

# कर्मचारी चयन आयोग Staff Selection Commission

## APPLICATION FORM/आवेदन प्रपत्र

कृपया परीक्षा के नोटिस में दिए गए अनुदेशों/संलग्न विवरणिका को सावधानी पूर्वक पढ़ लें। बॉक्सों (□) में लिखने के लिए नीले या काले बॉल पेन का प्रयोग करें।  
Please read instructions in the Notice of the Examination / Brouchure carefully. Use Blue or Black ball pen to write in the boxes (□).

1. विज्ञापन सं./Advertisement No.  2. श्रेणी सं./CAT No.

3. उम्मीदवार का पूरा नाम (अंग्रेजी में) मैट्रिकुलेशन प्रमाण पत्र में दिए गए नाम के अनुसार बड़े अक्षरों में लिखें। नाम के किसी दो भागों के बीच एक बर्तन को खाली छोड़ दें।  
Candidate's Full Name (in English). Write in Capital Letter exactly in Matriculation Certificate. Leave a box blank between any two parts of the name.

4. पिता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें)/Father's Name (Write in Capital Letters in English)

5. माता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें)/Mother's Name (Write in Capital Letters in English)

6. जन्म की तारीख/Date of Birth  7. लिंग/Gender  8. राष्ट्रियता/Nationality  9. शुल्क/Fees

दिन/Day माह/Month वर्ष/Year (Write 1-Female & 2-Male) (Write 1-Indian & 2- Others) (Write 1-Fee paid & 2-Exemption claimed)

10. श्रेणी/Category  10.1 क्या आप भूतपूर्व सैनिक हैं/Whether Ex-Serviceman  11. क्या आप शारीरिक विकलांग हैं/Whether PH?

(Write 9-General, 1-SC, 2-ST & 6-OBC) (Write 3 Ex-Serviceman) (Write 1-Yes, 2-No)

11.1. यदि हाँ, कोड अंकित करें If Yes, indicate Code  12. क्या आप आयु सीमा में छूट चाहते हैं? Whether seeking Age relaxation?  12.1 यदि हाँ, कोड अंकित करें If Yes, indicate Code  12.2 अवेदन प्राप्ति की सामान्य अन्तिम तिथि को आयु  
Age as on normal closing date:  
Years Months Days

(Write 4-OH, 5-HH, 7-VH) (Write 1-Yes, 2- No) (Write two digit Numeric Code)

13. पदों की प्राथम्यता/Preference for Posts  14. भूतपूर्व सैनिकों के लिए/For Ex-Servicemen सेवा समाप्ति तिथि/Date of Discharge  
सेवा अवधि/Length of Service  (In Years) D D M M Y Y

15. क्या आप अल्पसंख्यक हैं Whether belong to Minority Communities as per Govt. Orders (Write 1-Yes, 2-No)  16. यदि दृष्टि बाधित विकलांग हैं तो क्या आपको प्रतिलिपि की आवश्यकता है? If VH, whether scribe is required? (Write 1-Yes, 2-No)

16.1. यदि हाँ, तो माध्यम अंकित करें, अंग्रेजी के लिए 1, हिन्दी के लिए 2 If yes, indicate medium. 'of Scribe(1-English, 2- Hindi)

←←← यहाँ से मोड़ें FOLD HERE →→→

17. शैक्षिक योग्यता/Essential Qualification

विषय कोड Subject Code

अंक का प्रतिशत Percentage of Marks

माध्यम Medium

अंग्रेजी के लिए 1 लिखें, हिन्दी के लिए 2 लिखें व अन्य के लिए 3 लिखें  
Write 1 for English, 2 for Hindi & 3 for Others

संस्था का नाम Name of the organisation(s)	पद का नाम Designation	कार्य का विवरण Nature of Duty(ies)	कार्य की अवधि /Period of Service	
			से/From	तक/To

19. पता : अपने नाम सहित पत्र व्यवहार का पूरा पता अंग्रेजी में बड़े अक्षरों में या हिन्दी में नीले या काले बॉल पेन से लिखें।  
Address : Write your complete Communication Address including your Name in English Capital Letters or Hindi with Blue or Black Ball Pen.

