

(TO BE ADVERTISED ON 24.08.2013)  
**STAFF SELECTION COMMISSION NORTH WESTERN REGION**  
**(GOVERNMENT OF INDIA)**

**Website: [www.sscnwr.org](http://www.sscnwr.org)**  
ADVERTISEMENT NO. SSC/NWR-2/2013  
(TO BE ADVERTISED ON 24.08.2013)  
CLOSING DATE : 21.09.2013

**CAT No.: NWR-1:** Twenty Three Posts of Carpet Training Officer in M/o Textiles offices located at J&K state.

Pay Scale: Rs. 9300-34800 with G.P. 4200/- (revised) (General Central Services, Group 'B' Non Gazetted).

Vacancy: 23(13-UR, 06-OBC, 03-SC, 01-ST) (Post is identified not suitable for PH candidates so they need not apply).

Age : Upto 28 years. {Upper age is Relaxable by 3 years for OBC candidates and 5 years for SC & ST candidates } (Upper Age limit is also Relaxable for Central Govt. Civilian Employees upto 35 years in case of General Candidates, upto 38 years in case of OBC candidates & upto 40 years in case of SC/ST candidates)

EQ: Degree of a recognized University

DQ:- 1. Knowledge of Carpet Industry.  
2. Experience & Aptitude in development work of Handicrafts and small scale industry.

or

Collection, compilation and interpretation of statistical data.

I.P.: Srinagar , Baramulla, Anantnag, Pulwama (J&K)

All India Service Liability involved – No, only for J&K state.

J.R: To assist AD/DDs in implementing the schemes. Over all supervision of Carpet Training Centres. Supervision of training imparted to the trainee Arrangement of raw material, tools & equipments for the trainees.

To maintain the attendance register and ensure the proper disbursement of salary, stipend and wages to concerned.

Applications are invited for the following post under Government of India falling within the jurisdiction of Staff Selection Commission (**NORTH WESTERN REGION**), Chandigarh.

**ABBREVIATIONS USED:** UR: Unreserved, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, Ex-S.: Ex-Serviceman, PH : Physically Handicapped, OH: Orthopedically Handicapped, HH:Hearing Handicapped, OL: One Leg, BL: Both Legs, OA: One Arm, OAL: One Arm and One Leg, VH: Visually handicapped, IPO: Indian Postal Order, CRFS: Central Recruitment Fee Stamps, Deg. : Degree, Dip.: Diploma, Equiv.: Equivalent, Profi-test: Proficiency Test, Recog.: Recognized, AISL: All India Service Liability, Univ.: University, Instt.: Institute, Insttn.: Institution, M/o: Ministry of, D/o: Department of, O/o: Office of, PC: Post Code, PS: Pay Scale, IP: Initial Posting, EQ: Essential Qualification, DQ: Desirable Qualification, JR: Job Requirement, CGCE :Central Government Civilian Employee. G.P.: Grade Pay

**2. FEE PAYABLE:** Rs. 50/- (Rupees fifty only). No fee for SCs, STs, Female candidates, Physically Handicapped and Ex-Servicemen. However, such EXS candidates who have already secured employment under the Central Govt. in Civil side after availing the benefit given to them as EXS for their re-employment are eligible for age-relaxation only prescribed for EXS for securing another employment in a higher grade but will not be eligible for the benefit for reservation for EXS & would have to pay the requisite fee of Rs. 50/- for this recruitment.. Fee concession is not admissible to sons & daughters or dependents of EXS. Service Clerks in the last year of their colour service are also not exempted from payment of fee.

NOTE: - Mode of payment of Examination fee has been indicated in para-7 of these Instructions.

### **3. PRELIMINARY SELECTION:**

Mere fulfilling of minimum prescribed qualification, etc. will not entitle candidates to be called for Interview. Shortlisting of candidates for Interview will be done on the basis of the marks in respective field or the percentage of marks in the screening test, if conducted. Therefore candidates are advised to fill the column no. 17 of Application form very carefully. **Actual percentage with two decimal digits of Aggregate marks of all subjects at Intermediate/Degree/PG level should be indicated in column of percentage.** No representation would be entertained if Wrong/less percentage is filled by candidate and recruitment process may be completed accordingly.

