

(To be published in the Employment News/Rozgar Samachar dated 14.03.2015)



Government of India
STAFF SELECTION COMMISSION (ER)
D/o Personnel & Training
M/o Personnel, Public Grievances & Pensions
Nizam Palace, 1st MSO Building, 8th Floor
234/4, A.J.C. Bose Road, Kolkata-700020
(Website: www.sscer.org)



NOTICE

ADVERTISEMENT NO. ER-01/2015

FILE NO. 11/1/2014-RECTT/VOL.II

CLOSING DATE: 13.04.2015

“Government Strives To Have A Workforce Which Reflects Gender Balance And Women Candidates Are Encouraged To Apply”

Applications are invited from the Citizens of India under Para-4 of this Notice, for the following Group ‘B’ (Non-Gazetted) /Group ‘C’ (Non-Technical) Selection Posts. Descriptions of posts are mentioned at **Para-2** and other terms and conditions are mentioned at **Para-4 to Para-18** of this Notice and at Column-22 of Application Form. Applicants fulfilling Para-4 of this Notice and also fulfilling all the conditions of Eligibility for the post(s) as specified in Para 2 of this Notice amongst others 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(s) for the posts etc., before applying.

Candidature of Applicants shall be purely **PROVISIONAL** at all stages of recruitment process.

Candidates should ensure themselves beforehand that their Age-Limit/Essential Qualifications (EQs)/Experience/Caste/Community/Category etc. exactly coincide with the requirements as stated in this Notice itself; otherwise their candidatures are liable to be cancelled at any stage of recruitment process without giving any notice to them.

Status of Applications (Eligible/Rejected/Cancelled); Status of Candidature (Provisionally Eligible/Rejected/Cancelled); Shortlisting Criteria; Issuance of Call Letters to the provisionally eligible candidates; Publication of Final Result; Publication of Marks awarded to the candidates in the Examination/Interview etc. Status of forwarding Dossiers of the finally selected candidates to the Indenting Offices; and other relevant information will be made available on the website of the **STAFF SELECTION COMMISSION (ER)** i.e at www.sscer.org. Applicants should visit frequently the Website of the **SSC(ER)** for latest updates.

**This Notice and Application Form are also available on
STAFF SELECTION COMMISSION (ER)’s Website-www.sscer.org**

2. DESCRIPTION OF POST

2.1 CATEGORY NO. OF POST: ER-01

[The Post is RESERVED for OH/HH candidates only]

(RE-ADVERTISED)

Name of Post	:	JUNIOR GEOGRAPHICAL ASSISTANT
Classification	:	General Central Service, Group 'C' [Non-Gazetted, Non-Ministerial, Non-Technical]
Vacancy	:	02-OBC (01-OH & 01-HH)
Department	:	National Atlas and Thematic Mapping Organisation, Ministry of Science and Technology, Kolkata.
AGE	:	18-25 years (Age relaxation is admissible as per Instructions)
PSL	:	□.5200/- – 20200/-, Grade Pay □.2800/- (PB-1)
E.Q.	:	Honours Degree in Geography/Statistics /Mathematics from a recognized University.
D.Q.	:	NIL
I.P.	:	Kolkata with AISL.
J.R.	:	i. Preparation of preliminary guide map and other compilation jobs. ii. Final drawing of thematic maps as per specifications given. iii. Typographing on original map drawings. iv. Any other related jobs as may be given from time to time. v. Compute statistical data and compilation of data.
Instruction for PH candidates	:	This post is identified suitable and RESERVED for OH & HH candidates only.

2.2 CATEGORY NO. OF POST: ER-02

Name of Post	:	STATISTICAL ASSISTANT
Classification	:	General Central Service, Group 'C' [Non-Gazetted, Non-Ministerial, Non-Technical]
Vacancy	:	02 (UR-02)
Department	:	National Atlas and Thematic Mapping Organisation, Ministry of Science and Technology, Kolkata.
AGE	:	18-25 years (Age relaxation is admissible as per Instructions)
PSL	:	□.5200 – □.20,000/-, Grade Pay □.2800 /-, (PB-1)
E.Q.	:	Degree of a recognized University with Statistics/Mathematics/Economics.
D.Q.	:	One year's experience in collection, compilation and analysis of data.
I.P.	:	Kolkata with AISL
J.R.	:	(1) Spatial data capturing from analog & digital sources. (2) Analysis of spatial & attribute data for generation of map production. (3) Execution of GIS, remote sensing, mapping & other projects. (4) Compilation & analyse statistical data of section. (5) Assist in field, GPS survey. (6) To attend other duties as may assigned.
Instruction for PH candidates	:	The post is NOT identified suitable for PH candidates

2.3 CATEGORY NO. OF POST: ER-03

Name of Post	:	TECHNICAL ASSISTANT (PROCESS)
Classification	:	General Central Service, Group 'C' [Non-Gazetted, Non-Ministerial, Non-Technical]
Vacancy	:	01 (UR-01)
Department	:	National Atlas and Thematic Mapping Organisation, Ministry of Science and Technology, Kolkata.
AGE	:	18-27 years (Age relaxation is admissible as per Instructions)
PSL	:	□.5200 – □.20,000/-, Grade Pay □.2800 /-, (PB-1)
E.Q.	:	Either Intermediate Science or equivalent examination passed and Diploma in printing from a recognized Institution and two years practical experience in Camera Operation, retouching and offset printing;
		OR
		About 5 years experience in Printing or Camera operation etc. in responsible position after Intermediate Science or equivalent.
D.Q.	:	Bachelor of Science Degree and one year practical experience in Map Reproduction by offset lithography.
I.P.	:	Kolkata with AISL
J.R.	:	(1) Handle, operate and maintain camera colour offset machine, computer control offset machine and other accessories, produce negatives, proofs etc. (2) Look after the offset printing section & quality of production. (3) Methodology and related jobs of map printing division. (4) Desktop publishing jobs. (5) To attend other duties as may be assigned.
Instruction for PH candidates	:	The post is NOT identified suitable for PH candidates

