection. The final selection will be based on the marks obtained in the Computer Based Test, from amongst the candidates who qualify in the Skill Test(Trade-wise). Empanelment shall be done in the order of marks obtained in the Computer Based Test, subject to qualifying Skill Test(Trade-wise).

b) Qualifying marks:-
   i. 50% marks for UR category
   ii. 45% each for OBC(NCL)/EWS categories against notified reserved vacancies
   iii. 40% each for SC/ST/PwBD/ESM categories against notified reserved vacancies.

c) Based on performance in the Computer Based Test, candidates will be shortlisted for Skill Test in the ratio of 1:5 with a minimum of 10 candidates to the category-wise number of vacancies. Consequently, qualifying in the Computer Based Test alone does not automatically entitle a candidate to be called for skill test.
In case, sufficient numbers of OBC(NCL)/SC/ST/ESM/PwBD candidates are not available for consideration for filling-up of the vacancies as are reserved for these categories, then relaxation in standards of selection will be extended to such candidates as per extant norms. There will, however, be no relaxations in the qualification norms as notified.

11. SELECTION PROCESS:

11.1 The eligibility criteria prescribed is the MINIMUM requirement and the possession of the same does not automatically make candidates eligible for Computer Based test. **The computer based test (CBT) will be conducted at metropolitan cities viz., New Delhi, Chandigarh, Chennai, Bengaluru, Mumbai, Ahmedabad, Hyderabad and Kolkata. Skill Test / Personal Interview will be conducted for the screened-in / shortlisted candidates in S.A.S Nagar (Mohali) / Chandigarh Only.** SCL will endeavour to accommodate the candidates in centres opted by them. However, SCL reserves the right to cancel/change the test venue and re-allot the candidates to any other test centre depending on the number of candidates. The final selection of candidates for appointment to the notified position will be subject to meeting the advertised eligibility criteria, the merit in CBT and interview wherever applicable.

11.2 RESOLUTION OF TIE CASES:

In the event of tie in scores of candidates in the examination, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

a. Marks scored in Part-B of Examination.
b. Marks scored in Part-A of Examination.
c. Date of birth, with older candidate placed higher.
d. Alphabetical order in which the names of the candidates appear

11.3 A Common Merit List will be prepared and the offer of appointment would be issued to the candidates in order of Merit.

11.4 Calculation of marks will be done up to 5 decimal places.

12 INDICATIVE SYLLABUS FOR COMPUTER BASED TEST

Part A
Syllabus For the Post of Administrative Officer/ Accounts Officer/ Purchase & Stores Officer / Junior Personal Assistant / Technical Assistant /Technician 'B'. **[Post Code No. SCL 2601, SCL 2602, SCL 2603, SCL 2604, SCL 2605- (01 to 11), SCL 2606- (01 to 12)] :-**
General Intelligence & Logical Ability: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern- folding& un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence etc.

General Knowledge/ Current Affairs: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research etc.

Quantitative Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart etc.

General English: Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage, Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting misspelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Part B

1. Syllabus For the Post of Administrative Officer / Accounts Officer / Purchase & Stores Officer (Post Code No. 2601, 2602, 2603) :-

Administrative Officer (For Post Code No. 2601) :-

1. Human Resources Management: Basic principles of human resources management including recruitment, appraisal, organisation behaviour, motivation, leadership, training and development.
2. Office Management: Office procedures, records management, filing system, noting and drafting, Manual of Office Procedure.
3. Government Rules: CCS conduct rules, Leave Rules, Pension Rules Travelling Allowance Rules, LTC Rules, CCS (CCA) Rules, 1965, Seniority Rules, Promotion Rules, Quarter Allotment Rules, Pay Fixation, Confirmation and Probation, Counting of Past services.
4. Constitution of India including Reservations in Govt. Service.
5. Code on Social Security, 2020.
6. Industrial Relations Code, 2020.
7. Apprentices Act, 1961.
8. Code on Wages, 2019.
9. Occupational Safety, Health and Working Conditions Code, 2020.
10. Official Secrets Act, 1923.
11. Emotional Intelligence and Managerial Effectiveness
12. Organizational Structure Design and Change
13. General Financial Rules-2017 as amended from time to time.