**SCREENING TEST:** The Commission may, at its discretion, decide to hold a screening test where it is felt necessary, before Interview/Proficiency test, keeping in view specific requirements for the post as per the provisions of RRs.

Only such of the candidates who qualify in the screening test at the standard fixed by the Commission, at its discretion, would be eligible for being called for Interview/Proficiency test.

**4. HOW TO APPLY:-** Applications must be submitted in the form published along with the advertisement in the Employment News/Rozgar Samachar of **24.08.2013**. The applications may be typed out in double space or Computer printed or written in hand neatly, but format should be the same as published. Candidates may use a photocopy of the form published in the Employment News but should not use Employment News /Rozgar Samachar cuttings as Application forms.

**Note:** - Applications submitted on a format which is not exactly the same, as published in this Advertisement, are liable to be rejected summarily.

**The applications should be addressed to the Deputy Regional Director (NWR), Staff Selection Commission, Block No. 3, Kendriya Sadan, Sector-9 Chandigarh-160017. Fees should be paid only by way of CRFS.**

**5. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:**

I. Central Recruitment fee stamps affixed and clearly cancelled by the issuing post office on the application form, so that the date of cancellation by the Post Office is clearly visible.

II. One recent passport size photograph should be pasted (NOT STAPLED) on the space provided in application form. Another copy of the same photo should be retained by the candidate for use at the subsequent stage of recruitment. Candidates must sign in the box below the photograph (column 21 of the application form). They should invariably sign at the end of application form below the declaration part (column 22). The signature should be in running hand (Not in Capital Letters) and in the same style/language as in the space below the declaration.

III. Candidates who wish to be considered against vacancies reserved or seek age relaxation must submit requisite certificate from the competent authority, in the prescribed format at the time of Skill Test/ Interview or whenever such certificates are sought by this Sub Regional Office. Otherwise, their claim for SC/ST/OBC/PH/EXS status will not be accepted and their candidature will be considered under GENERAL (UR) category. The formats of the certificates are annexed. **The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-IV issued by the competent authority at the time of last tier of Examination i.e. Skill Test/Interview. Candidates claiming OBC status, the certificate on creamy layer status should be obtained within 3 years before the closing date i.e. 21.09.2013 in the prescribed format only. Certificate issued upto the last tier of examination i.e. Skill Test/Interview will also be accepted by the Commission.**

IV. Attested copies of certificates showing age and educational qualifications.

V. Documents in support of claim of age-relaxation (for categories not covered in item III above).

VI. Attested copies of experience certificates if required.

VII. Candidates in Govt. service are to attach an undertaking that they have informed in writing to their Head of Office/Deptt. that they have applied for this selection process. Departmental/Central Govt. Civilian Employee claiming age relaxation, wherever applicable, must submit requisite certificate in the format given at Appendix-V. They are eligible for age relaxation if they have rendered 3 years regular and continuous service as on the closing date of receipt of application.

**NOTE:**

- i. Candidates should note that the date of birth as recorded in the Matriculation or an equivalent certificate will be accepted by the Commission and no subsequent request for its change will be considered.
- ii. If the above documents are not submitted along with the application, the application will be rejected summarily at any stage of the recruitment process and no request for revival will be considered.
- iii. Incomplete or unsigned applications or signed in capital letters in English, or applications without photograph, will be rejected summarily.
- iv. **A candidate should submit only one application .**
- v. Copies of all attested certificates should be clear and legible. Applications without legible copies of certificates will be rejected summarily.
- vi. The details in the application form should be hand-written by the candidate himself.
- vii. All signatures done on the Application Form must be in running script(not in Block letters), in the same language and in same manner otherwise application will be rejected.

**6. IMPORTANT INSTRUCTIONS:**

- i. Certificates in support of educational qualifications must have been obtained from a recognized University/Institute/Board. Candidates whose marks in Essential Qualification are indicated by Grades etc. should enclose a certificate from the concerned Board/University indicating the equivalent marks/percentage.
- ii. Closing date for the receipt of application is **21.09.2013**.
- iii. Age limits, Essential qualifications are to be reckoned as on 21.09.2013.  
SC/ST candidates must submit prescribed certificate in the proforma given at Appendix III. Like-wise OBC candidates must submit