2.4 CATEGORY NO. OF POST: ER-04

Name of Post	:	RESEARCH ASSISTANT
Classification	:	General Central Service, Group 'B' [Non-Gazetted, Non-Ministerial]
Vacancy	:	02 (UR-01 & SC-01)
Department	:	National Atlas and Thematic Mapping Organisation, Ministry of Science and Technology, Kolkata.
AGE	:	18-30 years (Age relaxation is admissible as per Instructions)
PSL	:	□.9300 – □.34,800/-, Grade Pay □.4200 /-, (PB-2)
E.Q.	:	Master's Degree in Geography or Geology from a recognized university or equivalent.

- NOTE:
1. Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.
 2. The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission in case of candidates belonging to the Schedule Caste and Scheduled Tribes, if at any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

- D.Q. : Experience in Research/Preparation of Maps in a Research/Teaching/Scientific or Government Cartographic Organisation.
- I.P. : Kolkata with AISL
- J.R. : 1. Assisting Research Officer and Scientific Officer in preparation of GIS database on different projects.
2. Implementation of 'Geo-Spatial Technology' in the organization.
3. Spatial data capturing from analog & digital sources.
4. To supervise the work of the junior officials.
5. To develop specialized knowledge & keep track of modern development in the field of GIS, mapping, remote sensing & related fields.
6. To assist online service & development of the web data as assigned.
7. To attend other duties as may be assigned.
- Instruction for PH candidates : The post is identified suitable for OH (OA & OL) & HH (PD) candidates only.

2.5 CATEGORY NO. OF POST: ER-05

- Name of Post : **ASSISTANT PHARMACOGNOCIST**
- Classification : **General Central Service, Group 'B'[Non-Gazetted, Non-Ministerial]**
- Vacancy : **01-UR**
- Department : Central Drugs Laboratory, Ministry of Health and Family Welfare, Kolkata.
- AGE : 18-25 years (Age relaxation is admissible as per Instructions).
- PSL : □. 9300/- – □.34800/-, Grade Pay □. 4200 /- (PB-2)
- E.Q. : A Degree in Science with Botany and Chemistry or B. Pharma
- D.Q. : NIL
- I.P. : Kolkata with AISL
- J.R. : 1. Analysis of drugs especially plant origin and herbal preparations using Pharmacognostic method of testing.
2. Testing of surgical dressing and microscopical studies.
3. Participate in department research work.
4. Standardization of Reference standards of various drugs
5. Assisting preparation of SoPs and calibration of Instruments
- Instruction for PH candidates : This post is identified **SUITABLE** for OH (OL) & HH(PD) candidates only.

2.6 CATEGORY NO. OF POST: ER-06

- Name of Post : **ASSISTANT CHEMIST**
- Classification : **General Central Service, Group 'B'[Non-Gazetted, Non-Ministerial]**
- Vacancy : **02 (01-UR & 01-OBC)**
- Department : Central Drugs Laboratory, Ministry of Health and Family Welfare, Kolkata.
- AGE : 18-25 years (Age relaxation is admissible as per Instructions).
- PSL : □. 9300/- – □.34800/-, Grade Pay □. 4200 /- (PB-2)
- E.Q. : A degree in Science with Chemistry as one of the subject.
- D.Q. : M.Sc. with knowledge of drug analysis.
- I.P. : Kolkata with AISL

- J.R. : 1. Analysis and testing of modern life saving pharmacopoeial and non-pharmacopoeial drugs and pharmaceutical preparations utilizing latest analytical techniques and sophisticated instruments.
2. Participating in departmental research work.
3. Preparation, maintenance and standardization of reference standards of various drugs.
4. Assist in preparation of SOPs and calibration instruments.
- Instruction for PH : This post is identified **SUITABLE** for OH (OL) & HH (PD & D) candidates only

2.7 CATEGORY NO. OF POST: ER-07

- Name of Post : **ASSISTANT BIOCHEMIST**
- Classification : **General Central Service, Group 'B'[Non-Gazetted, Non-Ministerial]**
- Vacancy : **02 (01-UR & 01-OBC)**
- Department : Central Drugs Laboratory, Ministry of Health and Family Welfare, Kolkata.
- AGE : 18-25 years (Age relaxation is admissible as per Instructions).
- PSL : □. 9300/- – □.34800/-, Grade Pay □. 4200 /- (PB-2)
- E.Q. : A degree in Science with Chemistry as one of the subject.
- D.Q. : M.Sc. in Bio-Chemistry or Equivalent.
- I.P. : Kolkata with AISL
- J.R. : 1. Analysis and testing of modern life saving pharmacopoeial and non-pharmacopoeial drugs and pharmaceutical preparations utilizing latest analytical techniques and sophisticated instruments.
2. Participating in departmental research work.
3. Preparation, maintenance and standardization of reference standards of various drugs.
4. Assist in preparation of SOPs and calibration of instruments.
- Instruction for PH : This post is identified **SUITABLE** only for OH (OL) & HH (PD) candidates

NOTE: ABOVE VACANCIES ARE THOSE VACANCIES AS REPORTED BY THE RESPECTIVE INDENTING OFFICES TO THE SELECTION COMMISSION (ER). THE SELECTION COMMISSION (ER) IS NOT RESPONSIBLE FOR WITHDRAWAL OF THOSE VACANCIES BY THOSE INDENTING OFFICES, FOR THE REASON WHATSOEVER.