14. Fundamental Rules & Supplementary Rules
15. Medical Attendance Rules & CGHS
16. Provident Fund Rules, NPS
17. Legal proceedings
18. Employee Grievance Management System
19. Right to Information Act 2005
20. Centralized Public Grievance Redress and Monitoring System (CPGRAMS)
21. Constitution of Internal Complaints Committee: POSH Act 2013.

Purchase & Stores Officer (For Post Code No. 2602) :-

1. Procurement Process: Identification of need, Request for Quotation, tender preparation, evaluation of bids and awards of orders (Complete Procurement Cycle)
2. Understanding of GeM procedures
3. Vendor Management: Vendor registration, vendor evaluation
4. Inventory & Store Management: Standardization, codification, storage and scrap disposal. Various analysis reports for inventory control like ABC, Non Moving/slow Moving
5. Import and Export Policy and Procedures.
6. Duties and Taxes - Central and State
7. Contract act, Sale of Goods Act.
8. Supply Chain: Basic principle of supply chain.
9. General Financial Rules(GFR),2017.
10. Indian Contract Act,1872.

Accounts Officer (For Post Code No. 2603) :-

1. Financial Accounting: Basic accounting principles, ledgers, trial balance, preparation of balance sheet and final account including depreciation, bank reconciliation Valuation of inventory.
2. Principles of Auditing: Audit Reports, internal control systems, verification of assets and liabilities, Internal Audit, C&AG Audit.
3. Costing: Marginal Costing, Standard costing including variance analysis, cost control techniques
4. Management Accounting: Budgetary Control, Zero Based Budget, Incremental Budget, Ratio analysis, Capital Budgeting, cash flow statement.
5. Payment and Receipt Rules.
6. Excise & customs.
7. Tools of Financial Analysis and Planning.
8. Delegation of Financial Power Rules(DFPR)
9. Mercantile Law
10. Taxation: Direct Taxes, Indirect Taxes, GST Act and its amendments, GST TDS Concept, Refunds, Deductions & Allowances under Income Tax, Exemptions and Deductions.
11. Knowledge of Civil Contracts payments
12. Accounting Standards
13. Basics of Economics
14. National Pension Scheme, Provident Funds, Old Pension Scheme.
15. Companies Act,2013,
16. Contract Act.

