

Government of India
STAFF SELECTION COMMISSION
(Western Region)
Help Line No. 09869730700/07738422705
Website: www.sscwr.net
Email ID: sscwrselpost@gmail.com

NOTICE

Advertisement No WR/1/2013

Closing Date: 20/12/2013

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

Applications are invited from eligible candidates for the following Group ‘B’ and Group ‘C’ posts in the format given in this advertisement. Applicants are advised to go through all parameters under different Paras and Sub-paras of this Notice and satisfy themselves about their suitability on age-limit and Essential Qualification for the posts, before applying.

DESCRIPTION OF GROUP ‘B’ AND GROUP ‘C’ POSTS

CATEGORY No.	:	WR-01
Name of the Post	:	Milk Recorder
Name of the Department:	:	Central Cattle Breeding Farm
Vacancy:	:	01 (01-OBC) (The post is identified not suitable for PH candidates.) (UR, SC, ST candidates are not eligible for this post)
Pay Scale	:	Rs. 5,200-20,200 with G.P.1,900/- (Group C, Non Technical)
Age	:	18-25 years (Relaxable upto 3 years for OBC)
E.Q.	:	Matriculation or equivalent. Preference shall be given to candidates having good handwriting.
D.Q.	:	Nil
I.P.	:	Dhamrod (Gujrat) with AISL
J.R.	:	Recording of Milk, maintenance of record of milk.

CATEGORY No.	:	WR-02
Name of the Post	:	Storekeeper Grade-III
Name of the Department:	:	Central Water and Power Research Station
Vacancy:	:	03 (02-UR, 01-OBC) (No age relaxation for SC/ST candidates) (The post is identified suitable for PH candidates.)
Pay Scale	:	Rs. 5,200-20,200 with G.P. 1,900/- (Group C, Non Technical)
Age	:	18-27 years (Relaxable upto 40 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government)
E.Q.	:	Secondary School Certificate from a recognized Board or equivalent.
D.Q.	:	Knowledge of stores work in Government offices/Public Sector undertaking/Autonomous bodies.
I.P.	:	Pune with AISL
J.R.	:	<ol style="list-style-type: none"> 1. Receipt and Issue of various articles. 2. Keeping accounts of these articles. 3. Maintenance and preservation of stores. 4. Taking deliveries of stores from Railway Station , Air Port and Docks. 5. Arranging dispatches of consignment to various places in India. 6. All correspondence relating to purchases, filing claims with Railway, Insurance Company for shortages, and Damages and customs, Authorities for refund of custom duty. 7. Miscellaneous works related to stores. 8. Such other duties as may be assigned from time to time.

CATEGORY No.	:	WR-03
Name of the Post	:	Technician Group C
Name of the Department:	:	Animal Quarantine & Certification Service
Vacancy:	:	03 (03-UR) (No age relaxation for OBC, SC/ST candidates) (The post is identified not suitable for PH candidates.)
Pay Scale	:	Rs. 5,200-20,200 with G.P. 2,400/- (Group C, Non-Gazetted, Non-Ministerial)
Age	:	18-27 years
E.Q.	:	B.Sc. (Biology/Microbiology) from a recognized university.
D.Q.	:	Nil
I.P.	:	Mumbai with AISL
J.R.	:	<ol style="list-style-type: none"> 1. To inspect the livestock & livestock to products at port of entry. 2. To give technical assistance in collection processing & dispatching samples of LS & LSP. 3. To implement the quarantine rules & regulations in quarantine stations during quarantining of the animals. 4. To maintain the laboratory. 5. Any other work assigned by the Quarantine officer as per requirement.

CATEGORY No.	:	WR-04
Name of the Post	:	Scientific Assistant-I
Name of the Department:	:	Directorate of Plant Protection, Quarantine and Storage, Faridabad
Vacancy:	:	15 (10-UR, 03-OBC, 2-SC) (The post is identified not suitable for PH candidates.)
Pay Scale	:	Rs. 5200-20200 with G.P. 2800/- (General Central Service, Group 'C' Non Gazetted, Non Ministerial.)
Age	:	18-25 Years (Relaxable upto 40 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government, No age relaxation for ST).
E.Q.	:	B.Sc. (Agricultural) from a recognized University or Institute
D.Q.	:	Nil
I.P.	:	Maharashtra & Gujrat state with All India Service Liability.
J.R.	:	<p>FIELD DUTY:</p> <ol style="list-style-type: none"> 1.To assist in conducting surveys to monitor insect pests, diseases and weeds situation of various crops in the fields. 2. To assist in popularizing Integrated Pest Management techniques at farmers' field for the benefit of farmers. 3. To assist in conserving and augmenting natural enemies for the biological control of crop pests, diseases and weeds. 4. To assist in training programmes in IPM including biocontrol to state officers and farmers. 5. To assist in collection and in maintaining information about insect pests, diseases and weeds situation including the methods of their control and plant protection equipments. 6. To assist in organization and development of all kinds of plant protection work and to perform other duties in accordance with the official order of the superiors or controlling officers. 7. To assist installation and operation of light pheromone sticking traps etc. for monitoring of insect pests. <p>LABORATORY DUTIES</p> <ol style="list-style-type: none"> 1. To assist in mass rearing of host insects, parasites, predators, insect pathogens and phytophagous insects under laboratory conditions on natural and artificial diets. 2. To assist in collection, pinning, setting and labeling of insect and herbarium specimens. <p>DUTIES OF SCIENTIFIC ASSISTANT-1 AT PLANT QUARANTINE STATIONS</p> <ol style="list-style-type: none"> 1. To carry out and assist in the inspection of plants and plant material meant for export as also the consignments of plant and plant materials received from abroad. 2. To fumigate, treat and assist in fumigation and treatment of plants and plant materials imported from abroad if such treatment becomes necessary on examination of the imported consignments. 3. To assist or carry out the fumigation of plants and plant material meant for export in cases where the importing country insists in fumigation prior to shipment of the consignment

4. To handle the fumigations and arrange for their storage and upkeep as these are deadly poisonous gases.
5. To look after the proper upkeep and maintenance of fumigation equipment viz., fumigation chamber, electric blowers applications etc.

**DUTIES OF SCIENTIFIC ASSISTANT-1 AT LOCUST
WARNING
OFFICES**

1. To conduct locust surveys in the scheduled desert areas.
2. To assist in undertaking control operations against locusts.
3. To associate render technical advice to farmers.
4. To assist higher officials in arranging International/National Meetings/Conference.
5. To assist in arranging the locust training for district level officials.
6. To assist higher officers in performing any other day to day activities assigned.

DUTIES AT FIELD STATION INVESTIGATION ON LOCUST

1. To assist in screening newer insecticides against locusts and Grasshoppers.
2. To assist in collecting and identification of the flora of locust habitats in the desert.
3. To assist in the study of biotic factors of locust and grasshoppers in the Laboratory.
4. To assist in handling of scientific instruments in the laboratories.

CATEGORY No.	:	WR-05
Name of the Post	:	Junior Chemist
Name of the Department:	:	Department of Agriculture & Co-operation
Vacancy:	:	07 (03-UR, 04-OBC) (The post is identified not suitable for PH candidates.) (SC/ST candidates are not eligible for age relaxation)
Pay Scale	:	Rs. 9,300-34,800 with G.P. 2,800/- (Group C, Non-Gazetted, Non-Ministrial)
Age	:	18-30 years (Relaxable upto 35 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government)
E.Q.	:	1) Master's degree in Chemistry or Dairy Chemistry or Oil Technology or Food Technology from a recognized university OR 2) Bachelor of Science degree with Chemistry as one of the subjects or Bachelor of Science (Hons) in Chemistry from a recognized university or equivalent and with two years experience in analytical work.
D.Q.	:	Nil
I.P.	:	Maharashtra & Gujrat with AISL
J.R.	:	Chemical Analysis of sample of all Agmark articles.