3. ABBREVIATIONS USED

SSC: Staff Selection Commission; M/o: Ministry of, D/o: Department of, O/o: Office of, I.P.O.: Indian Postal Order, CRFS: Central Recruitment Fee Stamps, Age: Age-limit, PSL: Pay-Scale, EQ: Essential Qualification, DQ: Desirable Qualification, IP: Initial Posting, AISL: All India Service Liability, JR: Job Requirements, UR: Unreserved, GEN: General, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribe, ExS: Ex-Serviceman, PH: Physically Handicapped, OH: Orthopaedically Handicapped, HH: Hearing Handicapped, VH: Visually Handicapped, OA: One arm affected, OL: One leg affected, BL: Both legs affected, PD: Partially Deaf, LV: Low vision, CGCE: Central Government Civilian Employee; NA: Not Applicable; OEA: Other Employed Applicant, Notice: Notice of Examination published in the Employment News, dated **14.03.2015**.

4. NATIONALITY/ CITIZENSHIP

A candidate must be either :

- a. a citizen of India, or
- b. a subject of Nepal, or
- c. a subject of Bhutan, or
- d. a Tibetan refugee who came over to India, before the 1st January, 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 United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and 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 by the Government of India.

5. EXAMINATION FEE

Rs. 50/- (Rupees fifty only) through "**Central Recruitment Fee Stamps (CRFS)**" only. SCHEDULED CASTE, SCHEDULED TRIBE, PHYSICALLY HANDICAPPED, EX-SERVICEMEN AND WOMEN APPLICANTS are exempted from paying EXAMINATION FEES, subject to fulfillment of conditions stated at **Para-9** of this Notice. The details about the Mode of Payment of Fee is given at **Para-10(A)** of this Notice.

6. 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 13.04.2015 (5.00 P.M).**
- ii. In the case of applicants residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep & for applicants residing abroad, the closing date is **20.04.2015 (5.00 P.M).** APPLICANTS APPLYING FROM ANY OF THOSE AREAS SHALL INVARIABLY BE SUPERSCRIBED "**REMOTE AREA**" ON THE ENVELOPE IN BOLD LETTERS.

B. ADDRESS WHERE APPLICATIONS SHOULD BE SENT/DELIVERED

The envelope containing Application Form must be superscribed in bold letters as – "**SELECTION POST**"

APPLICATION FOR THE POST OF:_____ ; CATEGORY NO OF POST:ER-_____ ; ADVERTISEMENT NO :ER-_____ and be addressed to:-

"REGIONAL DIRECTOR, STAFF SELECTION COMMISSION (ER), 234/4, A.J.C. BOSE ROAD, NIZAM PALACE, 1ST MSO BUILDING, 8TH FLOOR, KOLKATA-700020".

NOTE : Candidates are advised to post the application well before the closing date so that it reaches the **STAFF SELECTION COMMISSION (ER)** by the closing date and time. APPLICATION RECEIVED AFTER CLOSING DATE AND TIME WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

7. ESSENTIAL QUALIFICATIONS (EQ) OF POSTS

- i. The Crucial Date for determining the 'Essential Qualifications (EQs)/Experiences' will be the closing date of receipt of applications as mentioned at **Para-6.A.(i)** of the Notice.
- ii. 'Essential Qualifications (EQs)/Experiences' for different categories of 'Posts' are indicated at Para-2 of this Notice.
- iii. Applicants must possess the **ESSENTIAL QUALIFICATIONS** for a post on or before the closing date of receipt of application as mentioned at **Para-6.A.(i)** of this Notice.
- iv. Code of Essential Education Qualification and Subject Code for Educational Qualification is given at Appendix-XI and Appendix-XII of this Notice respectively.
- v. 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 as per **Format** (as per **Appendix-XIII** of this Notice) from the Competent Authority.
- vi. Post(s) requiring proficiency in the relevant language as an essential qualification means that the applicant must have studied in that language up to 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.
- vii. **If candidates claim their Educational Qualifications are EQUIVALENT to the prescribed Essential Qualifications, it is the responsibility of the candidates to submit the necessary documents issued by the Government of India or by the approved Institution from which they obtained the Educational Qualification, failing which their application shall be rejected**
- viii. Applicants must submit **Self Attested legible Copies** of their all Certificates, along with their Applications, in support of Educational Qualifications & Percentage of Marks obtained 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.
- ix. Applicants called for INTERVIEW/SKILL TEST/ SCREENING TEST shall invariably submit ORIGINAL CERTIFICATES/DOCUMENTS at the very time, failing which their candidature are liable to be cancelled at that very stage or at any stage of recruitment process.
- x. For other details in this regard, applicant shall refer 'ALL Paras' of this Notice scrupulously.

NOTE : As per Ministry of Human Resources Development, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, GOI. 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.

8. AGE-LIMIT AND RELAXATION ON UPPER AGE-LIMIT AND RESTRICTION ON RELAXATION ON UPPER AGE-LIMIT

A. CRUCIAL DATE FOR DETERMINING THE AGE-LIMIT

The Crucial Date for determining the age-limit will be the closing date of receipt of applications as mentioned at **Para-6.A.(i)** of this Notice.

B. AGE-LIMIT

The different '**AGE-LIMIT**' for different 'Posts' is indicated at **Para-2** of this Notice.

Note: 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. If this document is not submitted along with the application, application will be rejected summarily at any stage of the recruitment process and no request for revival will be considered.