2. Syllabus For the Post of Technical Assistant (Post Code No. 2605-01 to 2605-11) :-		
2605-01	**Electrical**	Electrical Materials, Electricity and Magnetism, Electrical Engineering Drawing, Estimation & Costing, Electrical Circuit Analysis, Electrical Machines, Electrical Power Engineering, Instrumentation & Control Engineering and Electronics & Micro Processor and relevant topic from subject.
2605-02	**Mechanical**	Applied Mathematics, Engineering Drawing and CAD/CAM/CIM, Solid Mechanics and Machine Design, Fluid Mechanics and Hydraulic Machines, Thermal and Heat Transfer and Refrigeration & Air-conditioning, IC Engines, Engineering materials, Production Engineering and Industrial Engineering and relevant topic from subject.
2605-03	**Electronics**	Electrical Machine, Generation, Transmission and Distribution of Electrical Power, Electrical Circuit and Analysis, Electronics Component and Device, Digital Electronics, Microcontroller Microprocessor And Peripheral devices, Control System, Electrical and Electronics Instrumentation and Measurement, Industrial Electronics and Control, Electrical and Electronics Engineering Materials, Maintenance and Repair of Electrical & Electronics Equipment, Advanced Topics and relevant topic from subject.
2605-04	**Instrumentation**	Applied/Engineering Mathematics, Electronic components, devices and circuits, Electronics and Electrical Measurements and calibration, Industrial Instrumentation and Measurement of Process variables, Sensors and transducers, Control System and Process controllers, Analog and Digital Electronics, Micro Processors and Micro controllers, Basics of Programmable logic controllers (PLC) and Distributed control Systems (DCS), Programming in C Language.
2605-05	**Computer Science**	Fundamentals of Computer, Introduction to C/C++ and PHP Programming, Object Oriented Programming Principals, Data Structures and Algorithms, Database Management System and SQL Queries, Operating Systems, Software Engineering, Computer System Organisation, Computer Networks, Web Technologies, Knowledge of Python, Digital Electronics/Switching Theory, Logical Devices and relevant topic from subject.
2605-06	**Information Technology**	Fundamentals of IT, Introduction to Java Programming, Data Structures and Algorithms, Database Management System and PL/SQL Queries, Operating Systems, Software Engineering, Windows/Linux System Administration, Computer Networks, Web Technologies (HTML, CSS, Java Script, Client/Server Architecture, etc),Digital Electronics/Switching Theory, Logical Devices and relevant topic from subject.
2605-07	**Civil**	Strength of Material, Structural Mechanics, RCC Design, Steel Design, Concrete Technology, Construction Material Estimation , Costing & Valuation, Building Planning & Construction, Basics of Construction Equipments, Contracts & Tendering, Codes & Standards, Engineering Drawing, Transportation Engineering, Quantity Surveying, Geo-Technical Engineering, Water Resources Engineering, Environmental Engineering, Public Health Engineering, Construction Management.
2605-08	**Chemical**	Applied Mathematics, Material and Energy Balance, Chemical

		Engineering Thermodynamics, Chemical Technology, Chemical Reaction Engineering, Process Plant Utilities, Heat Transfer, Fluid Mechanics, Mass Transfer Operations, Material Science, Unit operations, Process Control and Instrumentation, Process Equipment Design and relevant topic from subject.
2605-09	**Fire & Safety**	Physics and Chemistry of Combustion, Principle of Fire Extinguishment and Heat Transfer. Fire Extinguishing Agents, Basics of Fire Detection and alarm system, Fixed Fire Protections System, Fire Services Hydraulics, Fire Safety Laws, Codes and standards, Inspection, Testing and Maintenance of Fire Fighting Systems, Safety Management, Safety in Construction, Safety Work Permits Systems, Personal Protective equipment. Occupational/Work Place Hazards and their classification, Physical and Chemical Properties of Chemicals and Gases.
2605-10	**Physics**	Mechanics, Waves and Optics, Electricity and Magnetism, Heat and Thermodynamics, Modern Physics, Solid State Physics and Electronics, Mathematical Physics and relevant topic from subject.
2605-11	**Chemistry**	**Basic Mathematical Concepts (10+2 Level):** Functions, maxima and minima, integrals, ordinary differential equations, vectors and matrices, determinants, elementary statistics. **Physical Chemistry:** Mole concept, Basic quantum mechanics, Atomic and Molecular Structure, Chemical Thermodynamics, Phase equilibria, Electrochemistry, Chemical Kinetics, Adsorption. **Inorganic chemistry:** Periodic table, chemical bonding, Main group elements, Transition metals. **Organic Chemistry:** Basic Concepts in Organic Chemistry and Stereochemistry, IUPAC naming, Organic Reaction Mechanism, Name reactions. **Analytical chemistry:** Instrumental method of analysis, Principles of qualitative and quantitative analysis, Acid-base, oxidation- reduction and complexometric titrations, Precipitation reactions, Use and types of indicators, Use of organic reagents in inorganic analysis, Radioactivity, nuclear reactions, applications of isotopes, Mathematical treatment in error analysis, accuracy and precision, elementary statistics and probability theory, Atomic and molecular spectroscopy, Beer-Lambert's law, fundamental concepts of rotational, vibrational, electronic and magnetic resonance spectroscopy. Chromatography.