- prescribed certificate in the proforma given at Appendix-IV., No age relaxation is admissible to sons and daughters (of an EXS) by virtue of their father being an EXS.
- iv. Upper age-limit is relaxable for retrenched employees of Chukha Hydel project authority in Bhutan who were directly recruited, to the extent of regular service rendered by them with the authority (period of service rendered by the retrenched employees will be decided on the basis of certificate issued by the Chukha Hydel Project authority).
- v. All persons who had ordinarily been domiciled in the state of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989 shall be eligible for relaxation in the upper age-limit **by five years in support of which the proof of residence must be submitted along with the application form duly signed by:-**
- a. The District Magistrate within whose jurisdiction he had ordinarily resided; or
- b. Any other authority designated in this behalf by the Govt. of J&K to the effect that he had ordinarily been domiciled in the State of Jammu & Kashmir during the period 1.1.80 to 31.12.1989.
- vi. Central Govt. Civilian Employees/Departmental candidates claiming age relaxation must have rendered not less than three years continuous service (on regular basis & not on ad-hoc basis) and must submit prescribed certificate in the proforma given at Appendix-V.
- vii. For Group 'C' posts, EXS fulfilling the conditions laid down by the Govt. from time to time shall be allowed to deduct military service from their actual age and such resultant age should not exceed the prescribed age-limit by more than three years (6 years in case of OBC and 8 years in case of SC/ST).  
For Group 'B' posts, ExS fulfilling the conditions laid by the Govt. from time to time shall be allowed age relaxation beyond the upper age limit by 5 years for General, 8 years for OBC and 10 years for SC/ST ExS candidates.
- viii. As per D/o Personnel & Training's O.M. No. 36034/6/90-Estt-SCT dated 24/04/92, such EXS candidates who have already secured employment under the Central Govt. in Civil side after availing the benefit given to them as EXS for their re-employment are eligible for age-relaxation prescribed for EXS for securing another employment in a higher grade but will not be eligible for the benefit for reservation for EXS & would have to pay the requisite fee of Rs. 50/- for this recruitment.

- ix. The period of 'Call up Service' of an EXS in the Armed forces shall also be treated as service rendered in the Armed forces. For any serviceman (of the three Armed Forces of the Union) to be treated as EXS for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for post/service, the status of EXS and/or should be in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would be released/discharged from the Armed Forces within the stipulated period of one year from the closing date (**i.e. 21.09.2013**) on completion of his assignment. Necessary certificate/undertaking should be submitted by the Ex-Serviceman candidate in the form prescribed in D/o Personnel & Training's O.M. No. 36034/2/91-Estt(SCT) dated 03/04/91. (Appendix I and II).
- x. **Upper age is relaxable only for posts/vacancies reserved for categories like SC/ST/OBC/EXS/PH. No such relaxation would be available to SC/ST/OBC candidates applying for UR posts/vacancies.**
- xi. For Group 'C' posts, Widows/Divorced Women/Women Judicially separated and who are not remarried belonging to Unreserved/General category are entitled to age relaxation upto 35 years as on the closing date of receipt of application. Similar women belonging to OBC and SC/ST category are entitled to further relaxation of 3 and 5 years, respectively.

7. Candidates are advised to pay the Examination fee in the form of CRFS for which they are not to pay any commission to the post office. These stamps are available at all departmental Post Offices of the country. These Recruitment Stamps may be pasted at the top left hand corner of the application form in the space earmarked for the purpose. Recruitment Fee Stamps must be got cancelled from the counter clerk of any post office (including the post office of issue) with the date stamp of post office in such a manner that the impression is clear and distinct to facilitate the identification of the date and the post office of issue, at any subsequent stage. After getting the Recruitment Fee Stamps cancelled from the post office, the candidate may submit the application to the North Western Regional Office of the Commission in the usual manner after completing other formalities.

**NOTE:** i) Fee once paid will not be refunded under any circumstances.

ii) Fee paid by IPO, cash, Bank Draft or pay order, will NOT be taken into consideration.

**8. More vacancies in equivalent/comparable Posts pertaining to same or other Departments may also be filled through this advertisement. Further, vacancies mentioned above are subject to change without notice.**

9. SC/ST candidates called for interview will be paid T.A. as per Govt. orders (if vacancy is reserved for SC/ST as the case may be) .