नाम Name :

पता Address :

पिन PIN :

20. फोटोग्राफ  
4 सेमी. X 5 सेमी. आकार का हाल ही में खींचा गया फोटोग्राफ यहाँ ठीक ढंग से चिपकायें। (स्टैपल न करें। फोटो को सत्यापित न करवाएं)  
Photograph  
Paste here firmly your recent photograph (4 c.m. X 5 c.m.) (Do not staple, Do not get the Photograph attested)

अनुक्रमांक (केवल कार्यालय प्रयोग हेतु)  
Roll Number (for Office use only)

21. उम्मीदवार के हस्ताक्षर (केवल चलते हस्ताक्षर में)  
Signature of Candidate (Only in running Hand)

असत्यापित आवेदन पत्र को रद्द कर दिया जाएगा  
Unsigned application will be rejected

19.1 मोबाइल/Mobile No. :

ई-मेल/E-mail ID :



## 22. घोषणा/Declaration

Space for

cancellation stamp by post

office after affixing CRF stamp

के. भ. मुल्क टिकट चिपकाने के बाद

आफ़िसर द्वारा रद्द किये जाने वाले

टिकट हेतु स्थान

23.

के. भ. मुल्क टिकट के लिए स्थान

Space for CRF Stamp

अपेक्षित मूल्य वर्ग का के. भ.

मुल्क टिकट यहाँ ठीक ढंग

से चिपकाएँ तथा आफ़िसर से

रद्द करा दें जहाँ से वह

खरीदा गया है।

(स्टैपल न करें)

Paste here firmly CRF Stamp

of requisite denomination

and get it cancelled from the

post office from where purchased.

(Do not Staple)

(i) मैंने इस भर्ती के लिए कोई और आवेदन पत्र नहीं भेजा है मुझे यह मालूम है कि यदि मैं इस नियम का उल्लंघन करता / करती हूँ तो आयोग द्वारा मेरा आवेदन सरसरी तौर पर अस्वीकृत कर दिया जायेगा।

I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.

(ii) मैंने विज्ञापित में दी गई शर्तों को ध्यानपूर्वक पढ़ लिया है और मैं एतद्वारा उनका पालन करने का वचन देता/देती हूँ।

I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.

(iii) मैं यह भी घोषणा करता/करती हूँ कि मैं इस परीक्षा में प्रवेश के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता आदि संबंधी पात्रता की सभी शर्तों को पूरा करता/करती हूँ।

I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.

(iv) मैं यह भी घोषणा करता/करती हूँ कि मुझे आज तक कर्मचारी चयन आयोग/संघ लोक सेवा आयोग द्वारा किसी भी परीक्षा में बैठने से नहीं रोका गया है तथा मुझे किसी भी विधि न्यायालय द्वारा कभी भी दोषी नहीं पाया गया है।

I also declare that I do not stand debarred by SSC/UPSC/CPWD/IMES/Dept. of Posts as on date and have never been convicted by any court of law.

(v) "आयु सीमा में छूट चाहने वाले केन्द्र सरकार के अतिरिक्त कर्मचारी के लिए

मैं यह घोषणा करता हूँ कि मैं एक केन्द्र सरकार का एक अतिरिक्त कर्मचारी हूँ एवं नियमित आधार पर 3 वर्ष की सेवा या सेवाकाल अवधि जैसा की परीक्षा नोटिस में निर्धारित है, आवेदन पत्र जमा करने की अंतिम तिथि या उससे पूर्व, पूर्ण कर ली है।

"For Central Govt. Civilian Employee seeking age relaxation

I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length of service stipulated in the Notice of the examination on or before date of closing of submitting application form given in the Notice.

(vi) "अन्य पिछड़ा वर्ग से संबंधित अभ्यर्थी के लिए

मैं यह घोषणा करता/करती हूँ कि मैं उस समुदाय से संबंधित हूँ जिसे कार्मिक एवं प्रशिक्षण विभाग के दिनांक 8.9.1993 के का.जा. सं. 36012/22/93 स्था. (एससीटी) में विहित आदेशों के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण के प्रयोजन हेतु पिछड़ा वर्ग माना गया है। यह भी घोषणा की जाती है कि मैं भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग के विभिन्न सरोधनों जो कि नोटिस में उल्लेखित है, उसके तहत उपरोक्त कार्यालय ज्ञापन सं. कां.सम 3 में उल्लिखित व्यक्तियों / वर्गों (क्रीमीलेयर) से संबंधित नहीं हूँ मैं यह भी घोषणा करता/करती हूँ कि मेरे पास परीक्षा नोटिस में निर्धारित प्रारूप में अन्य पिछड़ा वर्ग का प्रमाण पत्र है।

"For Candidate belonging to OBC

I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No. 36012/22/93- Essd. (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate in the prescribed format given in the Notice of the examination.