CATEGORY No.	:	WR-06
Name of the Post	:	Jr. Technical Assistant
Name of the Department:	:	Forest Survey of India
Vacancy:	:	01 (01-ST) (The post is identified not suitable for PH candidates.) (UR/OBC/SC candidates need not apply for this post)
Pay Scale	:	Rs. 9,300-34,800 with G.P. 4,200/- (Group C, Non-Gazetted, Non-ministerial)
Age	:	18-28 years (Relaxable upto 5 years and upto 40 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government for ST candidate)
E.Q.	:	Certificate in Forest Rangers Course from any recognized institute/Graduate in Science/Computer Science.
D.Q.	:	Experience in Forest Inventory /Remote Sensing/Cartography work and Computer Application.
I.P.	:	Nagpur with AISL
J.R.	:	Work's Incharge Forest Survey, including map reading, laying of sample plots in the forest, inventory of trees, herbs and shrubs and their identification and similar related works. The job requires spending of upon Nine month in the forest area away from the Headquarter.

CATEGORY No.	:	WR-07
Name of the Post	:	Botanical Assistant
Name of the Department:	:	Minor Port Survey Organisation
Vacancy:	:	03 (02-UR, 01-OBC) (The post is identified suitable for PH candidates.) (SC/ST candidates are not eligible for age relaxation)
Pay Scale	:	Rs. 9,300-34,800 with G.P. 4,200/- (Group B, Non-Gazetted)
Age	:	18-30 years (Relaxable upto 35 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government)
E.Q.	:	1. M.Sc. degree in Botany OR Ist class B.Sc. (Hons.) with Botany OR 2 nd Class B.Sc. with Botany with 3 years experience. 2. Aptitude for Systematic Botany as evidenced by having taken special papers in the subject having research or field experience.
D.Q.	:	1. Experience of plant collection in the field. 2. Ability to write reports of scientific nature.
I.P.	:	Mumbai with AISL
J.R.	:	To assist in scientific research and prepare proper scientific reports on field or herbarium specimen identification and cataloguing of Flora and studying them in the various aspects in the field as well as in the herbarium and laboratory. To undertake field excursions.

CATEGORY No.	:	WR-08
Name of the Post	:	Jr. Fishing Gear Technologist
Name of the Department:	:	Fishery Survey of India
Vacancy:	:	01 (01-UR) (The post is identified not suitable for PH candidates.)
Pay Scale	:	Rs. 9,300-34,800 with G.P. 4,200/- (Group B, Non-Gazetted)
Age	:	18-30 years (Relaxable upto 35 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government)
E.Q.	:	1. Master of Fisheries Science or Master of Science in Zoology or Marine Biology or Industrial Fisheries from a recognized university or institute. 2. Two years experience in supervision of making, mending, etc of different types of fishing gears in a Government Department or undertaking or in a recognized private company or firm or Institute.
D.Q.	:	Nil
I.P.	:	Maharashtra, Gujrat and Goa with AISL
J.R.	:	Overall supervision of Fishing Gear Unit, participation on board the vessels as Scientist participant as per planned programme, preparation of indents for purchase of various items needed for fabrication/repairs of nets.

CATEGORY No.	:	WR-09
Name of the Post	:	Assistant Epigraphist (Arabic and Persian Inscriptions)
Name of the Department:	:	Archaeological Survey of India, New Delhi
Vacancy:	:	03 (03-UR) (Post is identified suitable for PH (OA-one arm affected candidates. Other PH candidate need not apply)
Pay Scale	:	Rs. 9300-34800 with G.P.4200/- (Group B,' Non Gazetted, Non Ministerial.)
Age	:	18-30 Years (Relaxable upto 35 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government. No age relaxation for SC/ST and OBC).
E.Q.	:	1. Master's degree in Persian or Arabic with Medieval Indian History as a subjects at the Bachelor's degree level from a recognized university or equivalent OR 2. Master's degree in History with Medieval Indian History as a subjects and Arabic or Persian as one of the subjects at the Bachelor degree level from a recognized university or equivalent.
D.Q.	:	Post Graduate Diploma in Archaeology/Epigraphy from the Institute of Archaeology, Archaeological Survey of India or from recognized university equivalent.
I.P.	:	Maharashtra & Gujrat state with All India Service Liability.
J.R.	:	1. Collecting, listing, cataloguing, indexing and deciphering of inscriptions, edicts and manuscripts. 2. Assisting his superior officers in all matters connecting with collecting, listing, indexing and deciphering repairing and publication of inscriptions, coins and manuscripts. 3. Taking measures for the safe custody and transportation of estampages etc. 4. Performing such supervisory duties as assigned by the superior officers. 5. Participation in all other academic activities connected with archaeology and contributory research paper. 6. Any other work relating to his office/Branch and his job assigned by superior officers.

CATEGORY No.	:	WR-10
Name of the Post	:	Draughtsman Grade-I
Name of the Department:	:	Army Base Workshop
Vacancy:	:	03 (02-UR, 01-OBC) (The post is identified suitable for OH (OA & OL), HH candidates.) (SC/ST candidates are not eligible for age relaxation)
Pay Scale	:	Rs. 9,300-34,800 with G.P. 4,200/- (Group B, Non-Gazetted, Non-ministerial)
Age	:	18-30 years (Relaxable upto 35 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government)
E.Q.	:	1. Higher Secondary (10+2) of a recognized university/Board/ Institution or equivalent. 2. Three years Diploma in Electrical/Mechanical Engineering of a recognized University/Institution or equivalent. Note: Qualification are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.
D.Q.	:	Nil
I.P.	:	Pune with AISL
J.R.	:	1. Must be familiar with the use of logarithms and the slide rule. 2. Must be able to:- (a) Carry out any engineering drawing that may be required Skillfully and accurately and prepare tables of quantities. (b) Design components and lay down material finish and Tolerances. 3. Must have a good practical and theoretical knowledge of two of the following subjects and be familiar with the catalogues, tables and publications relating to them and appreciate design problems: (a) Welding (b) Electricity and electrical plant and equipment (c) IC Engine and vehicles (d) Machine tools

CATEGORY No.	:	WR-11
Name of the Post	:	Editor
Name of the Department:	:	Film Division
Vacancy:	:	03 (02-UR, 01-OBC) (No age relaxation for SC/ST candidates) (The post is identified not suitable for PH candidates.)
Pay Scale	:	Rs. 9,300-34,800 with G.P. 4,600/- (Group B, Non-Gazetted)
Age	:	18-30 years (Relaxable upto 35 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government)
E.Q.	:	<p>i) Higher Secondary or equivalent from a recognized university/ Board/Institution.</p> <p>ii) Six years experience in editing of films.</p> <p>Note: Certificate of completion of the first year of 2 years Diploma course in Film Editing from a recognized University/ Institute will be treated as equivalent to one year/s experience.</p> <p>OR</p> <p>i) Degree/Diploma in Film Editing or equivalent qualification from a recognized University/institution; and</p> <p>ii) Two years experience in editing of films (including apprenticeship period, if any)</p>
D.Q.	:	Degree of a recognized university or equivalent.
I.P.	:	Mumbai with AISL
J.R.	:	To edit documentary films and newsreels produced by the Films Division. For this purpose, the Editor has to work in closed co-ordination with the concerned Producer and Director in viewing the rushes, sorting, assembling, shuffling, re-shuffling, editing and re-editing till the picture takes its final shape.