10. Canvassing in any form will disqualify the candidate.

11. The job requirements of the posts are indicated below each category to facilitate the candidates to understand the main functions to be performed after appointment to the post.

12. Candidates must submit separate applications and pay the fee separately for each category of post in case they wish to apply for more than one category. Candidates should also note that one envelope should contain application(s) of one candidate only.

13. All candidates in Govt. Service whether in a permanent or in temporary capacity or as work-charged employees other than casual or daily rated employees, or those serving under Public Enterprises, will be required to submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the post. These candidates may send their applications directly to the Commission after intimating their Head of Office/Department and need not send another copy through proper channel. They must ensure that the application complete in all respects reaches Staff Selection Commission by the closing date. Applications shall be rejected if received late and/or are not complete in all respects as provided in the rules.

Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidate to appear at the examination, their applications shall be rejected/candidature shall be cancelled.

14. Any dispute in regard to this recruitment will be subject to Chandigarh courts/Tribunals' jurisdiction.

15. No persons

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to service.

Provided that Central Government may, if satisfied that such marriage is permissible under the personal law 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.

**16.** A candidate must be in good mental and physical health and free from any physical defect likely to interfere with the efficient discharge of his duties as an Officer of the service. A candidate who after such medical examination as may be prescribed by the competent authority, is found not satisfying these requirements, will not be appointed.

**17.** Candidates should satisfy themselves that they are eligible for the post(s) they are applying as per the requirement mentioned in the advertisement. If at any stage it is detected that they are not eligible, their candidature will be rejected. Commission does not undertake scrutiny of applications at the initial stages and mere fact that they have been called for interview/screening test does not preclude the Commission from canceling their candidature if they are found not eligible for the post.

**18.** The application, complete in all respects, should reach the **Deputy Regional Director (NWR), Staff Selection Commission, Block No. 3, Kendriya Sadan, Sector-9 Chandigarh-160017** by **21.09.2013**. In the case of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Tripura, Nagaland, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad, their closing date for receipt of application would be **28.09.2013**. Application shall be rejected if received late and/or not complete in all respects as provided in the rules.



## INSTRUCTIONS FOR FILLING APPLICATION FORM

1. It may be noted that the Commission uses Common Application Form for its recruitment. Please go through the notice for the Recruitment and also these instructions carefully, before applying for any of the post mentioned in the Notice. You must satisfy yourself that you are eligible for the post for which you are applying.
2. Use only blue/black pen for filling up the Application Form.
3. Instruction have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available or require further clarification, further instruction given below may be gone through carefully.
4. Column 10 may be filled up carefully. Ex-Servicemen candidates are also required to fill up columns 10 and 10.1
5. PH candidates are required to fill up Columns 10, 11, 11.1, 16 & 16.1 as may be applicable. The Commission may decide to hold screening/skill test for certain posts and therefore, VH candidates should fill in columns 16 and 16.1.
6. Column No. 12.1 –Category like OBC/SC/ST/EXS/CENTRAL GOVERNMENT CIVILIAN EMPLOYEE (CGCE) etc. may be written in this column.
7. For all categories, age as on normal closing date for receipt of applications, should be indicated.
- 8. Column 17 Educational Qualification: Candidates are advised to fill this column very carefully . Actual percentage with two decimal digits of Aggregate marks of all subjects at Intermediate/Degree/PG level should be indicated in column of percentage. Candidates are required to submit only one application. No representation would be entertained if Wrong/less percentage is filled by candidate and recruitment process would be completed accordingly.**
9. Candidates should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfill the same. Documents in support of Essential Qualifications should invariably be furnished along with the application failing which the applications will be summarily rejected.
10. Column No. 19: Write your complete communication address including your Name in English in capital letters or in Hindi with blue/ black ball pen. Do not forget to write 6 digit PIN in the boxes.
11. Column No. 20: Paste your recent photograph of size 4cmx5cm. Do not staple and do not get the photo attested. Please note that your application shall be rejected summarily without photograph.

12. Column No. 21 and 22: Please do sign in running hand. Unsigned applications will be rejected. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Variations in the signature will render the application liable to be rejected.