(vii) भूतपूर्व सैनिकों के लिए

मैं घोषणा करता/करती हूँ कि मैं परीक्षा विज्ञापित के अनुसार भू. पू. सैनिक सम्बन्धित पात्रता की सभी शर्तों को पूरा करता/करती हूँ।

For Candidate belonging Ex- Serviceman

I declare that I fulfill all the eligibility condition relating to Ex-Serviceman as per notice of exam.

(viii) मैं एतद् द्वारा घोषणा करता/करती हूँ कि इस आवेदन पत्र में दिए गए सभी विवरण मेरी अधिकतम जानकारी और विश्वास के अनुसार सत्य, पूर्ण एवं सही है। मैं समझता/समझती हूँ कि परीक्षा से पहले या बाद में कोई भी सूचना छुपाई हुई/झूठी या असत्य पाई जाने पर या अपात्रता का पता लगने पर मेरी अभ्यर्थिता/निर्गुणता निरस्त की जा सकती है।

I hereby declare that all statements made in this application are true, complete and correct to the best of my my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature / appointment is liable to be cancelled

स्थान / Place .....

D D M M Y Y

तारीख/ Date :

\*यदि लागू न हो तो यह लाईन काट दें।

\*Strike off this sentence if not applicable

उम्मीदवार के हस्ताक्षर (केवल घसीट हस्तलिपि में)

Signature of Candidate (only in running hand)

अहस्ताक्षरित आवेदन पत्र को रद्द कर दिया जायेगा

Unsigned application will be rejected

(TO BE ADVERTISED ON 13.11.2010)

**STAFF SELECTION COMMISSION**

**(GOVERNMENT OF INDIA)**

**NORTH WESTERN REGION**

ADVERTISEMENT NO. SSC/NWR-3/2010

CLOSING DATE : 13.12.2010

(TO BE ADVERTISED ON 13.11.2010)

Applications are invited for following posts in various offices under Government of India falling within the jurisdiction of Staff Selection Commission (**NORTH WESTERN REGION**), Chandigarh:

**CAT No.: NWR-1: One post of Junior Hindi Translator in the O/o Ordnance Cable Factory, Chandigarh.**

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

**Vacancy: 01** (UR:-01) (Post is not identified suitable for PH candidates so they need not apply).

**Age:** Not exceeding 18-30 years (Relaxable for Central Govt. Civilian Employees by 5 years).

**E.Q.:** Master's Degree of a recognized University in Hindi /English with English/ Hindi as a main subject at degree level.

OR

Master's Degree of a recognized University in any subject with Hindi as the medium of the instruction and English as a compulsory subject at degree level

OR

Bachelor's Degree with Hindi and English as main subjects or either of the two as medium of examination and other as a main subject plus recognized diploma/certificate course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government offices including Government of India undertakings

**I.P.:-** Chandigarh with All India Service Liability.

**J.R.:-** Translation, implementation of Official language , any other work assigned by Hindi Officer

**CAT No.: NWR-2: SIX POST OF SENIOR SCIENTIFIC ASSISTANT-III IN THE DIRECTORATE OF PLANT PROTECTION, QURANTINE & STORAGE, NH-IV, FARIDABAD.**

**Pay Scale:** PB-2 Rs. 9300-34800 with G.P. 4200/- (revised) (General Central Services, Group 'C' Non Gazetted, Non-Ministerial, Non-Technical).

**Vacancy: 06** (UR-04,OBC-01,SC-01) (Post is not identified suitable for PH candidates so they need not apply).

**Age:** Between 18-27 years {Relaxable by 3 years for OBC candidates and 5 years for SC candidates (Upper Age limit is relaxable upto 40, 43 & 45 years for UR, OBC& SC Central Govt. Civilian Employees respectively }.