CATEGORY No.	:	WR-12
Name of the Post	:	Sr. Technical Assistant (Hydrogeology)
Name of the Department:	:	Central Ground Water Board
Vacancy:	:	01 (01-SC) (The post is identified not suitable for PH candidates.) (UR, ST & OBC candidates are not eligible for this post)
Pay Scale	:	Rs. 9,300-34,800 with G.P. 4,600/- (Group B, Non-Gazetted)
Age	:	18-30 years (Relaxable upto 35 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government)
E.Q.	:	Master Degree in Geology or Hydrogeology or Applied Geology from a recognized university or equivalent
D.Q.	:	Nil
I.P.	:	Ahmedabad with AISL
J.R.	:	<ol style="list-style-type: none"> 1. Monitoring the ground water regime in terms of quality and quantity in space and time alongwith technical assistance to states to tackle the drought situations. 2. The official belonging to this discipline is required to take up studies like conjunctive use and artificial recharge project. 3. The data input and their analysis would also be taken up by these officials for carrying out mathematical modeling generating various scenarios for different Hydro geological situations for various ground water regime problems. 4. The official would also be needed for carrying out remote sensing and GIS studies.

CATEGORY No.	:	WR-13
Name of the Post	:	Information Assistant
Name of the Department:	:	Ministry of Tourism
Vacancy:	:	01 (01-UR, 01-OBC, 01-ST) (The post is identified not suitable for PH candidates.) (SC candidates are not eligible for age relaxation)
Pay Scale	:	Rs. 9,300-34,800 with G.P. 4,200/- (Group C, Non-Technical)
Age	:	21-25 years (Relaxable upto 35 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government)
E.Q.	:	<ol style="list-style-type: none"> 1. Degree in recognized university in India. 2. Knowledge of Computer Application supported by diploma or degree in Computer Application from a Govt. Institute or Institute recognized by the Govt. 3. General knowledge of and familiarity with places of tourist interest in India. 4. Knowledge of various phases of Indian History and architecture, ancient and modern.
D.Q.	:	<ol style="list-style-type: none"> 1. Diploma in Tourism. 2. Knowledge of any European language other than English 3. Experience in a travel or publicity firm or office, Academic qualifications relaxable by the Government in the case of candidates otherwise exceptionally suitable for reasons to be recorded in writing.
I.P.	:	Mumbai with AISL
J.R.	:	To attend to foreign/domestic tourists both at office and airport counters, providing information, drawing up their tour programmes, assistance in booking hotel/accommodation/air/rail passages, liaison officers to visiting dignitaries, participating in exhibitions, issue of All India liquor permits, compilation of tourism data, documentation, public relation work, computerization, etc.

CATEGORY No.	:	WR-14
Name of the Post	:	Senior Technical Assistant (Chemical)
Name of the Department:	:	Central Ground Water Board
Vacancy:	:	01 (01-UR) (The post is identified not suitable for PH candidates.) (OBC/SC/ST candidates are not eligible for age relaxation)
Pay Scale	:	Rs. 9,300-34,800 with G.P. 4,600/- (Group B, Non-Gazetted, Non-ministerial)
Age	:	18-30 years (Relaxable upto 35 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government)
E.Q.	:	1. Master's Degree in Chemistry or Agricultural Chemistry or Soil Science from a recognized University or Institute or equivalent. 2. Two years experience in Ground Water Analysis and Ground Water Chemistry.
D.Q.	:	Nil
I.P.	:	Nagpur with AISL
J.R.	:	1. Carry out chemical analysis of water samples and natural & polluted water. 2. Analysis of water samples for basic nature of Chemical characteristics. 3. Compilation of chemical data for Ground Water Data Year-Book (Chemical) preparation of hydro chemical maps/reports and monthly progress report. 4. Operation and maintenance of Chemical equipment/instrument. Supervision of preparation of Laboratory reagents. 5. Analysis & Quality Control laboratory chemical data bank and reagent centre(s) where the centre(s) makes control and distribution standard reagent to other laboratories.

NOTE-(I) MORE VACANCIES IN EQUIVALENT/ COMPARABLE POSTS MAY ALSO BE FILLED THROUGH THIS ADVERTISEMENT. FURTHER, VACANCIES MENTIONED ABOVE ARE SUBJECT TO ALTERATION.

NOTE-(II) ABOVE VACANCIES ARE THOSE VACANCIES AS REPORTED TO THE COMMISSION BY THE DIFFERENT INDENTING OFFICES. THE COMMISSION IS NOT RESPONSIBLE FOR WITHDRAWAL OF THOSE VACANCIES, FOR ANY REASON WHATSOEVER, BY THOSE INDENTING OFFICES.

NOTE-(III) BEFORE APPLYING, CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE AND ALSO AVAILABLE ON THE WEBSITE OF THE COMMISSION(www.sscwr.net)

NOTE-(IV) As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

NOTE-(V) THE AGE RELAXATION FOR RESERVED CATEGORY APPLICANTS IS ADMISSIBLE ONLY IN THE CASE OF VACANCIES RESERVED FOR SUCH CATEGORIES. THE RESERVED CATEGORY APPLICANTS, WHO APPLY AGAINST POSTS MEANT FOR UR CATEGORY, ARE NOT ENTITLED TO GET AGE RELAXATION. HOWEVER, THE APPLICANTS BELONGING TO PH CATEGORY ARE ENTITLED TO GET AGE RELAXATION AS ADMISSIBLE TO THEM FOR THE POSTS MEANT FOR UR CATEGORY, IF SUCH POSTS ARE IDENTIFIED SUITABLE FOR THE PH CATEGORY.

NOTE-(VI) The candidature is accepted only provisionally. Before applying, candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible for the concerned posts. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.

NOTE-(VII) All candidates who have applied in the response to this advertisement within the closing date, are assigned roll numbers. A list of all candidates (eligible or ineligible) for the post will be available in the Regional Office website i.e. www.sscwr.net after 7-9 weeks of closing date of receipt of application (for closing date refer para-5 of this advertisement). Candidates are advised to note their roll number from the Regional Office website so that while addressing to the Commission for any communication in future, the candidate must write their roll number, name, post for which applied, advertisement no. and category no. failing which communication shall not be entertained. Candidates can communicate for any correspondence either in writing or by email i.e. sscwrselfpost@gmail.com.

NOTE-(VIII) This advertisement has also published in Hindi version, however if any discrepancy in Hindi version of advertisement have been noticed the English version of the advertisement STANDS.

1. ABBREVIATIONS USED:

EQ: Essential Qualifications, **DQ:** Desirable Qualifications, **GP:** Grade Pay, **UR:** Unreserved, **OBC:** Other Backward Classes, **SC:** Scheduled Caste, **ST:** Scheduled Tribe, **ExS:** Ex-Serviceman, **PH:** Physically Handicapped, **OH:** Orthopedically Handicapped, **HH:** Hearing Handicapped, **VH:** Visually Handicapped
BLA: Both Legs & Arms **BA:** Both Arms **OL:** One Leg **BL:** Both Legs **OA:** One Arm **OAL:** One Arm and One Leg **B:** Blind **LV:** Low Vision **H:** Hearing **MW:** Muscular weakness, **Cat:** Category, **P.S:** Pay Scale, **CRFS:** Central Recruitment Fee Stamps, **Govt.:** Government, **IP:** Initial Posting, **JR:** Job Requirements, **Deg:** Degree, **Dip:** Diploma, **Sc:** Science, **Eqv.:** Equivalent, **Prof. Test:** Proficiency Test, **Recog.:** Recognised, **Univ.:** University, **Institt:** Institute, **AISL:** All India Service Liability, **Exp:** Experience, **Exam:** Examination, **Hr.:** Higher, **Sec.:** Secondary, **Sr.:** Senior, **Tech:** Technical, **M/o:** Ministry of, **D/o:** Department of, **O/o:** Office of, **Uts:** Union Territories, **SSC:** Staff Selection Commission, **CST:** Common Screening Test.