C. RELAXATION IN UPPER AGE-LIMIT

The following Relaxation in upper Age-limit admissible to eligible categories of applicants are given below, subject to fulfillment of terms and conditions stated at **Para-9** of this Notice and also to Restriction on Relaxation on upper age-limit as stated at **Para-8(D)** of this Notice. The Relaxation in upper Age-limit is admissible only when the applicants claim it at Column No.12 of the Application Form and also properly fill the CATEGORY CODE at Column No.12.1 of the Application Form. The CATEGORY CODES for claiming Relaxation in upper Age-limit are given at **Appendix-X** of this Notice.

Category	Age Relaxation permissible beyond the Upper age limit
For Group-‘B’ & Group-‘C’ Posts	
SC/ST	5 years
OBC	3 years
PH	10 years
PH + OBC	13 years
PH + SC/ST	15 years
Ex-Servicemen (Unreserved / General)	03 years after deduction of the military service rendered from the actual age as on the closing date
Ex-Servicemen (OBC)	06 years (3 years+3 years) after deduction of the military service rendered from the actual age as on the closing date
Ex-Servicemen (SC & ST)	08 years (3 years+5 years) after deduction of the military service rendered from the actual age as on the closing date
For Group ‘B’ Posts	
Central Government Civilian Employees (Unreserved / General) who have rendered not less than 3 years regular and continuous service as on closing date	05 years
Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date	08 (5+3) years
Central Government Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date	10 (5+5) years
For Group ‘C’ Posts	
Central Government Civilian Employees (Unreserved/ General) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 40 years of age
Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 43 years of age

Central Government Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)	5 years
Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (OBC)	8 years
Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (SC/ST)	10 years
Widows/Divorced Women/Women judicially separated and who are not remarried (Unreserved/ General)	Upto 35 years of age
Widows/Divorced Women/Women judicially separated and who are not remarried (OBC)	Upto 38 years of age
Widows/Divorced Women/Women judicially separated and who are not remarried (SC/ST)	Upto 40 years of age
Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (General/ Unreserved)	5 years
Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC)	8 (5+3) years
Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)	10 (5+5) years
Others.	As per Government of India's Orders issued from time to time.

D. RESTRICTION ON RELAXATION IN UPPER AGE LIMIT

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.

9. CONDITIONS ON SEEKING FOR FEE CONCESSION, AGE-RELAXATION, RESERVATION WHATSOEVER

A. FOR SCHEDULED CASTES/SCHEDULED TRIBES (SC/ST) APPLICANTS

- i. The Upper age limit as prescribed in Para-2 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 fee concession, age-relaxation, reservation whatsoever shall invariably submit, along with their application, the requisite Certificate as per FORMAT (as per **Appendix-VII** of this Notice) from COMPETENT AUTHORITY (as per Annexure-I of this Notice), 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. However, the any decision taken by the Commission in this regard for the benefit of SC/ST from time to time shall be in force.

- iii. SC/ST applicants seeking fee concession, age-relaxation, and reservation whatsoever shall invariably ensure that their Sub-Castes/Communities are approved by the Government of India on or before the closing date of receipt of applications.

The details of the Approved Sub-Castes/Communities under Scheduled Caste in respect of different States are available at the Website of Ministry of Social Justice & Empowerment under the Government of India.

[<http://socialjustice.nic.in/sclist.php>]

The details of Approved Sub-Castes/Communities under Scheduled Tribes in respect of different States are available at the Website of Ministry of Tribal Affairs under the Government of India.

[<http://tribal.nic.in/Content/list%20of%20Scheduled%20Tribes%20in%20India.aspx>]

iv. **TRAVELLING ALLOWANCE (TA)**

SC/ST applicants called for interview only will be paid TRAVELLING ALLOWANCE (TA) as per the 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 OTHER BACKWARD CLASSES (OBC) APPLICANTS

- i. The Upper age limit as prescribed in Para-2 will be relaxable upto a maximum of 3 years if a candidate belongs to OBCs in accordance with DOP&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 the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 as amended from time to time.

- ii. OBC applicants not covered under the Creamy Layer seeking for age-relaxation, reservation whatsoever **shall invariably submit, along with their application**, the requisite Certificate as per FORMAT (as per **Appendix-VIII** of this Notice) from COMPETENT AUTHORITY (as per **Annexure-I** of this Notice), as published in this Notice. They shall ensure that their Community falls, on or before the closing date of receipt of applications, under the Central List of OBC as approved by the Government of India for different States [Please see ANNEXURE to Government of India, Ministry of Social Welfare, Resolution No.12011/68/93-BCC(C), dated 10.09.1993 (as amended from time to time), published in the Gazette of India, Extraordinary, Part-I, Section-1, No.186, dated 13.09.1993). They shall also ensure that the date of issue of their OBC Certificates is not more than three years from the closing date for receipt of application as mentioned at Para-6(A)(i) of the Notice. **OTHERWISE, THEIR CLAIM FOR OBC STATUS WILL NOT BE ENTERTAINED AND THEIR CANDIDATURE/APPLICATIONS WILL BE CONSIDERED UNDER GENERAL CATEGORY (UR) CANDIDATES.**
- iii. They have to submit a DECLARATION as per **Appendix-IV** of this Notice for getting benefit of age relaxation & reservation.
- iv. The closing date for receipt of application as mentioned at Para-6(A)(i) of the Notice will be treated as the date of reckoning for their Non-Creamy Layer status of applicant under the OBC category.
- v. OBC applicants not covered under the Creamy Layer seeking for age-relaxation, reservation whatsoever shall invariably ensure that their Sub-Castes/Communities are approved by the Government of India on or before the closing date of receipt of applications.

The details of the Approved Sub-Castes/Communities [Central List of OBC] under OBC in respect of different States are available at the Website of National Commission for Backward Classes, under the Ministry of Social Justice & Empowerment of the Government of India.