**EQ:** B Sc. in Agriculture from a recognized University.

**DQ:** - NIL

**I.P.:** Solan, Amritsar & Faridabad with All India Service liability.

**J.R:** 1. To conduct and assist in conducting the inspection of imported plants/plant materials to enforce the DIP Act 1914 and PFS Order 1989 issued there under, with a view to preclude the entry of exotic pests, diseases, nematodes, weeds, viruses, bacteria, mites, etc.

2. To undertake and assist in undertaking the export certification of plants and plant materials for issuance of phytosanitary certificate in pursuance to International Plant Protection Convention 1951 of FAC.

3. To identify/confirm and assist in identification/confirmation of pests, diseases, nematodes, weeds, viruses, bacteria in the laboratory.
4. To assist in formulating the global technical information on pests, diseases, nematodes, treatment etc., also in developing Pest Risk Analysis based on available technical literature in India as well as abroad.
5. To undertake and assist in undertaking the treatment of imported/exportable plants/plant materials pertaining to disinfection/ disinfestations.
6. To handle and assist in operating high-tech laboratory equipments like ELISA, X-ray machine, ultracentrifuge etc.
7. To undertake and assist in undertaking various laboratory investigations like BLOTTER TEST, Nematode Detection Test, Incubation Test and also Grow-out Test in the glass house/poly-house/ mesh-house.

Responsibilities likely to be assigned in the near future

1. To assist in the Laboratory investigations with Electron Microscope and other soft wares.
2. To assist in the development of international standards to comply with the provisions of World Trade Organization and Sanitary & Phytosanitary measures/ International Plants Protection Convention.

**CAT No.: NWR-3: Three post of Technical Officer -I in Directorate of Plant Protection, Quarantine and Storage, Faridabad**

**Pay Scale:** Rs. 5200-20200 with G.P. 2000/- (revised) (General Central Services, Group 'C' Non Gazetted, Non-Ministerial, Non-technical).

**Vacancy:** 03 (UR-02, OBC-01) (Post is identified not suitable for PH candidates so they need not apply).

**Age:** : Between 18-27 years {Relaxable by 3 years for OBC candidates (Upper Age limit is relaxable upto 40& 43 years for UR& OBC Central Govt. Civilian Employees respectively }.

**E.Q.:** Intermediate with science in Zoology/ Botany/Agriculture or 10+2 class pass with science (Zoology/ Botany/Agriculture) from a recognized University/ Board or Equivalent.

**I.P.:-** Jalandhar, Faridabad with All India Service Liability.

**J.R.:-** 1- To assist Technical Officers in all kinds of work relating to plant protection whether in the field or indoor.

2- To assist in the collection and maintenance of insect and plant diseases specimen, information about pests, plant disease and weeds and in the maintenance of pesticides, plant protection equipments and various types of display materials and of the records connected therewith.

3- To perform all duties connected with plant protection and the station or the office to which they may be attached in accordance with the orders of the controlling or senior officers of the Directorate.

**CAT No.: NWR-4: Four post of Senior Scientific Assistant –III (Chemistry) in Directorate of Plant Protection, Quarantine and Storage, Faridabad**

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

**Vacancy: 04** (UR-02,OBC-01,SC-01) (Post is identified not suitable for PH candidates so they need not apply).

**Age:** 18 to 25 years. {Relaxable by 3 years for OBC candidates and 5 years for SC candidates (Upper Age limit is relaxable upto 35, 38 & 40 years for UR, OBC& SC Central Govt. Civilian Employees respectively }.

**E.Q.:** B. Sc. degree with Chemistry as one of the subjects from a recognized University or Equivalent.

**I.P.:-** Faridabad , Chandigarh with All India Service Liability.

**J.R.:-** 1- To assist in Laboratory work.

2- Maintenance of stores/ equipment in the lab.

3- To prepare the solutions and determination of normality of solution.

**CAT No.: NWR-5: (Seventeen post of Investigator Gr. II) in  
Labour Bureau, Chandigarh**

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

**Vacancy: 17** (13-UR, 02-OBC, 02-SC) (Post is identified not suitable for PH candidates so they need not apply).

**Age:** Not exceeding 26 years. {Relaxable by 3 years for OBC candidates and 5 years for SC candidates (Upper Age limit is relaxable upto 31, 34 & 36 years for UR, OBC & SC Central Govt. Civilian Employees respectively }.