3. NATIONALITY/CITIZENSHIP:

A candidate must be either:

- (a) a citizen of India
- (b) a subject of Nepal
- (c) a subject of Bhutan
- (d) a Tibetan refugee who came to India before 1.1.1962, with the intention of permanently settling in India.
or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia, Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

4. EXAMINATION FEE

A. FEE PAYABLE: Rs.50/- (Rupees fifty only)

B. EXEMPTION FROM PAYING FEES::

- (i) ALL FEMALE APPLICANTS, SCHEDULED CASTE, SCHEDULED TRIBE, PHYSICALLY HANDICAPPED AND EX-SERVICEMEN APPLICANTS are exempted from paying EXAMINATION FEES subject to fulfillment of conditions stated at Para-12 of this Notice.
- (ii) Remission of fee may be allowed to those repatriates from Kuwait/Iraq who are not in a position to pay it.

NOTE:

- I. Fee concession is not admissible to sons of Ex-Servicemen or to persons belonging to Other Backward Classes.
- II. Service clerks in the last year of their color service are also not exempted from payment of fee.
- III. Ex-Servicemen who have already taken up a Government job shall be considered against General vacancies and, hence, shall not be entitled for fee concession.

C. MODE OF PAYMENT OF FEE

i. The candidates should pay the fee by means of "Central Recruitment Fee Stamps (CRFS)." These stamps are available at the counter of all Post Offices. These Recruitment Fee Stamps may be pasted on the application form in the space earmarked for the purpose. These Recruitment Stamps must be got cancelled from the Counter Clerks of any Post Office of issue with the date stamp of the issuing office on the Application Form itself, taking care at the same time that the impression is clear and distinct to facilitate the identification of date and Post Office of issue at any subsequent stage. After getting the Recruitment Fee Stamps cancelled from the Post Office, the candidate may submit their application to the concerned Regional Office of the Commission in the usual manner after completing other formalities. Non-cancellation of stamps from the concerned Post Office in the manner indicated above, may lead to rejection of his/her application form, so it is in the interest of the candidates that they get the CRFS cancelled from the concerned post offices.

ii. Fee paid by wrong mode of payment of fee i.e. by IPO, Cash, Bank Draft or Pay Order, will not be accepted and the application for such candidates will be rejected outright and payment made shall stand forfeited.

iii. Fee once paid will not be refunded under any circumstances.

iv. Fee paid by wrong mode of payment of fee or non-cancellation of CRFS or paying less fee or non-submission of requisite certificate with application from competent authority for the applicants seeking exemption of examination fees, shall be treated as application with NO Fees. Thus, their candidature will be cancelled summarily or at any stage of recruitment process for NO FEES.

5. WHERE TO SEND APPLICATION AND TIME LIMIT FOR SENDING APPLICATION:

A. CLOSING DATE OF RECEIPT OF APPLICATION

(i) **CLOSING DATE OF RECEIPT OF APPLICATION is 20/12/2013 (5.00 PM)**

(ii) In the case of applicants residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshdweep & for applicants residing abroad, the closing date is **27/12/2013 (5.00 PM)**. **Applicants applying from any of those areas shall invariably superscribe the name of the area on the envelope in bold letters.**

B. ADDRESS FOR SENDING APPLICATIONS: The applications should be received on or before the closing date of receipt of applications as mentioned above in this Notice at:

OFFICE OF THE REGIONAL DIRECTOR, STAFF SELECTION COMMISSION (WR), 1ST FLOOR, PRATISHTHA BHAVAN, 101, MK ROAD, MUMBAI, PIN-400020

NOTE:

Candidates are advised to post the application well before the closing date so that it reaches **STAFF SELECTION COMMISSION (WR), MUMBAI** on or before the closing date and time. **APPLICATION RECEIVED AFTER CLOSING DATE AND TIME WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.** Commission will not be responsible for postal delays.

6. AGE LIMIT AND RELAXATION ON UPPER AGE-LIMIT AND RESTRICTION ON RELAXATION ON UPPER-AGE LIMIT:

i. CRUCIAL DATE FOR DETERMINING THE AGE-LIMIT: Crucial date for determining the age-limit will be closing date of receipt of applications as mentioned at Para-5 of this Notice. The different 'AGE-LIMIT' for different 'Posts' is indicated at Para-1 of this Notice.

ii. Relaxation on upper Age-limit admissible to eligible categories of applicants as stated in Appendix-XI. The relaxation on upper Age-limit is admissible subject to fulfillment of terms and conditions stated at Para-12 of this Notice.

7. CRUCIAL DATE FOR AGE LIMITS, ESSENTIAL QUALIFICATIONS AND FOR OTHER TERMS AND CONDITIONS AND PROOF OF AGE

I. The crucial date for calculation of age limits, for finding eligibility on essential qualifications, and for other terms and conditions is as on the closing date of receipt of application as mentioned at Para-5 in this Notice.

II. PROOF OF AGE:

Candidates should note that the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate (only Certificate, not Admit Card) OR an equivalent certificate on the date of submission of application, will be accepted by the Commission and no subsequent request for change will be considered or granted.

8. GUIDELINES FOR SENDING COMPLETE APPLICATION.

A. DOCUMENTS TO BE ATTACHED WITH THE APPLICATIONS TO MAKE IT COMPLETE IN ALL RESPECTS:

- i. Examination Fees Rs. 50/- (CRFS affixed and clearly cancelled on the Application Form)
- ii. One recent passport size photograph should be pasted (NOT STAPLED) on the space provided in the Application Form.
- iii.. Documents in support of claim of SC/ST/OBC/PH/EXS/CGCE category in the prescribed FORMAT given in the advertisement.
- iv. Attested copies of Matriculation Certificates or equivalent as a proof of age (Date of Birth) copies of Certificates/Yearwise marksheets/Provisional Certificates towards proof of Educational Qualifications (beginning from Matriculation Examination as indicated Column 6 of Application Form) etc. Particulars printed on the back of the marksheets/ certificates should also be Xeroxed/copied invariably and attested by a Gazetted Officer of Central/ State Government. **APPLICANTS MAY SUBMIT SELF ATTESTED DOCUMENTS ALSO.** However, applicants are hereby warned that any wrong attestation so as to mislead or to gain access to the Examination, would lead to criminal/debar action against the applicants, besides cancellation of their candidatures. Further, all original certificates will be checked at the time of Personality/ Skill Test/ Screening Test, as the case may be, and their candidature is subject to result of such scrutiny.
- vii. Attested copies of experience certificates, if any.
- viii. Attested copies of any other Documents supporting information given in the Application Form.

NOTE:

- a. If, the Applicant does not submit, alongwith the Application Form, all Documents supporting information given in the Application Form, the candidature of the applicant shall be rejected summarily or at any stage of the recruitment process.
- b. Applicants must submit **Certificates in support of educational qualifications from a recognized University/Institution** otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.

- c The OBC/EXS/CGCE/OEA applicants shall invariably submit with their applications, according to their respective category, the OBC DECLARATION (exclusively for OBC candidates) [Appendix-I]/ EXS DECLARATION (exclusively for EXS candidates) [Appendix-II]/ CGCE DECLARATION (exclusively for CGCE candidates) [Appendix-III]/ OEA DECLARATION (exclusively for OEA candidates) [Appendix-IV]/, otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.