[http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx]

C. FOR PHYSICALLY HANDICAPPED (PH) [PERSON WITH DISABILITIES (PWD)] [OH/HH/VH] APPLICANTS

- i. The Upper age limit as prescribed in Para-2 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- 9(A)(i) and Para-9(B)(i) above of this Notice.
- ii. PH persons having 40% or above disability are eligible for fee concession, age-relaxation, reservation whatsoever.
- iii. PH persons seeking for fee concession, age-relaxation, reservation whatsoever shall invariably submit requisite Certificate as per FORMAT (as per **Appendix-IX** of this Notice) and from the COMPETENT AUTHORITY (as per **Annexure-I** of this Notice), as published in this Notice, otherwise, their claim for PH status will not be entertained.

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 one shall be a specialist in the particular field for assessing locomotor/ hearing and speech disability, mental retardation and leprosy cured, as the case may be.

D. FOR SERVICEMEN OF THE THREE ARMED FORCES APPLICANTS

- i. EXSERVICEMAN (EXS) fulfilling the conditions laid down by the Govt. from time to time shall be allowed to deduct length of service in the military service from their actual age and such resultant age should not exceed the prescribed age-limit in Para-2 by more than 3 years (6 years in case of OBC and 8 years in case of SC/ST).
- ii. **EX-SERVICEMAN:** An Ex-Serviceman means a person
 - i. 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 either has been retired or relieved or discharged from such service whether at his relieved by the employer after earning his/her pension; or
 - b. who has been relieved from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
 - c. who has been released from such service as a result of reduction in establishment;

OR

ii. who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army, namely pension holders for continuous embodied service or broken spells of qualifying service;

OR

iii. personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;

OR

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

OR

v. gallantry award winners of the Armed Forces including personnel of Territorial Army;

OR

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

Note I : The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

II : Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to Ex-servicemen for their re-employment are also eligible for fee concession or for claiming benefits of reservation under EXS category.

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 purpose of age relaxation, as per rules.

IV : For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the CLOSING DATE .

V : AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

iii. 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 is 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 of receipt of applications as stipulated at Para-6(A)(i) 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 & Training's O.M. No. 36034/2/91-(SCT) dated 03.04.91(as per Appendix-VI/ Appendix-III of this Notice).

- iv. This concession of applying one year before the completion of specified terms of engagement is not available in respect of educational qualification i.e., the non-graduate Ex-Servicemen are required to complete fifteen years of service (and not 14 years) as on the closing date of receipt of applications as stipulated at Para-6 (A)(i) of this Notice for becoming a deemed graduate. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on this date for recruitment as stated in Para-9D(iii) are not eligible.
- v. The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of “ex-serviceman” may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.
- vi. As per Department of Personnel & Training’s O.M. No. 36034/1/2014-Estt-(Res.) dated 14.08.2014, such EXS applicants who have already secured employment under the Central Govt. in civil side after availing of the benefit given to them as EXS for their re-employment, are also eligible for the benefit for reservation, age-relaxation prescribed for EXS for their subsequent re-employment.
- vii. EXS applicants submitting Application without Certificate from Competent Authority [as per Appendix-VI of this Notice] or Certificate (Appendix-VI) not from COMPETENT AUTHORITY [as per Annexure-I of this Notice] shall not be eligible for fee-concession, age-relaxation, reservation whatsoever.
- viii. They have to submit a Declaration as per **Appendix-III** of this Notice for getting benefit of fee-concession, age-relaxation, reservation whatsoever.
- ix. If the applicants would 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-6(A)(i) of this notice on completion of their assignment will not be eligible for fee-concession, age-relaxation, reservation whatsoever.
- x. Sons & daughters & dependants of Ex-Servicemen are not eligible for fee-concession, age-relaxation, reservation whatsoever.
- xi. Service Clerks in the last year of their COLOUR SERVICE are not exempted from payment of fee.

E. FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEE (CGCE) APPLICANTS

- i. The Central Govt. Civilian Employees should have rendered not less than 3 years continuous service on regular basis (and not on ad hoc basis) as on the closing date of receipt of applications as mentioned at Para-6.A.(i) of the Notice and should remain in Central Government Service holding civil post in various Department/Offices of Government of India till the candidate receives Offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.
- ii. Central Govt. Civilian Employees claiming the benefit of age relaxation shall invariably submit along with their application, a certificate (as per Appendix-V of this Notice) from the COMPETENT AUTHORITY (as per Annexure-I of this Notice) indicating the length of service etc. at the time of applying for the post to enable the Commission decide to their eligibility.
- iii. CGCE applicants shall also refer Para-9(F) of this Notice.

F. SPECIAL INSTRUCTION FOR EMPLOYED APPLICANTS

- i. All employed candidates claiming age relaxation as belonging to CGCE/Departmental candidates must ensure that they would be in a position to furnish NOC from their employer, at the time of Interview. They shall submit an undertaking that they have intimated their office as per **Appendix-II** of this Notice, otherwise their candidature shall be cancelled summarily or at any stage of recruitment process. They may send their applications directly to the Commission after intimating to their Head of Office/Department and need not send another copy through proper channel. However, in case they decide to send Application through proper channel, they must ensure that the application complete in all respects should reach Staff Selection Commission (ER) by the closing date. Applications shall be rejected if received late and/ or not complete in all respect as provided in rules.

- ii. 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*.
- iii. Employed applicants claiming age relaxation as belonging to CGCE/Departmental candidates 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 at any stage of recruitment process.

G. FOR OTHER CATEGORIES OF APPLICANTS

As per Government of India's Orders issued from time to time.