3. Syllabus For the Post of Technician 'B' (Post Code No. 2606-01 to 2606-12) :-		
2606-01	**Fitter**	Marking, Tools and Measurements, Material (Iron, Steel and other metals), Drilling, Instruments, Bearings, Lathe and other processes, Nut and Bolts, Pipes and Pipefitting, Welding, Power Transmission, Lubricants and Lubrication, Pneumatics and hydraulics and relevant topic from subject/trade.

2606-02	**Information & Communication Technology (ICTSM) System Maintenance**	Basic Electrical & Electronics, Semiconductor Devices &Digital Electronics, Hardware PC Maintenance & Troubleshooting, Operating Systems & Network Management.
2606-03	**Electrician / Electrical**	Basics, Fuse and Relays, Cells and Batteries, Machines and Motors, Alternating current, Transformers, Wiring Systems, Electrical Measuring Instruments, Lighting, Basic Electronics and Digital Electronics, Power generation, Transmission and Distribution and relevant topic from subject/trade.
2606-04	**Electronics**	Basics of Electronics and Electrical Fundamentals, Power Electronics, Opto-Electronics, Sensor and Transducers, Communication, Amplifiers and Oscillators, Digital Electronics, LED Lights and Solar Power, Electronic Gadgets and relevant topic from subject/trade.
2606-05	**Electronics Mechanic**	Basics of Electricity, AC and DC measurements, Batteries / Cells cables and connectors; Soldering, Printed Circuit Boards, Passive components, Transformers, Rectifiers and IC Regulators, Transistor, Amplifiers, Power electronics components, Basic Gates and combinational circuits; Electronic Test Instruments, Communication Electronics, Basics of Microcontrollers(8051)& IoT modules, Sensors, Transducers & applications, Fibre optic communication; Basics of Computer Applications and Hardware, UPS and SMPS, Networking & Operating System; Basics of MS Office.
2606-06	**Instrumentation**	Basic Electricity & Electronics, AC and DC circuits, Passive components, Transformers, Transducers, Industrial Sensors & applications; Semi conductor devices, analog and digital circuits; Electronic Test Instruments, Calibration, Control and Testing. Basics of Computer Applications and Hardware; Basics of MS Office; Soldering Workshop safety Practices.
2606-07	**Refrigeration & Air Conditioning**	Basics in Refrigeration, Fundamentals in electrical engineering, AC & DC motors including VFDs, Different welding techniques, Types of refrigerators, air conditioners , Package units, Centralised industrial Air Conditioning, Direct expansion systems / In direct expansion AC systems, Frost free refrigerators, Types of refrigerants/ Eco friendly refrigerants, Automobile AC systems, Different parts of AC system: compressor, condenser, expansion valve and evaporator, ducts, cooling towers, Types of condensers, Fundamentals of Water cooler/visible cooler & bottle cooler/deep freezer/ice cube machine/ice candy plant/ice cream plant and walk in cooler & reach in cabinet, Cold storage type AC systems.
2606-08	**Draughtsman (Civil)**	Engineering Drawing & CAD, Building Construction & Materials, Surveying, Estimation & Costing, Infrastructure, water-supply, sanitation , IS codes, Basic Mathematics & Physics.
2606-09	**Draughtsman (Mechanical)**	Drawing Instruments, Geometrical Construction & Projections, Sectional Views & Fasteners, Limits, Fits, and Tolerances, Assembly & Detailed Mechanical Drawings, Machinery, Transmission & Fabrication, Computer Aided Drafting (CAD), Engineering Science.
2606-10	**Fire & Safety**	Basic Fundamentals of Fire Science and Safety, Physical and Chemical Properties of Chemicals and Gases, Classification of Fire, Principle of Fire Detection and Fire Extinguishment, Types of Fire Extinguishers, Understanding Pipe Fitting and Jointing Techniques,