**E.Q.:** (i) Bachelor's degree with Statistics/Mathematics/Economics/Commerce as one of the subjects from any recognized university or equivalent.

(ii) Familiarity with computer and ability to operate various softwares for statistical analysis preferably with certificate of basic/fundamental course in computer applications from any recognized Institute /Organization.

**D.Q.:** (i) Master Degree in Statistics or Mathematics or Economics or Commerce.

(ii) Two years Experience in collection, compilation and analysis of data in any recognized Organization.

**I.P.:-** Chandigarh with All India Service Liability.

**J.R.:-** Collection of Data from field & its compilation

**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.

**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 the Interview. Commission may make a preliminary shortlisting of candidates on the basis of their educational qualifications, academic record, percentage of marks etc, and the candidates thus shortlisted will be required to undergo an Interview (along with proficiency test, wherever required).

The Commission may, at its discretion, decide to hold a proficiency-test in appropriate subject for any of the categories of posts where it is felt necessary, before the candidates are called for Interview. The proficiency-test would be in the relevant subject which will be intimated to the candidates in due course of time.

The Commission may, at its discretion, waive holding of Proficiency test in those categories of posts where a Proficiency-test has been prescribed.

**SCREENING TEST:** The Commission may, at its discretion, decide to hold a screening test for any of the categories 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 separately for different categories of posts must be submitted in the form published along with the advertisement in the Employment News/Rozgar Samachar of **13.11.2010**. 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.**

**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 script (Not in Capital Letters) and in the same style/language as in the space below the declaration.**

III. Two slips indicating name and postal address of the candidate.

IV. Attested/self-attested copies of certificates in the format as prescribed in this advertisement, in favour of claim of belonging to SC/ST/OBC/OH/HH/VH/EXS community/ category. Candidate claiming OBC category must have obtained the certificate as prescribed in the notice, certifying their non-creamy layer status within 3 years of closing date, i.e. **13.12.2010**.

VI. Attested/self-attested copies of certificates showing age and educational qualifications.

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

VII. Attested copies of experience certificates.

VIII. 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 against a particular category of the Advt. However, separate applications have to be submitted against different categories of the Advt.
- 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 and also on other documents 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 **13.12.2010**.
- iii. Age limits, Essential qualifications and Category status are to be reckoned as on **13.12.2010**.

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., issued within 3 years of closing date, i.e. **13.12.2010**. PH candidates must submit prescribed certificate in the proforma given at Appendix-VI of advertisement. 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, 7 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. 13.12.2010**) 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. No. T.A. will be paid for proficiency-test/screening test if it is held on a day other than that of Interview.

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. Submission of certificate(s) in support of Essential Qualifications:**

- i. Post(s) requiring proficiency in the relevant language as an essential qualification means that the candidate must have studied in that language/dialect upto matric level and in case the relevant language/dialect is not taught as a subject in Matric, the said language/dialect must be the mother-tongue of the candidate or he/she should have the 'working

knowledge' which shall be determined by the Staff Selection Commission.

- ii. For posts where an experience in a particular field/discipline for a specified period has been indicated as an essential qualification, in such cases the candidates should submit a certificate in support of their claim of experience in that field/discipline.

**NOTE:**

- i. If the above documents/certificates are not furnished by the candidates along-with their applications, their candidature is liable to be rejected summarily at any stage of the recruitment process.
- ii. Only attested/self-attested copies of certificates & mark-sheets are required to be sent. ORIGINAL CERTIFICATES/MARKSHEETS must not be sent with the application. All copies should be legible.