- Note I : 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.
- II : **Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/ExS/PH/C.G.C.E. Status or submit certificates claiming reservation / age relaxation admissible to these categories or submit Certificates / Marksheets in support of educational qualifications / age-proof.**

10. GUIDELINES FOR SENDING COMPLETE APPLICATION

A. MODE OF PAYMENT OF FEE AND EXEMPTION FROM PAYMENT OF FEES

a. MODE OF PAYMENT OF FEE

- i. The candidates should pay the fee (Rs.50/-) by means of "**Central Recruitment Fee Stamps (CRFS)**" only. These stamps are available at the counter of the Post Offices of the country. 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 in such a manner that the impression of the cancellation stamps partially overflows 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.

Note : Candidates may please note that 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 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.**
- 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 candidatures will be cancelled summarily or at any stage of recruitment process for NO FEES.

b. EXEMPTION FROM PAYMENT OF FEES

- i. SCHEDULED CASTE, SCHEDULED TRIBE, PHYSICALLY HANDICAPPED, EX-SERVICEMEN AND WOMEN APPLICANTS are exempted from paying EXAMINATION FEES, subject to fulfillment of conditions stated at **Para-9** of this Notice.

ii. **As per Government of India's Orders issued from time to time.**

- Note i. : Fee concession is not admissible to sons and daughters of ExS or to persons belonging to Other Backward Classes.
- ii. : Service clerks in the last year of their colour 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 also be entitled for fee concession.

B. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:

Candidates shall, **invariably submit along with their Application Forms, all the relevant Self-Attested Documents** on the basis of which they have given necessary Information in their Application Forms, **otherwise their candidatures shall be rejected and cancelled summarily or at any stage of recruitment process.** The relevant Documents shall be submitted in a chronological order as per **Appendix-XIV** of this Notice of Recruitment.

- i. EXAMINATION FEES of Rs.50/- (Rupees fifty only) to be paid by means of 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. Another copy of the same photo should be retained by the applicant for pasting it on the Bio-Data/Admission Certificate.
- iii. Documents in support of claim of SC/ST/OBC/PH/EXS/CGCE category in the prescribed FORMAT [Appendix-II to Appendix-IX of this Notice] issued by the Competent Authority [as Annexure-I of this Notice], as mentioned at Para-11 of this Notice.
- iv. Self Attested copies of Matriculation certificates or equivalent as a proof of age (Date of Birth), copies of certificates/Year wise Marksheets/Provisional Certificates towards proof of Educational Qualifications (beginning from Matriculation Examination as indicated at Column 17 of Application Form) etc. Particulars printed on the back of the mark sheets/certificates should also be photo-copied invariably. However, applicants are hereby warned that any wrong attestation so as to mislead the Commission 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.
- v. Self Attested copies of Experience Certificates as per Format (Appendix-XIII), if any.
- vi. Self Attested copies of any other Documents in support of information given in the Application.
- vii. Applicants must submit Marksheets and Certificates in support of essential/educational qualifications and Age-proof from a recognized University/ Institution /Board otherwise their candidature shall be liable to be rejected summarily or at any stage of the recruitment process.
- viii. The Employed applicants shall invariably submit with their applications a *DECLARATION as per Appendix-II of this Notice*, otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.
- ix. Duly filled in Application Form *as per Appendix-I(B) of this Notice*, otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.

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

- i. 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(ER).
- ii. FORMAT of APPLICATION FORM must be the same as published in this Notice *at Appendix-I(B)*. Applicants may copy of the Application Form as published in this Notice.
- iii. Applicants should fill all columns of Applications **IN THEIR OWN HANDWRITING**, otherwise their candidature shall be cancelled summarily or at any stage of recruitment process. .

- iv. **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.**
- v. Applicants shall make their **SIGNATURE**, in **FULL NOT IN SHORT** on the Application Form and on all Documents.
- vi. All the signatures **should be of same type/ same language** and there should be no variation in the signatures
- vii. 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.**
- viii. 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 Self 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.
- ix. Certificates in support of educational qualifications and of Age-proof should be from a recognized University/ Institution /Board.
- x. Self 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.
- xi. A good quality recent Passport size Photograph (4 cm x 5cm) should be firmly pasted (not pinned or stapled) in the prescribed place in the Application Form.
- xii. COMMUNITY/CATEGORY STATUS has been indicated correctly in the Application Form.
- xiii. **Category No. and Advt. No. of the post should be correctly and clearly indicated in the Application.**
- xiv. **The envelope containing Application Form must be superscribed in bold letters as –
“SELECTION POST”
APPLICATION FOR THE POST OF:_____ ;
CATEGORY NO OF POST:ER-_____ ; ADVERTISEMENT NO :ER-_____**
- xv. One envelope should contain one application of one applicant only.
- xvi. Applicants should submit only one application against a particular category of advertisement. However, separate applications can be submitted against different categories of advertisement.
- xvii. The Employed applicants shall invariably submit with their applications a *DECLARATION as per Appendix-II of this Notice*, otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.

D. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:

CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/REJECTED SUMMARILY OR AT ANY STAGE OF THE RECRUITMENT PROCESS IF THEIR APPLICATIONS ATTRACT ANY ONE OF THE FOLLOWING REASONS (THE LIST IS ONLY ILLUSTRATIVE & NOT EXHAUSTIVE)

- i. Application Form not in prescribed Format or not filled as per direction given at Para-10 & Appendix-I(A) of the Notice.
- ii. Incomplete or illegible applications.
- iii. Unsigned/undated applications
- iv. Without standard passport size (4 cm x 5 cm) CLEAR and LEGIBLE PHOTOGRAPH (present) pasted on the Application Form.
- v. Affixing/attaching photo-copy of Photograph.
- vi. All Signatures on Application Form/Photograph/General Declaration/ *Undertakings etc.* , where applicable as per direction given at Para-10 in the Notice.
- vii. Any variation in the signatures.
- viii. Applications not filled in English or in Hindi or not filled by candidate in his/her own handwriting.
- ix. Particulars of Exam Fees Paid not filled in relevant column of Application/Without CRFS of requisite value and validity; where applicable.
- x. Non-cancellation of CRFS properly by/through the concerned Post Office.