		Classification of Pumps and its components, Safety Sinages, Colour coding of Fixed Fire Protection systems. Understanding of Industrial Pipe Colour code.
2606-11	**Plumber**	Plumbing Material, Water Supply Engineering, Sanitary Engineering, Pumps & Valves, Plumbing, Drawings, Estimation & Measurement, Codes & Standards, Practical Knowledge of all types of plumbing works including installation, maintenance , testing & commissioning.
2606-12	**Mechanic (Diesel)**	Introduction to Trade, Occupational Safety and Energy Conservation, System of Measurements, Tools and Equipment, Basic Electricity and Electronics, Vehicle Systems and Components, Heat treatment, Welding, Non-destructive testing, Introduction to Hydraulics & Pneumatics, Auto Industry and Introduction to Engines and components, Intake and Exhaust System, Diesel & Petrol Fuel System, Components, Electronic Diesel & Petrol Control, Types of Emission and Emission Control, Workshop Calculations, Basic Science, Advance technologies in Automobile, Maintenance and Troubleshooting, Engine Cooling Systems and relevant topic from subject/trade.

13 ADMISSION TO THE EXAMINATION:

13.1 SCL will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Computer Based Test and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age etc. and satisfy themselves that they are eligible for the post. The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by SCL. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by SCL. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.

13.2 Admit Card for Computer Based Test will be issued online on the Website of SCL. **Candidates are therefore advised to regularly visit the SCL website (i.e. www.scl.gov.in/career.html).**

13.3 Candidate must write Registration Number, Application Number, Roll Number, registered e-mail ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to SCL. Communication from the candidate not furnishing these particulars shall not be entertained. In case of any clarification, candidates may send their e-mail to rectt@scl.gov.in. No other interim correspondence will be entertained.

13.4 Facility to download Admit card with the city of Computer Based Test will be made available 10 days before the examination on the website of SCL. However, complete address of examination centre will be made **available 3 days before the examination** on the website of SCL. Candidate must bring printout of the final Admit card with complete address of examination centre to the Examination Hall.

13.5 In addition to the Admit card, it is mandatory to carry **at least two recent passport size colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admit card,** such as:

13.5.1 Aadhaar Card/ Printout of E-Aadhaar,

13.5.2 Voter's ID Card,

13.5.3 Driving License,

13.5.4 PAN Card,

13.5.5 Passport,

13.5.6 Employer ID Card (Govt./ PSU),

13.5.7 Ex-Serviceman Discharge Book issued by Ministry of Defence,

13.5.8 Any other photo bearing ID Card issued by the Central/ State Government.

13.6 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 Admit Card and photo ID/Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

13.7 PwBD/PwD candidates availing the facility of scribes shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination (Refer Para 6&7).

13.8 Any other document mentioned in the Admit Card shall also be carried by the candidates while appearing in the Examination.

13.9 Applications with blurred photograph and/or signature will be rejected.

14 DOCUMENT VERIFICATION (DV):

14.1 Candidates who will be called for Document Verification are required to appear in person with the photocopies and original documents.

14.2 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof as listed at Para 13.5 above while appearing for the Document Verification.

14.3 Candidates will have to submit copies of following documents:

14.3.1 Matriculation/ Secondary Certificate.

14.3.2 Educational Qualification Certificate(s) including ITI / Diploma / Graduation or above as per Educational Qualifications mentioned in Para 1.