B. VERIFY THE FOLLOWING BEFORE MAILING/SUBMITTING THE APPLICATION TO AVOID REJECTION

1. Willing applicants are advised to go through each and every Paras/Sub-Paras of this Notice before filling in Application Form and also before sending it to Staff Selection Commission (WR), Mumbai.
2. Application Form must be typed out in double space or written in hand neatly, but Application format should be the same as published in this notice. Applicants may copy the Application Form as published in his Notice. The application form is also available on the Regional Office website www.sscwr.net. The applications should be submitted to the Regional Director as per the address given in the notice.
3. Applicants should fill all columns of Applications IN THEIR OWN HANDWRITING.
4. None of the Columns of Application Form should be left blank. PUT CROSS (X) MARK IN THE RELEVANT BOX TO FURNISH NIL INFORMATION OR IF NOT APPLICABLE, otherwise it will be treated as incomplete application.
5. Applicants shall make their signature, in FULL NOT IN SHORT on the Application Form and on all documents. vi. All signatures must be made in running script (NOT IN BLOCK/CAPITAL LETTERS) and there should be no variation in the signatures failing which their candidatures are liable to be cancelled summarily or at any stage of recruitment process.
6. In the Columns of Application, applicants shall write the required information either in English (CAPITAL LETTERS) or in Hindi (CAPITAL LETTERS).
7. Applicants should write their Name, Father's/Mother's/ Husband's (as applicable) Name and Date of Birth (DOB) in the Application Form as recorded in the Matriculation or Equivalent Certificate. COMMUNITY/CATEGORY STATUS has been indicated correctly in the Application Form.
8. If an applicant has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Hr. Secondary/ Senior Secondary, he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after matriculation etc. The changed name should also have been indicated in the Gazette Notification.
9. Certificates in Support of educational qualifications and of Age-proof must have been obtained from a recognized University/Institution/Board, otherwise his/her candidature is liable to be cancelled/rejected summarily or at any stage of the recruitment process.
10. Attested photocopies of certificates in support of age/date of birth, required minimum educational qualification, SC/ST/OBC/EXS/PH/CGCE Categories claimed in the Application Form.
11. A good quality recent Passport size Photograph (5 cm x 7 cm) should be firmly pasted (not pinned or stapled) in the prescribed place in the Application Form, thereafter sign on it as per direction at Para 9-A above.
12. Requisite fee (Central Recruitment Fee Stamp of Rs. 50/- affixed in the proper place of application.
13. One self addressed envelope of 12 x 25 cm size.
14. Signature: Signatures in running script (not in block letters):-
 - a. On the Application
 - b. If applicable, on the OBC DECLARATION (exclusively for OBC candidates) [Appendix-I]/ EXS DECLARATION (exclusively for EXS candidates) [Appendix-II]/ CGCE DECLARATION (exclusively for CGCE candidates) [Appendix-III]/ OEA DECLARATION (exclusively for OEA candidates) [Appendix-IV]
 - c. On the all documents attached with the Application Form.

15. The envelope containing Application Form must be superscribed in bold letters as **APPLICATION FOR THE POST OF : _____ CATEGORY NO. WR- _____ ADVERTISEMENT NO: WR/1/2013**

16. One envelope should contain one application of one applicant only. Applicants should submit only one application against a particular category of advertisement. In case of multiple application the Regional Director at his/her own discretion will accept only one of the application. However, separate applications can be submitted against different categories of advertisement.

C. GENERAL INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION:

1. A CANDIDATE SHOULD MINUTELY GO THROUGH ALL THE PROVISIONS IN THE NOTICE OF THE EXAMINATION TO ENSURE THAT HE/ SHE IS ELIGIBLE FOR THE POST FOR WHICH HE/SHE IS APPLYING IN TERMS OF REQUIREMENTS OF AGE, EDUCATIONAL QUALIFICATIONS AS ON CRUCIAL DATE, ETC. THEIR ADMISSION AT ALL STAGES OF EXAMINATION (WRITTEN EXAMINATION, INTERVIEW ETC.) WILL BE PURELY PROVISIONAL AS THE COMMISSION DOES NOT UNDERTAKE ANY PRE-EXAMINATION SCRUTINY OF DOCUMENTS. THUS, IF AT ANY STAGE, IT IS FOUND THAT CANDIDATES DOES NOT FULFILL ANY OF THE ELIGIBILITY CONDITIONS, HIS/ HER CANDIDATURE WILL BE CANCELLED BY THE COMMISSION.

2. THE CANDIDATE MAY BE PERMANENTLY DEBARRED FROM THE EXAMINATIONS CONDUCTED BY THIS COMMISSION IN CASE CANDIDATE FRAUDULENTLY CLAIMS SC/ST/OBC/PH/CGCE STATUS.

3. CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ ANY OTHER COMMUNICATION DEVICES INSIDE THE EXAMINATION PREMISES/ HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DISCIPLINARY ACTION INCLUDING BAN FROM SSC'S FUTURE EXAMINATIONS AGAINST THE CANDIDATES.

4. THE CANDIDATES SHOULD BRING HIS/HER OWN PEN, HB PENCIL, ERASER ETC. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THESE SPECIFIED ABOVE SUCH AS BOOKS, NOTES AND LOOSE SHEETS, MOBILES ETC. INTO THE EXAMINATION HALL.

5. Candidates are advised that it is compulsory to carry a Photo ID such as Voter's ID, Driving License, ID Cards issued by Government or other Offices where the candidates may be working. Candidates without such ID cards will not be allowed entry into the interview room/examination halls/Skill Test venues.

9. SELECTION PROCEDURES:

1. PRELIMINARY SELECTION

- i. Usually, the selection to the posts will be made on the basis of an Interview/ Personality Test/Skill Test. The Commission may conduct CST if required before calling for Interview/Personality. Mere fulfilling of minimum prescribed qualifications etc. **would not entitle a applicant to be called for the Interview/ Personality Test/Skill Test. Commission may make a preliminary selection of applicants on the basis of their educational qualifications, academic records, percentage of marks etc. and the applicants thus selected will be required to undergo an interview/Personality Test/Skill Test. The Interview will be held at Staff Selection Commission (WR), Mumbai or at any other place as decided by the Commission.**

- ii. The Commission may, at its discretion decide not to hold a Proficiency Test in appropriate subject for any of the categories of posts or **to make a screening of applicants on the basis of percentage of marks on the EQ, where it is felt necessary, before the applicants are called for Interview/Personality Test/Skill Test/Proficiency Test.** The Proficiency Test would be in the relevant subject, which will be intimated to the applicants in due course of time.
- iii. The Commission may at its discretion, waive holding of Proficiency Test in those categories of posts where a Proficiency Test have been prescribed.

NOTE: The Interview/Personality Test is structured in such a manner that are applicants' interests, knowledge, various traits, aptitude, suitability etc. are probed, among other things, through academic qualifications, extra-curricular activities, general awareness/knowledge, depth of knowledge of the subject studied on the level of "Essential Qualification" for the post, communicative Skill and Personality etc.:

B. SCREENING TEST

- i. The Commission may, at its discretion decide to hold a screening test for any of the categories where it is felt necessary before Interview/Personality Test/Proficiency Test/Skill Test.
- ii. **The Commission, may at its discretion, where it is felt necessary, without holding Screening Test may screen the applicants by the method of short listing on the basis of percentage of marks on the prescribed Essential Qualification for the post.**
- iii. Only such of the Applicants who qualify in the Screening test or otherwise at the standard fixed by the Commission at their discretion would be eligible for being called for the Interview/Personality Test/ Proficiency Test/ Skill Test.

C. RESOLUTION OF TIE CASES:

Ties cases will be resolved by applying one after another, as applicable till the Tie is resolved.

- (i) Total marks in the Proficiency Test/Screening Test wherever applicable.;
- (ii) Second Part of Proficiency Test/Screening Test wherever applicable.;
- (iii) First Part of Proficiency Test/Screening Test wherever applicable.;
- (iv) Date of Birth, with older candidate placed higher;
- (v) Alphabetical order In which the first names of the candidates appear.

10. ESSENTIAL QUALIFICATIONS FOR DIFFERENT CATEGORIES OF POSTS AND SUBMISSION OF CERTIFICATE(S) IN SUPPORT OF ESSENTIAL QUALIFICATIONS:

- i. Applicants must possess the ESSENTIAL QUALIFICATIONS for a post on or before the closing date of receipt of application as mentioned at Para-5 in this Notice.
- ii. Post(s) requiring proficiency in the relevant language as an essential qualification means that the applicant must have studied in that language upto Matric Level and in case the relevant language is not taught as a subject in Matric, the said language must be the mother-tongue of the applicant or he/she should have the 'working knowledge' which shall be determined by the Staff Selection Commission.
- iii. For posts where an experience in a particular field/discipline for a specified period has been indicated as an essential qualification, the applicants should submit a certificate in support of their claim of experience in that field/ discipline.
- iv. Applicants must submit **Certificates in support of educational qualifications and of Age-proof from a recognized University/Institution/Board**, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.
- v. Only attested copies of certificates are required to be sent. Even the photocopies need to be attested. All photocopies should be clear and distinct.
- vi. The ORIGINAL CERTIFICATES should not be sent with the application.
- vii. If the applicants do not fulfill the above Sub-Para 11(i) to Sub Para 11(v) their candidature are liable to be rejected summarily or at any stage of the recruitment process.