- xi. Without proper certificates, in respect of SC/ST/OBC/ ExS/PH/CGCE Categories candidates. Certificate should be obtained from the competent authority in the prescribed format.
- xii. Without General Declaration by all candidates/ Declaration by the Central Government Civilian Employees, if applicable/ Declaration by the OBC candidate, if applicable
- xiii. Under aged/over aged candidates.
- xiv. Not having the requisite Educational Qualification on the closing date and time of submitting the application.
- xv. Non-submission of Self Attested copies of Certificates/Documents as the PROOF OF AGE (DATE OF BIRTH)/CLAIM OF EDUCATIONAL QUALIFICATIONS AND EXPERIENCE as per the information given in the Application Form along with the Application Form.
- xvi. Certificates/Documents as the PROOF OF AGE (DATE OF BIRTH)/CLAIM OF EDUCATIONAL QUALIFICATIONS AND EXPERIENCE are not from the recognized University/Institution/Board.
- xvii. For non submission of CLEAR and LEGIBLE Certificates/Documents with the Application Form.
- xviii. Incorrect information or misrepresentation or suppression of material facts.
- xix. Application Form received after closing date of receipt of Application.
- xx. Not mentioning Category No. of the Post and Advertisement No. in the Application Form; and not giving said details including Name of Post on the Envelope in which Application is sent as per instruction given at Para-10 of this Notice.
- xxi. Applications of more than one candidate sent in one envelope.
- xxii. Any other irregularity.

E. INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION

- i. In the Columns of the Application Form, write the required information in English (CAPITAL LETTERS) or in Hindi.
- ii. One envelope should contain application of one candidate only. Infringement of this instruction would invite penal action by the Commission which also includes rejection of applications
- iii. The envelope contains Application Form must be superscribed in bold letters as -
“SELECTION POST”
APPLICATION FOR THE POST OF:_____ ;CATEGORY NO OF POST:ER-_____ ; ADVERTISEMENT NO :ER-_____
- iv. An application will be summarily rejected at any stage of the recruitment process for not conforming to the official format/having incomplete information/wrong information/misrepresentation of facts/left unsigned/ submitted without fee where due/ without good quality photograph pasted at the appropriate place/not accompanied by Self Attested copies of certificates showing category (SC/ST/EXS/OBC/PH/CGCE), age, educational qualification, age relaxation or for submitting more than one application.
- v. If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Higher Secondary, he/she is required to submit an Self Attested copy of Gazette Notification to the effect that he/she has changed his/her name after Matric etc. The changed name should also have been indicated in the Gazette Notification.
- vi. The Commission will not be responsible for postal delays.
- vii. Candidates should sign below the photograph (preferably in black ink/black ball pen), bottom of Application Form, etc. in the same manner and in the same language and there should be no variation of any kind. If any variation is found in the signature appended by them at different places, candidature in such cases is liable to be cancelled by the Commission.
- viii. A Candidate should paste (and not staple or pin) his/her recent good quality passport size photograph on the Application Form and keep one spare copy of the same photograph for the purpose of pasting, if required, on the Biographical-Data/Admission Certificate as and when received by the candidate from the Commission. Any variation in the photographs may lead to rejection of his/her candidature.
- ix. A Candidate should take every care to ensure that he / she does not overwrite / make cuttings / apply correction fluid / paste any additional paper etc. while filling the Application Form. If need for making corrections become unavoidable, such corrections should be suitably authenticated by putting full signature by the candidate.

- x. 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 QUALIFICATION 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 DO NOT FULFILL ANY OF THE ELIGIBILITY CONDITIONS, THEIR CANDIDATURES WILL BE CANCELLED BY THE COMMISSION.
- xi. **The candidate may be permanently debarred from the examinations conducted by this Commission in case he/she fraudulently claims SC/ST/OBC/EXS/PH/CGCE STATUS.**
- xii. If candidates do not put their signatures at the relevant columns / places in the application forms, such incomplete forms are liable to be summarily rejected without any further correspondence in the matter. The candidates must put their signatures in running script and not in bold letters /CAPITAL LETTERS, failing which candidature of such candidates will be rejected and cancelled summarily or at any stage of recruitment process.
- xiii. Candidates have the option to submit either Self Attested / self certified photocopies of various documents alongwith the application form. However, the original documents / certificates will be verified at the time of Interview and their candidature will be subject to result of such scrutiny. While exercising the facility of self-attestation of various documents, the candidates are warned that any wrong attestations so as to mislead the Commission or to gain access to Commission's Examinations, would lead to criminal / debar action against the candidates, besides cancellation of their candidatures.
- xiv. 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.
- xv. THE CANDIDATES SHOULD BRING HIS/HER OWN HB PENCIL, ERASER. 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.
- xvi. 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(ER).

11. PROFORMA FOR APPLICATION FORM, CERTIFICATE, DECLARATION AND UNDERTAKING AND LIST OF COMPETENT AUTHORITIES

A. FORMATS OF APPLICATION FORM

Format of Application Form is given at Appendix-I(B) of this Notice.

B. FORMATS OF CERTIFICATES/DPCUMENTS/UNDERTAKING

Format of Certificates/Documents/Undertaking are at Appendix-II to Appendix-IX of this Notice.