14.3.3 Caste / Category Certificate, if belongs to reserved categories.

14.3.4 Persons with Benchmark Disabilities Certificate in the required format, if applicable.

14.3.5 For Ex-Servicemen (ESM):

14.3.5.1 Serving Defence Personnel Certificate as per **Annexure-IV**, if applicable.

14.3.5.2 Undertaking as per **Annexure-V**.

14.3.5.3 Discharge Certificate, if discharged from the Armed Forces.

14.3.6 Relevant Certificate, if seeking any age relaxation as mentioned in Para 3, by the Competent Authority.

14.3.7 **No Objection Certificate:** In case already employed in Central Govt./ State Govt./Union territory/Public Sector Undertakings/ Autonomous Bodies etc. have to submit 'No Objection Certificate' from the employer concerned, at the time of Skill Test/ Personal Interview or as and when called for. However, the candidate should apply for the post only under intimation to and with the prior permission of employer. A candidate, who may gain/change employment after applying for the post, is required to inform the employer, the particulars of his/her application and shall mandatorily submit the NOC in original to SCL. Any candidate who fails to submit NOC in original at the time of Skill Test/ Personal Interview, shall not be permitted to appear in the Skill Test/ Personal Interview and Travelling Allowance(TA) will not be paid.

14.3.8 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:

14.3.8.1 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;

14.3.8.2 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.

14.3.8.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.

14.3.8.4 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.

14.3.9 Any other document specified in the Admit Card for DV, if any.

14.3.10 As per Ministry of Human Resource Development Notification dated 10-06-2015 published in the 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 Grants 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. In case of the candidates possessing such degrees/ diplomas/certificates awarded through Open and Distance Learning mode of education, such candidates shall also produce approval given to the University by the Distance Education Bureau, University Grants Commission for the relevant period at the time of Document Verification.

14.3.12 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.

14.3.13 All the candidates who are called for documents verification will be required to produce the relevant Certificates such as Mark sheets for all years/semesters of Graduation/ Provisional Certificate/Degree of Graduation in original as proof of having acquired the minimum educational qualification on or before the cut-off date, failing which the candidature of such candidates will be cancelled by SCL. 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 has been declared passed, will also be considered to meet the educational qualification. **It is reiterated that the result of requisite educational qualification must have been declared by the Institute/ University by the specified date. Mere processing of the result by the University/ Institute by the cut-off date does not fulfil the Educational Qualification requirement.**

14.3.14 **In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification failing which his candidature for the post applied may not be considered. However, final decision regarding selection of such candidates will be taken by SCL**.

15 MODE OF SELECTION:

15.1 SC, ST, OBC(NCL), EWS, ESM and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per, their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC(NCL), EWS, ESM and PwBD candidates.

15.2 SC, ST, OBC(NCL), EWS, ESM and PwBD candidates who qualify on the basis of relaxed standards viz., age limit, experience etc., irrespective of his/her merit position, is to be counted against reserved vacancies and not against unreserved vacancies. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

15.3 A person with benchmark disability who is selected on his own merit can be appointed against an unreserved vacancy.

15.4 Success in the examination confers no right of appointment unless SCL is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

15.5 The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at any stage of 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 Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled.

16 ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

16.1 If candidates are found to indulge at any stage in any of the malpractices, their candidature for this examination will be cancelled and they will be debarred from the examinations of SCL as per Government guidelines

16.2 SCL may also report the matter to Police/ Investigating Agencies, as deemed fit. SCL may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

17 SCL'S DECISION FINAL:

The decision of SCL in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection etc. will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

18 COURT'S JURISDICTION:

Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction **over S.A.S. Nagar (Mohali) and Chandigarh.**

19 DISQUALIFICATIONS:

No person, (a) who has entered into, or contracted a marriage with a person having a 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 the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