### **Important Instructions**

- i. One envelope should contain application of one candidate only, else the application will be summarily rejected.
- ii. The envelope containing the application must be super scribed in bold letters as APPLICATION FOR THE POST OF **CARPET TRAINING OFFICER** ADVERTISED VIDE CATEGORY **NWR- 1** of **ADVT. NO. NWR-2/2013**
- iii. An application will be summarily rejected at any stage of the recruitment process for having incomplete information/wrong information/misrepresentation of facts/left unsigned (or signed in Capital letters in English)/submitted without fee where due/without a photograph pasted at the appropriate place/not accompanied by attested copies of certificates in support of claim for educational qualifications, age and category (SC/ST/EXS/OH/HH/OBC) or for submitting more than one application for any post.
- iv. If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Hr.Sec he/she is required to submit an attested copy of Gazette Notification to the effect that he/she changed his/her name after matriculation etc. The changed name should also have been indicated in the Gazette Notification.
- v. The Commission will not be responsible for postal delays.
- vi. Candidates should sign in the box below the photograph (**column 21**) and at specified place at the bottom of Application Form(**column 22**). If any variation is found in the signatures appended by him at different places or fails to sign at specified places, his/her candidature will be liable to be cancelled by the Commission.
- vii. **CANDIDATE SHOULD MINUTELY GO THROUGH ALL THE PROVISIONS IN THE NOTICE TO ENSURE THAT HE/SHE IS ELIGIBLE FOR THE POSTS FOR WHICH HE/SHE IS APPLYING IN TERMS OF REQUIREMENTS OF AGE, EDUCATIONAL QUALIFICATIONS ETC AS ON CRUCIAL DATE.**
- viii. Candidates must satisfy themselves that they fulfill the eligibility conditions specified for the post applied for and that they have enclosed necessary documents (in prescribed format wherever applicable). If it is detected at any stage that the candidate does not fulfill eligibility conditions or he has not submitted along-with the application the required documents, his candidature will be rejected.

**APPENDIX-I**

Form of certificate for serving Defence Personnel (Please see Para 6(x) of Notice for the Examination).

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)\_\_\_.

Place: Signature of Commanding Officer

Date: Office Seal:

**APPENDIX-II**

Undertaking to be given by the Ex. Serviceman candidates covered under Para 6(ix) of Notice.

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

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

I further submit the following information:

- a). Date of appointment in Armed Forces:
- b). Date of discharge:
- c). Length of service in Armed Forces:
- d). My last Unit/Corps(with full address & telephone No.):
- e). If re-employed, name & address of employer with Ph. No.:

Place: Signature of Candidate

Date:

**Format for SC/ST Certificate**

*A candidate who claims to belong to one of the Scheduled Castes or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the 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 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/Smt./Kumari\* \_\_\_ Son/daughter\* of \_\_\_ of village/Town\* \_\_\_\_\_ in District/ Division\* \_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_Caste/Tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe\* 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 (Scheduled Castes) orders (Amendment) Act, 1990@

The Constitution (Scheduled Tribes) orders (Amendment) Act 1991@

The Constitution (Scheduled Tribes) orders (Second Amendment) Act, 1991@

The Constitution (Scheduled Tribes) orders (Amendment) Ordinance 1996.

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati\* \_\_\_\_\_ Father/mother\* of Shri/Srimati/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\* as issued by the \_\_\_\_\_ dated \_\_\_\_\_.  
%3. Shri/Shrimati/Kumari\* and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_.

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
(with seal of office)

State/Union Territory\* \_\_\_\_\_  
Place \_\_\_\_\_  
Date \_\_\_\_\_

\* Please delete the words which are not applicable.

@ Please quote specific presidential order.

% Delete the paragraph which is not applicable.

**NOTE:** The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/Tribe Certificates:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/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.

**APPENDIX - IV**

***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 \_\_\_\_\_ District/Division\*  
\_\_\_\_\_ in the \_\_\_\_\_ State  
belongs to the \_\_\_\_\_ Community which is recognized as a backward  
class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India Extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India Extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/99-BCC dated 6th December, 1999, published in the Gazette of India, Extraordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extraordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extraordinary Part-I, Section-I, No.210 dated 21.9.2000.
- xii) Resolution No.12011/59/2000-BCC dated 6<sup>th</sup> September, 2001, published in the Gazette of India, Extraordinary Part-I, Section-I, No.246 dated 06.09.2001.

xiii) Resolution No.12011/1/2001-BCC dated 19<sup>th</sup> June, 2003, published in the Gazette of India, Extraordinary Part-I, Section-I, No.151 dated 20.06.2003.

xiv) Resolution No.12011/4/2002-BCC dated 13<sup>th</sup> January, 2004, published in the Gazette of India, Extraordinary Part-I, Section-I, No.9 dated 13.01.2004.