**14.** 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.

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

**16.** 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.

**17.** 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.

**18.** 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.

**19.** 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 **13.12.2010**. 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 **20.12.2010**. 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 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: The list of Educational Qualification and subjects mentioned in Appendix VII is not exhaustive. Candidates who possess any educational qualification or studied any subject other than those mentioned in the list at Appendix VII may use Others for qualifications and/or subject code.
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 superscribed in bold letters as APPLICATION FOR THE POST OF \_\_\_\_\_, ADVERTISED VIDE CATEGORY \_\_\_\_\_ OF ADVT. NO. NWR-3/2010.
- 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:

### **APPENDIX-III**

#### **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

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

This is certified that  
Shri/Smt./Kum\*. \_\_\_\_\_

Son/Wife/Daughter of Shri  
\_\_\_\_\_ age \_\_\_\_\_

Sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ is suffering from  
permanent disability of following category:-

**PASTE PHOTO**

A. Locomotor or cerebral palsy:

(i)BL-Both legs affected but not arms

(ii)BA-Both arms affected (a) Impaired reach

(b) Weakness of grip

(iii)BLA-Both legs and both arms affected (a) Impaired reach

(iv)OL-One leg affected (right or left) (b) Weakness of grip

(c) Ataxic

(v) OA-One arm affected (a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(vi) BH-Stiff back and hips(cannot sit or stoop)

(vii) MW-Mascular weakness and limited physical endurance.

B. Blindness or Low Vision: (i) B-Blind

(ii) PB-Partially Blind.

C. Hearing Impairment (i) D-Deaf

(ii) PD-Partially Deaf

**(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)**

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.  
Re-assessment of this case is not recommended/is recommended after a period of \_\_\_\_\_  
years \_\_\_\_\_months.

3. Percentage of disability in his/her case is \_\_\_\_\_percent.

4. Sh/Smt/Kum \_\_\_\_\_meets the following physical requirements for discharge of  
his/her duties:

(i) F-can perform work by manipulating with fingers. Yes/No.

(ii) PP-can perform work by pulling and pushing. Yes/No.

(iii) L-can perform work by lifting. Yes/No.

(iv) KC-can perform work by kneeling and crouching. Yes/No.

(v) B- can perform work by bending. Yes/No.

(vi). S-can perform work by sitting. Yes/No

(vii). ST-can perform work by standing. Yes/No

(viii). W-can perform work by walking. Yes/No

(ix). SE-can perform work by seeing. Yes/No

(x). H-can perform work by hearing/speaking. Yes/No

(xi). RW-can perform work by reading and writing. Yes/No

(Dr. \_\_\_\_\_)

(Dr. \_\_\_\_\_)

(Dr. \_\_\_\_\_)

Member, Medical Board.

Member, Medical Board

Chairperson, Medical Board

**Countersigned by the Medical Supdt./CMO/Head of Hospital (with seal).**

\* Strike out which is not applicable.

**Note: IMPORTANT REQUIREMENT OF PH CERTIFICATE**

(i) A disability certificate shall be issued by a Medical Board duly constituted by the Central and the State Government. The state government may constitute a Medical Board consisting of at least 3 Members out of which, at least, one Member shall be a Specialist from the relevant field.

(ii) The Certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as 'permanent'.

(iii) According to the Persons with Disabilities (Equal Opportunities, Protection of Right and full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) section 73 of the Persons with Disabilities ( Equal Opportunities , Protection of Right and full Participation) Act, 1995(1of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government. The State government may constitute a Medical Board consisting of at least three members out of which, at least one shall be a specialist in the particular field for assessing locomotor/visual including low vision/hearing and speech disability, Mental retardation and leprosy cured , as the case may be.

## APPENDIX-VII

### Essential Educational Qualification Code

#### Educational Qualification Code

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 ( Indian 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
OTHERS	35

### **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
Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17
Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29

Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malayalam	40
Telugu	41
Kannada	42
Tamil	43
Marathi	44
Gujarati	45
Urdu	46
Sanskrit	47
OTHERS	48
Aeronautical Engineering	49
Chemical Engineering	50
Microbiology	51
Forensic Science	52

Space Engineering	53
Rocketry	54
Telecommunication Engineering	55
Social Work	56
Sociology	57
Criminology	58
Bio-Physics	59
Bio-Chemistry	60
Bio-Technology	61
Communication	62
Electronics	63
Radio Engineering	64
Radio Communication	65
Metallurgy	66
Textile Technology	67
Rubber Technology	68
Plastic Engineering	69
Polymer & Rubber Technology	70
Physical Education	71
Agronomy	72
Plant Breeding	73
Genetics	74
Automobile Engineering	75

Marine Engineering	76
Naval Architecture	77
Operations Research	78
Instrumentation Engineering	79