20 IMPORTANT INSTRUCTIONS TO CANDIDATES:

1. In case of any dispute arises on account of interpretation in language versions other than English, the English version shall prevail.
2. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the SCL website on account of heavy load on the web site during the closing days.
3. Candidates seeking reservation benefits available for SC/ST/OBC(NCL)/EWS/PwBD/ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Advertisement. They should also be in possession of the certificates in the prescribed format **(As per attached Annexures)** in support of their claim.
4. When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the Application Form for their own records.
5. Before submission of the final online application as the case may be, candidates must check that they have filled correct details in each field of the form. After submission of online application form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, e-mail, by hand, etc. shall not be entertained by SCL and will be summarily rejected.
6. The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of SCL.
7. Applications with miniature/ blurred Photograph and/ or photos not as per format will be summarily rejected. Similarly, applications with miniature/ blurred Signature & thumb impression will be rejected.
8. Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by SCL through e-mail/ SMS.
9. SCL may use the Aadhaar data of the candidates for verification purpose subject to due authorization from competent authority.
10. The candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Government Employer ID Card, ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate (as listed at Para-13.6) in proof of their Date of Birth. In case of mismatch in the date of birth mentioned in the Admit Card and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwBD/ PwD candidates using the facility of scribes shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, **as specified therein.**
11. In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT Act.
12. Admit card may be downloaded twice, initially, without the complete address of centre of examination and second time i.e. 3 days prior to examination with complete address of examination centre.
13. The candidate also has to clearly mention his/her graduation course name for eg-B.A. (Honours) in case of Bachelors in Arts (Honours), B.Sc. For Bachelors in Science etc.
14. If candidates with higher qualification and / or experience in addition to those prescribed as minimum to apply, they may be called for Written Test / Skill Test / Personal Interview for the post for which they have applied, but the higher qualification and / or experience shall not give

the candidate any edge over other candidates adequately qualified as per the advertisement. The selected candidates shall be offered only the advertised grade / post.
15. The post is temporary, but likely to be continued.
16. The appointees are liable to work in round the clock shifts for technical positions.
17. The Applicant should not have any criminal record/ any legal case contemplated against him.
18. Travelling Allowance: • For All candidates - For Skill Test & Personal Interview. • Outstation candidates qualified for Skill test/ Personal Interview, will be paid to and fro Sleeper Class train fare or ordinary bus fare by the shortest route from the address given in the web application to the place of skill test, on production of proof of journey such as the Railway Ticket(s) or Bus Ticket(s), etc. If the candidate travels in a higher class, then only Sleeper Class train fare excluding reservation charges / Ordinary Bus fare will be paid. Decision to pay Travelling Allowance or otherwise is reserved with SCL.
19. TA/DA will not be paid for appearing in Computer Based test.
20. If any information furnished on-line is found to be false, the candidate will not be allowed for the Personal Interview/ Skill Test and TA will not be paid.
21. Any further addendum/corrigendum/updates will only be published on our website **www.scl.gov.in/career.html**.
22. Depending on the requirement, SCL reserves the right to cancel / restrict / curtail / increase the number of vacancies, if need so arises, without any further notice / without assigning any reasons thereof.
23. Canvassing in any form will result to disqualification.
24. It is for candidate to ensure that he/she fulfils the eligibility criteria and complies with the requirements adhered to the instructions contained in this advertisement as well as in the application form. Candidates are therefore, advised to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.
25. Candidates are requested to be careful while filling on-line application and are expected to give only valid/genuine inputs which can be authenticated through valid and appropriate/prescribed documentary evidence. Giving false inputs/advertent wrong entries while filling up on-line application form, will lead cancellation of candidature of the candidate during recruitment process/after selection.
26. The Post Code No. 2601, 2602, 2603 & 2604 mentioned under heading "Administrative Posts" are purely of Administrative Cadre & candidates possessing Technical Degree will not have any claim for inclusion in Technical Cadre posts at SCL. Similarly, the Post Code No. 2605-01 to 2605-11 & 2606-01 to 2606-12 mentioned under heading "Technical Posts" are purely of Technical Cadre & candidates possessing Administrative Degree will not have any claim for inclusion in Administrative Cadre posts at SCL.