11. CONDITIONS FOR SEEKING FOR FEE CONCESSION, AGE-RELAXATION, RESERVATION.

A. FOR SC/ST APPLICANTS:

1. The Upper age limit as prescribed in Para-I will be Relaxable up to a maximum of 5 years if a candidate belongs to a Scheduled Caste or a Scheduled Tribe category.

II. SC/ST applicants seeking for fee concession, age-relaxation, reservation whatsoever shall invariably submit, alongwith their application, the requisite Certificate as per FORMAT (Appendix-III) from COMPETENT AUTHORITY as published in this Notice. **OTHERWISE, THEIR CLAIM FOR SC/ST STATUS WILL NOT BE ENTERTAINED AND THEIR CANDIDATURE/APPLICATIONS WILL BE CONSIDERED UNDER GENERAL CATEGORY (UR) CANDIDATES.**

III. TRAVELING ALLOWANCE (TA)

SC/ST applicants called for Interview only will be paid TRAVELLING ALLOWANCE (TA) as per Government of India's Orders. NO TA will be paid for Proficiency Test/Screening Test/ Skill Test, if they are held on a day other than that of Interview.

B. FOR OBC APPLICANTS:

i. The Upper age limit as prescribed in Para-I will be Relaxable upto a maximum of 3 years if a candidate belongs to OBCs in accordance with DP&T OM No.43013/2/95-Estt. (SCT) dated 25.01.1995 read with amendments made thereafter.

NOTE: Other Backward Class (OBC) for the purpose of AGE RELAXATION AND RESERVATION will mean "Persons of OBC Category not belonging to Creamy Layer" as defined in Government of India, Department of Personnel and 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 9.3.2004 and 14.10.2008.

ii. The OBC applicants shall invariably submit with their applicants the **OBC DECLARATION (exclusively for OBC applicants) (APPENDIX-I) otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.**

iii. The candidates should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per APPENDIX-VIII issued by the COMPETENT AUTHORITY on or within 3 years before the closing date stipulated in the Notice. OBC Certificate obtained otherwise than the prescribed certificate meant for Central Government jobs will not be considered for seeking relaxation/ reservation whatsoever.

iv. The closing date for receipt of application will be treated as the date of reckoning for OBC status of the applicant and also, for assuming that the applicant does not fall in the creamy layer. **The Commission has decided to accept OBC certificate, in the prescribed format, issued after the closing date but before the last tier of the examination i.e., Interview/Screening Test, as the case may be, as valid proof of belonging to non-creamy layer of OBC.**

v. **Candidates claiming the benefit of reservation under OBC Category not covered under the Creamy Layer must ensure that they furnish the OBC Certificate duly signed by the competent authority before or by the Closing Date in the FORMAT prescribed by the Commission in the Notice as Appendix-VIII.** Any deviation of the OBC Certificate Format from the present prescribed format will not be accepted by the Commission and will lead such application to be treated under General (UR) Category. Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained. The Commission will however, have the discretionary power to reduce/waive off any of the provisions in exceptional and deserving cases.

C. FOR PHYSICALLY HANDICAPPED (PH) (OH/HH/VH) APPLICANTS:

i. The Upper age limit as prescribed in Para-I will be Relaxable upto a maximum of 10 years if the candidate is a physically handicapped person. For candidates belonging to SC/ST/OBC who are physically handicapped, the maximum age relaxation of 10 years permissible for physically handicapped shall be in addition to the age relaxation provided in terms of Para – 12A(1) and Para 12.B(i) above.

ii. PH persons having 40% or above disability are eligible for fee concession, age-relaxation and reservation.

iii. PH persons seeking for fee concession, age-relaxation and reservation shall invariably submit requisite certificate as per FORMAT (APPENDIX-IX) from the COMPETENT AUTHORITY, as published in this Notice. **Otherwise, their claim for PH status will not be entertained and their candidature/applications will be considered under General (UR) category candidates.**

iv. IMPORTANT REQUIREMENT OF PH CERTIFICATE:

a. 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.

b. The certificate would be valid for a period of 5 years for those whose disability is temporary. The Medical Board shall indicate the period of validity of the certificate where there are chances of variation in the degree of disability. For those who acquired permanent disability, the validity can be shown as permanent. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

c. According to the persons with Disabilities (Equal Opportunities, Protection of Rights 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) of Section 73 of the persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 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 shall be a specialist in the particular field for assessing locomotors/ hearing and speech disability, mental retardation and leprosy cured, as the case may be.

D. FOR SERVICEMEN OF THE THREE ARMED FORCES APPLICANTS

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)..

II. EXPLANATION: An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant , in the regular Army, Navy, Air Force of the Indian Union and:-

- (a) who retired from such service after earning his pension. This would also include persons who are released/retired at their own request but after having earned their pension; or
- (b) who has been released from such service on medical attributable to military service or circumstances beyond his control and awarded medical or other disability pension, or
- (c) who has been released, otherwise than on his own request, from such service as a result of reduction in establishment, or
- (d) who has been released from such service after completing the specified period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity , and includes personnel of the Territorial Army of the following categories, namely :-

- (1) Pension holders for continuous embodied services;
- (2) persons with disability attributable to military service;
- (3) Gallantry award winners.

iii. The period of 'Call up Service' of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation; he/she must have already acquired, **at the relevant time of submitting his/her application for the Post/Service, the status of ex-serviceman** and/or is in a position to establish his/her 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 on receipt of applications as stipulated in Para-5 of this Notice on completion of his specific period of engagement. The Ex-Serviceman applicants should submit necessary CERTIFICATE/DECLARATION as per the FORMAT prescribed in D/o Personnel and Training's O.M. No.36034/2/91-(SCT) dated 03.04.91 (APPENDIX-II and VI).

iv. The EXS applicants shall invariably submit with their applications EXS declaration (**exclusively for EXS applicants**) (APPENDIX-II) **otherwise their candidature shall be cancelled summarily or at any stage of the recruitment process.**

v. This concession of applying one year before the completion of specified term of engagement is not available in respect of Educational Qualifications i.e. non-Graduate ExS are required to complete 15 years of service (and not, 14 years) as on the closing date of receipt of applications as stipulated at Para-5 of this Notice for becoming a 'deemed Graduate'. Thus, those non-Graduate ExS who have not completed 15 years of service as on this date for recruitment as stated in Para 12.D(iii) are **NOT** eligible.

vi. As per Department of Personnel and Training's O.M. No.36034/6/90-Estt-SCT dated 24.4.92, such EXS applicants who have already secured employment under the Central Government in civil side after availing of 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 the EXS for securing another employment in a higher grade. They will also not be eligible for fee concession would be admissible to EXS. Such EXS would have to pay the requisite fee of Rs.50/- for this recruitment.

vii. EXS applicants submitting Application without DECLARATIONS (exclusively for EXS applicants) [APPENDIX-II & VI] shall not be eligible for fee-concession, age relaxation, reservation whatsoever.

viii. If the applicant is not be released/discharged from the armed forces within the stipulated period of one year from the closing date of receipt of applications as stipulated at Para-5 in this notice on completion of their assignment he will not be eligible for fee-concession, age-relaxation, reservation whatsoever.

ix. Sons & daughters and dependents of Ex-Servicemen are not eligible for fee-concession, age-relaxation, reservation whatsoever.

x. Service Clerks in last year of their COLOUR SERVICE are not exempted from payment of fee.

E. FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEE (CGCE) APPLICANTS:

I. HERE, CENTRAL GOVERNMENT CIVILIAN EMPLOYEE MEANS ANY PERSON TO WHOM THE 'CENTRAL CIVIL SERVICE (CONDUCT) RULES, 1964, APPLY.

II. Upper age-limit is Relaxable as mentioned in Para-1 as on the closing date of receipt of application for Central Government Civilian Employees (CGCE) who have rendered not less than three years continuous service (on regular basis and not on ad-hoc basis) in Ministries or Departments of Govt. of India in terms of DOPT letter No.39028/7/96-Estt. (B) dated 27.01.99.

iii. The CGCE applicants shall invariably submit with their applications the **CGCE DECLARATION (exclusively for CGCE applicants)** [Appendix-III] **otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.**

iv. CGCE applicants seeking for age-relaxation shall invariably submit, with application, the requisite certificate as per FORMAT (Appendix-V) and from the COMPETENT AUTHORITY [as mentioned in this Notice] on or before the closing date of receipt of application as mentioned in this Notice.

v. If the Certificate is not as per FORMAT (Appendix-V) and not from the COMPETENT AUTHORITY, the candidates are not eligible for age-relaxation. **Any deviation of the CGCE Certificate Format from the present prescribed format will not be accepted by the Commission and will lead such application to be treated under General (UR) category.**

vi. CGCE candidates shall also refer Para-13 of this Notice.

F. FOR OTHER CATEGORIES OF APPLICANTS:

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

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

(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.

iii. Upto the Age of 35 years (upto 40 years for members of Schedules Castes/Scheduled Tribes and 38 years for OBC) in the case of widows, divorced women and women judicially separated from their husbands and who are not remarried.

iv. Upto a maximum of 3 years(8 years for SC/ST and 6 years for OBCs candidates) in the case of Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.

12. SPECIAL INSTRUCTION FOR EMPLOYED APPLICANTS:

I. All candidates in Central Government Service holding any post whether in a permanent or in temporary capacity or work-charged employees, other than casual duty or daily rated employee, or those serving under public enterprises, will be required to submit a Declaration as per APPENDIX-III that they have informed in writing their Head of Office/Department that they have applied for the examination. Such candidates must also ensure that they would be in a position to furnish NOC from their employer, at the time of Interview or at any other time till final selection.

II. OTHER EMPLOYED APPLICANTS (OEA) [OTHER THAN CENTRAL GOVT. CIVILIAN EMPLOYEES] shall invariably submit with their applications the **OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-IV]** otherwise their candidature shall be canceled summarily or at any stage of recruitment process.

III. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for appearing in the examination, their applications shall be rejected and candidature shall be cancelled.

IV. Employed applicants shall invariably submit NO OBJECTION CERTIFICATE from their EMPLOYER before INTERVIEW/SKILL TEST/SCREENING TEST, failing which their candidature are liable to be cancelled at that very stage or any stage of recruitment process.

13. PROFORMA FOR CERTIFICATE AND UNDERTAKING:

- a. The FORMAT of Certificates/Documents is at Appendix-I to Appendix – VII. The nature & format of certificate is as under:

Appendix –I & VIII	for OBC category candidates;
Appendix –II & VI	for ExS category candidates;
Appendix –III & V	for CGCE category candidates;
Appendix –IV	for OEC category candidates;
Appendix –VII	for SC/ST category candidates;
Appendix –IX	for PH category candidates;
Appendix –X	for code required for EQ & subject;
Appendix –XI	for code required for Age relaxation;

- b. **Candidates who wish to be considered against vacancies reserved/or seek age-relaxation, must submit requisite Certificate from the Competent Authority, along with their application for the examination, otherwise, their claim for SC/ST/OBC/PH/ExS/CGCE status will not be entertained and their candidature/applications will be considered under General (UR) category candidates. And no subsequent request will be accepted, in any circumstances, regarding rectification of their categories.**

NOTE: The **OBC/EXS/CGCE/OEA** applicants shall invariably submit with their applications, according to their respective Category, the **OBC DECLARATION (exclusively for OBC applicants) [APPENDIX-I]/EXS DECLARATION (exclusively for EXS applicants) [APPENDIX-II]/CGCE DECLARATION (exclusively for CGCE applicants) [APPENDIX-III]/OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-IV]**, otherwise their candidature shall be cancelled summarily or at any stage or recruitment process.

14. THE JOB REQUIREMENT OF THE POST:

Brief job requirements of the post are indicated below each category of posts, under Para -1 of this Notice, to facilitate the applicants to understand the main functions to be performed after appointment to the post.

15. NO PERSON:

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

Provided that 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. GOOD MENTAL AND BODILY HEALTH OF CANDIDATE

A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/her 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 to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

NOTE: In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilization Medical Board of the Defence Services will be considered adequate for the purpose of appointment.

17. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document.

18. CANVASSING:

Canvassing in any form will disqualify the applicant.

19. COMMISSION'S DECISION FINAL:

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination (s) and interviews, allotment of examination centers, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

20. JURISDICTION OF COURTS/TRIBUNALS:

ANY DISPUTE IN REGARD TO THIS RECRUITMENT WILL BE SUBJECT TO COURTS/TRIBUNALS HAVING JURISDICTION OVER THE PLACE OF THIS REGIONAL OFFICE OF THE STAFF SELECTION COMMISSION (WESTERN REGION), MUMBAI.

**INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR
SELECTION POSTS**

1. Please go through the notice for the Recruitment and also these instructions carefully before applying for any of the posts 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. Instructions 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 instructions 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 11, 11.1 16 and 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 – (Refer Appendix-XI of the notification for filling up this column)
7. Column No. 13 – For all categories age as on normal closing date for receipt of applications should be indicated.
8. Column 17 - Educational Qualification: (Refer Appendix-X of the notification for filling up this column)
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. Please indicate your email and mobile no. for filling in the column 19.1.
11. Column 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.

21. घोषणा/Declaration

Space for
cancellation stamp by post
office after affixing CRF stamp
कें. भ. शुल्क टिकट विपकाने के बाद
आकषर द्वारा रद्द किये जाने वाले
टिकट हेतु स्थान

22. कें.भ. शुल्क टिकट कि लिए स्थान
Space for CRF Stamp

अपेक्षित मूल्य वर्ग का कें. भ.
शुल्क टिकट यहाँ ठीक ढंग
से चिपकाएँ तथा आकषर से
रद्द करा दें जहाँ से यह
खरीदा गया है।
(स्टेपल 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 शर्तों के लिए कोई और आवेदन पत्र नहीं भेजा है मुझे यह मातृम 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 एतद्द्वारा 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 आजतक 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/MES/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 के साथ 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.ज्ञा. सं.- 36012/22/93 स्वा. (एससीटी) में विहित अर्देशों 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 संशोधनों जो कि नोटिस में उल्लिखित है, उसके तहत उपरोक्त कार्यालय ज्ञापन सं. कोलम 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- Esst. (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) मूलपूर्व सैनिकों के लिए
मैं घोषणा करता/करती हूँ कि मैं परीक्षा विज्ञापित के अनुसार मू.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/निर्भुक्ति 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 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

तारीख/ Date :

D	D	M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*यदि लागू न हो तो यह लाईन काट दें।

*Stricke 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

OBC DECLARATION

I _____ son/daughter of Shri _____
resident of village/town/city _____ district _____ state _____ hereby
declare that I belong to the _____ community which is recognized
as a backward class by the Government 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-SCT) dated 8.9.1993.
It is also declared that I do not belong to creamy layer section of persons of OBC as mentioned in Column 3
of Government of India, Deptt. of Personnel and Training O.M. No. 36012/22/93-Estt. (SCT) dated
8.9.1993 and modified vide DOPT's O.M. No. 36033/3/2004-Estt. (Res) dated 9.3.2004 and 14.10.2008.