Shri/Smt./Kumari\* \_\_\_\_\_ and/or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division\* of the \_\_\_\_\_ State.

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 OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004- Estt(Res) dated 09.03.2004 and 14.10.2008.

Dated: \_\_\_\_\_ District Magistrate or  
Seal: \_\_\_\_\_ Deputy Commissioner etc.

**Note:**

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

(i) *District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate).*

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

(iii) *Revenue Officer not below the rank of Tehsildar.*

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

**APPENDIX-V**

**Form of certificate to be submitted by departmental candidates seeking age-relaxation.**

*(To be filled by the Head of the Office of Department in which the candidate is serving)*

It is certified that Shri/Smt./Km.\* \_\_ is a Central Govt. employee holding the Group \_\_ non-technical post of \_\_ in the pay scale of Rs.\_\_ with 3 years regular service in this post as on ----- . The nature of duties performed by him/her\* during the last three years, duly certified is detailed in the attached sheet.

\* Please delete the words which are not applicable.

Signature\_\_

Name\_\_

Office Seal\_\_

Place: \_\_

Date: \_\_



**APPENDIX-VI**

<b>Educational Qualification (EQ)</b>	<b>Code</b>
Matriculation	01
Intermediate	02
Certificate	03
Diploma	04
BA	05
BA(Hons.)	06
B.Com	07
B.Com(Hons.)	08
B.Sc	09
B.Sc(Hons.)	10
B.Ed	11
LLB	12
BE	13
B.Tech	14
AMIE(part A & part B)	15
B.Sc(Engg.)	16
BCA	17
BBA	18
Graduation issued by Defence (India Army, Air Force, Navy)	19
B.Lib	20
B.Pharma	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com	26
M.Sc	27
M.Ed	28
LLM	29
ME	30
M.Tech	31
M.Sc(Engg.)	32
MCA	33
MBA	34
5 years experience in Administration, Accounts works	35
Two years experience as a Dietician	36
OTHERS	37

## Subject Code for Educational Qualification

Subject of Educational Qualification	Code
History	01
Political Science	02
Economics	03
English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12
Geology	13
Geo-Physics	14
Botany	15
Zoology	16
Agriculture Science	17
Civil Engineering	18
Electrical Engineering	19
Mechanical Engineering	20
Electronics Engineering	21
Electronics & Power Engineering	22
Electronics & Communication Engineering	23
Electronics Instrumentation Engineering	24
Agriculture Engineering	25
Computer Science	26
Computer Application	27
Information Technology	28
Library Science	29
Accountancy	30
Meteorology	31
Business Administration	32
Hydro-meteorology	33
Journalism	34
Mass Communication & Journalism	35
Pharmacy	36
Photography	37
Printing Technology	38
Nursing	39
Assamese	40
Bengali	41
Malayalam	42

Telugu	43
Kannada	44
Tamil	45
Marathi	46
Gujarati	47
Urdu	48
Sanskrit	49
Food Nutrition/Food Service Management and Dietetics	50
Home Science	51
Home Science with Diploma in Dietetics	52
Aeronautical Engineering	53
Chemical Engineering	54
Microbiology	55
Forensic Science	56
Space Engineering	57
Rocketry	58
Telecommunication Engineering	59
Social Work	60
Sociology	61
Criminology	62
Bio-Physics	63
Bio-Chemistry	64
Bio-Technology	65
Communication	66
Electronics	67
Radio Engineering	68
Radio Communication	69
Metallurgy	70
Textile Technology	71
Rubber Technology	72
Plastic Engineering	73
Polymer & Rubber Technology	74
Physical Education	75
Agronomy	76
Plant Breeding	77
Genetics	78
Automobile Engineering	79
Marine Engineering	80
Naval Architecture	81
Operations Research	82
Instrumentation Engineering	83
Wildlife Management	84
Administration & Accounts work experience	85
Physiology	86

Psychology	87
Dairy chemistry	88
Oil Technology	89
Food Technology	90
Others	91