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

- **KEEP ON VISITING SCL WEB-SITE www.scl.gov.in/career.html FOR LATEST UPDATES ON THE STATUS OF YOUR APPLICATIONS.**
- **ANY ADDENDUM/ CORRIGENDUM SHALL BE POSTED ON THE WEBSITE ONLY.**

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____(name of the candidate with disability), a person with _____(nature and percentage of disability as mentioned in the certificate of disability), S/o/ D/o_____a resident of _____Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owning to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____(name of the disability) appearing for the _____ (name of the examination) bearing Roll No_____ at _____ (name of the centre) in the District _____, _____(name of the State/ UT) My qualification is _____

I do hereby state that _____(name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination

I do hereby undertake that his/ her qualification is _____ In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date:

DECLARATION BY THE SCRIBE/WRITER

I _____ S/o,W/o, D/o _____ Resident of _____ holder of identification No._____ have agreed to act as scribe for PwBD candidate for Mr./Mrs./Ms._____ S/o,W/o,D/o_____ the examination for the post of _____ with Application registration No. _____. I declared that my educational qualification as on date _____ is (Tick the box):

Below Metric	Metric	10+2	Graduate	Post Graduate

If the above declaration is found false, I shall be solely responsible for the consequences and loss suffered by the candidate.

Signature of the Scribe

Space for pasting of recent passport size photograph of Scribe to be cross self-attested

Attestation by Gazetted Officer

Name_____

Date_____

Stamp_____

Certificate for serving Defence Personnel

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

(Signature of Commanding Officer)

Office Seal

Place:

Date:

Annexure - V

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I .....,bearing Roll No.....,appearing for the Document Verification of the .....Examination, 20....., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....

Name: .....

Roll Number: .....

Date: .....

Date of appointment in Armed Forces: .....

Date of Discharge: .....

Last Unit/ Corps: .....

Mobile Number: .....

Email ID: .....

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/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or 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 format 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 recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Castes) 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 Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956_____
The Constitution (Andaman and 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@
The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@

The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Order (Amendment) Act 2007@
%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 Shri/Shrimati/Kumari*_____of village/town*_____ in District/Division* _____of the State/Union Territory*_____ who belong to the _____ Caste/Tribe which is recognized 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)

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/Ist 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.

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____

in District/Division _____ in the State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act,1950.

Government of .....

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date _____

VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari _____son/daughter/wife of _____permanent resident of _____, Village/Street_____PostOffice_____District_____in the State/ Union Territory_____PinCode_____whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her 'family'** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____ His/ her family does not own or possess any of the following assets *** :

I. 5 acres of agricultural land and above;

II. Residential flat of 1000 sq. ft. and above;

III Residential plot of 100 sq. yards and above in notified municipalities;

IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari_____belongs to the _____caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office_____

Name_____

Designation_____

Recent Passport size attested photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph

(Showing face only) of the person with disability.

Certificate No. Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____ registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

Form - VI
Certificate of Disability
(In cases of multiple disabilities)
[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph

(Showing face only) of the person with disability.

Certificate No. Date:

This is to certify that we have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____.

Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		

9. Deaf £
10. Hard of Hearing £
11. Speech and Language disability
12. Intellectual Disability
13. Specific Learning Disability
14. Autism Spectrum Disorder
15. Mental illness
16. Chronic Neurological Conditions
17. Multiple sclerosis
18. Parkinson's disease
19. Haemophilia
20. Thalassemia
21. Sickle Cell disease

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (…….number and date of issue of the guidelines to be specified), is as follows:

In figures: - ---------- percent
In words:- ---------- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :
   (i) not necessary,
   or
   (ii) is recommended/after ..... years ..... months, and therefore this certificate shall be valid till ----- ----- ------

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs
# e.g. Single eye
£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.

Form – VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)
(See rule 18(1))

Recent passport size attested photograph (Showing face only) of the person with disability

Certificate No. Date:

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY)_____ _____ ____ Age _____ years, male/female _____ Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (……..number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			

10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) ____ ____ ____

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

(Authorized Signatory of notified Medical Authority)

(Name and Seal)

Countersigned
{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Signature/thumb impression of the person in

whose favour certificate of disability is issued

Note: In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District