(Full Signature of Applicant)

Place:

Date:

Note: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer. The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government Jobs as per Appendix –VIII issued by the competent authority on or before the closing date as stipulated in the Notice.

Undertaking to be given by the candidate covered under Para 12 (D) of Notice for the examination)

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 & Posts) Rules, 1979 as amended from time to time.

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

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 and Tel.No.):.....
3. If re-employed, Name and address of Employer with Tel.No.....

Signature of Candidate

Place:

Date:

**CGCE DECLARATION
(EXCLUSIVELY FOR CGCE APPLICANTS)**

(PLEASE See NOTE AT PARA -12(E) AND 14 OF THIS NOTICE)

[Here' central government civilian employee' means any person to whom the Central Civil Service
(Conduct) Rules, 1964, apply]

I declare that I have already informed my Head of Office/Department/Ministry in writing that I have applied for this examination. I further submit the following information:

- a. Date of Appointment
- b. Holding present post and Pay Scale
- c. Name and Address of Employer with Tel No.

Place and Date:

(Full Signature of the applicant)

**OEA DECLARATION
(EXCLUSIVELY FOR OEA APPLICANTS)**

(PLEASE SEE NOTE AT PARA 14 OF THIS NOTICE)

[Other than 'CENTRAL GOVERNMENT CIVILIAN EMPLOYEE']

I declare that I have already informed my Head of Office/Department/Ministry in writing that I have applied for this examination. I further submit the following information:

- a. Date of Appointment
- b. Holding present post and Pay Scale
- c. Name and Address of Employer with Tel No.

Place and Date:

(Full Signature of the applicant)

APPENDIX - V

**FORM OF CERTIFICATION TO BE SUBMITTED BY CENTRAL GOVT.
EMPLOYEES/DEPARTMENTAL CANDIDATES SEEKING AGE-RELAXATION UNDER PARA 7 OF
THE NOTICE OF EXAMINATION**

(To be filled by the Head of the office or Departmental in which the candidate is serving)

It is certified that Shri/Smt./Km. _____ is a
Central Govt. employee holding the post of _____
in the pay scale of Rs. _____ with 3 years
regular service in this post as on _____ .

Signature _____

Name _____

Office seal _____

Place _____

Date _____

Form of Certification for serving Defence Personnel
(please see para 12(D) of this Notice)

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

Signature of Commanding
Officer

Place:

Office Seal

Date:

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of the certificate in the form given below from the district officer or the Sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education.

Wherever photograph is an integral part of the certificate the Commission would accept only photo copy of such certificate and not any other attested or true copy.

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

This is to certify that Shri/Shrimati/Kumari _____ son/daughter of _____ of village/town/District/Division in _____ 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 Caste) (Union Territories) Order, 1951. The Constitution (Scheduled Tribes) (Union Territories) Order, 1950. @

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

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

The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes

Order (Amendment Act), 1976. @

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

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

The Constitution (Pondicherry) Scheduled Castes Order 1964. @

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

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

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

The Constitution (Nagaland) Scheduled Tribes Order, 1970. @

The Constitution (Sikkim) Scheduled Castes Order, 1978. @

The Constitution (Sikkim) Scheduled Tribes Order, 1978. @

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

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

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

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

The Constitution (ST) Order (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 Caste/Scheduled Tribes Certificate issued to Shri/Shrimati _____ Father/Mother* _____ of Shri/Shrimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory issued by the _____ dated _____.

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

Signature _____

** Designation _____

State/Union Territory

Place : _____

Date : _____

* Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraph which is not applicable

NOTE :

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

**List of Authorities Empowered to issue Caste/Tribe Certificates :

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

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

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

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

Note : ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY from the REVENUE DIVISIONAL OFFICER.

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 son/daughter of
of village District/Division in the
State belongs to the Community which is recognised
as a backward class under :

- i) Resolution No.12011/68/93-BCC(c), 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 19th October, 1994 published in the 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 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.12011/88/98-BCC dated 6th December 1999 published in the Gazette of India Extraordinary Part-I Section –I No.270 dated 6th December 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April 2000 published in the Gazette of India, Extra Ordinary 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 Extra Ordinary Part-I Section –I No.210 dated 21.9.2000.
- xii) Resolution No.12015/9/2000-BCC dated 6th September,2001, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.246 dated 6th September,2001.
- xiii) Resolution No.12011/1/2001-BCC dated 19th June,2003, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.151 dated 20th June,2003.
- xiv) Resolution No.12011/42002-BCC dated 13th January, 2004, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.9 dated 13th January, 2004.
- xv) Resolution No.12011/142004-BCC dated 12th March, 2007, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No.67 dated 12th March,2007.
- xvi) Resolution No.12015/2/2007-BCC dated 18th August,2010

2. Shri and/or his family ordinarily reside(s) in the District/Division of the State.

3. 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 and Training O.M. No.36012/22/93-Estt(SCT) dated 08.09.1993, which is modified vide Deptt. of Personnel and Training O.M.No.36033/2/2004-Estt.(Res.) dtd. 9.3.2004, 14.10.2008 and O.M. No.36033/1/2013-Estt.(Res) dated 27th May,2013.

Dated :

District Magistrate or
Deputy Commissioner etc.

Seal

- 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 Certificates are indicated below :
- (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class StipendiaryMagistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidence 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.

Note II: The Commission has decided to accept OBC certificate, in the prescribed format issued after the closing date but before the last tier of the examination i.e. Interview.

(FORMAT OF THE CERTIFICATE TO BE SUBMITTED BY THE PH PERSONS)

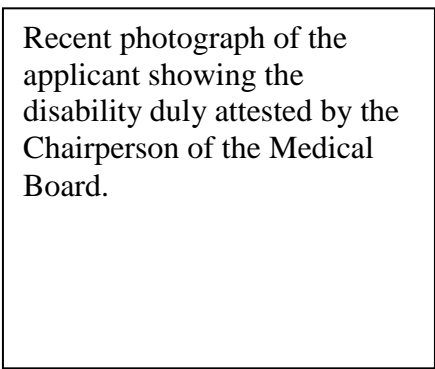
NAME AND ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No.-----

Date:-----

DISABILITY CERTIFICATE

This is to certify that Shri/Smt/Kum_____ son/ wife/ daughter of Shri_____ Age_____ Sex_____ identification mark(s)_____ is suffering from permanent disability of following category:



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
- (iv) OL-One leg affected (right or left)
 - (a) Impaired reach
 - (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-Muscular 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 is not recommended/is recommended after a period of _____ months/years.*

3. Percentage of disability in his/her case is percent.

4. Shri/Smt./Kum. meets the following physical requirement 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 |

(DOCTOR)
Seal

(DOCTOR)
Seal

(DOCTOR)
Seal

*Strike out which is not applicable.

Countersigned by
Medical Superintendent/CMO Of Hospital(With seal)

Essential Educational Qualification Code for filling up column No.17 of application form.

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 & 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

Essential Subject Code of Educational Qualification for filling up column No.17 of application form.

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 and Power Engineering	20
Electronics and 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 and 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 and 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

Codes for filling up column No.12.1 of application.

Code No.	Category
01	SC/ST
02	OBC
03	PH
04	PH + OBC
05	PH + SC/ST
06	EX-Servicemen (Unreserved/General)
07	Ex-Servicemen (OBC)
08	Ex-Servicemen (SC & ST)
09	Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date.
10	Central Govt. Civilian Employees(OBC) who have rendered not less than 3 years regular and continuous service as on closing date.
11	Central Govt. Civilian Employees(SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date.
12	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(Unreserved/General)
13	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(OBC)
14	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (SC/ST)
15	Departmental candidates (Unreserved/General) who have rendered not less than 3 years regular and continuous service as on closing date
16	Departmental candidates (OBC) who have rendered not less than 3 years regular and continuous service as on closing date
17	Departmental candidates (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date