C. DETAILS OF THE COMPETENT AUTHORITIES

The details of the Competent Authorities are at Annexure-I of this Notice.

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

- II : Candidates are warned that they will be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/EXS/PH status.

12. SELECTION PROCEDURES

A. PRELIMINARY SELECTION

- i. Usually, the selection to the posts will be made on the basis of an Interview/ Personality Test/ Skill Test. Mere fulfilling of minimum prescribed qualifications etc. will 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.
- ii. The Commission, may at its discretion, decide 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.
- iii. The Commission may at its discretion, waive holding of Proficiency Test in those categories of posts where a Proficiency Test has been prescribed.
- iv. Detailed programme/schedule of such screening test, if and when decided to be held, will be posted at Commission's website (www.sscer.org). Candidates are, therefore, advised to visit the regional website from time to time in their own interest.

Note : ``The Interview/Personality Test is structured in such a manner that the 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. RECOMMENDATION FOR APPOINTMENT

- i. The Commission will have the full discretion to fix separate minimum qualifying marks in Examination/Skill Test/Screening Test/Personality Test/Interview for each category of candidates [viz. SC/ST/OBC/PH/ExS/General (UR)].
- ii. After the Examination (Skill Test/Screening Test/Personality Test/Interview wherever applicable), the Commission will draw up the Merit List on the basis of the marks obtained by the candidates in the Examination and, in that order, as many candidates as are found by the Commission to have qualified in the Examination shall be recommended for appointment up to the number of unreserved vacancies available.
- iii. SC, ST and OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC, ST and OBC candidates which will, thus, comprise of SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

- iv. **A person with physical disability (OH/HH/VH) who qualifies the Commission's examination under General Standards can be appointed against an unreserved vacancy provided the post is identified suitable for person with disability of relevant category.**
- v. An Ex-Serviceman or Physically Handicapped (OH/HH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. Insofar as cases of Ex-Serviceman are concerned, deduction from the age of Ex-Serviceman is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.
- vi. Success in the examination confers no right of appointment unless the Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

Note : The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination and interview, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

D. RESOLUTION OF TIE CASES:

If there are candidates having the same aggregate marks in the Examination the candidate older in age gets preference. Lastly, if the tie still persists, the tie is finally resolved by referring to the alphabetical order of names, i.e., a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference. In case where the Commission administers Common Screening Test (CST), the extant instructions on the subject would be followed.

NOTE : The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Examination/Skill Test/Screening Test/Personality Test/Interview wherever applicable, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission. The Commission reserves the right to call for the Original documents pertaining to Age, Educational Qualification, Category Status viz SC/ST/OBC/Ex-S/PH etc., any time till final nomination of the candidate. Failure on the part of the candidate to furnish the original documents within the stipulated time period fix by the Commission could entail cancellation of their candidature.

13. 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.

14. 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 Demobilisation Medical Board of the Defence Services will be considered adequate for the purpose of appointment.

15. 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 Self Attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of :-

- i. Obtaining support for his / her candidature by any means, or
- ii. Impersonating, or
- iii. Procuring impersonation by any person, or
- iv. Submitting fabricated documents or documents which have been tampered with, or
- v. Making statements which are incorrect or false or suppressing material information, or
- vi. Resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
- vii. Writing irrelevant matters including obscene languages or pornographic matter in the script, or
- viii. Misbehaving in any other manner in the examination hall, or
- ix. Using unfair means in the examination hall, or
- x. Possessing Mobile Phones/Cellular Phones/Pagers/ communication devices or any other unauthorized electronic gadget inside the Examination premises/venue, whether in use or not (Candidates by mere possession of any of these items) will be deemed to have been using unfair means and would be subject to disciplinary action as deemed fit, including ban from future examination conducted by SSC, or
- xi. Taking away the Question Booklet/Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination, or
- xii. Harassing or causing bodily harm to the staff employed by the Commission for the conduct of these examination, or
- xiii. Violation of any of the instructions issued to candidates along with their Admission Certificates (AC) permitting them to take examination, or
- xiv. Fraudulently claiming SC/ST/OBC/EXS/PH status.
- xv. Attempting to commit, or as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:-
 - a. to be disqualified by the Commission from the examination for which he/she is a candidate as also from any other examination/selection of the Commission in which he/she might have appeared but the final result/selection has not yet been declared/made, and/or
 - b. to be debarred either permanently or for a specified period which may extend upto 03 years:-
 - i. by the Commission from any examination or selection held by them;
 - ii. by the Central Government from any employment under them; and
 - c. to take disciplinary action under appropriate rules if he/she is already in service under Government, or
 - d. to take any other appropriate legal action.

16. CANVASSING

Canvassing in any form will disqualify the applicant.

17. 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.

18. JURISDICTION OF COURTS/TRIBUNALS

ANY DISPUTE IN REGARD TO THIS RECRUITMENT WILL BE SUBJECT TO COURTS/TRIBUNALS HAVING JURISDICTION OVER THE PLACE OF THE EASTERN REGIONAL OFFICE OF THE STAFF SELECTION COMMISSION I.E. THE COURTS / TRIBUNALS AT KOLKATA.

Sl No.	Appendix No.	Caste/ Community/ Category/	Competent Authority	
1.	APPENDIX-I(A)	Instruction for Filling up Application Form		
	APPENDIX-I(B)	Application Format		
2.	APPENDIX-II	EA/CGCE	Applicants themselves.	
3.	APPENDIX-III	EXS		
4.	APPENDIX-IV	OBC		
5.	APPENDIX-V	CGCE		Head of Office or Head of Department
6.	APPENDIX-VI	EXS	Commanding Officer	
7.	APPENDIX-VII	SC/ST	i.	District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commission/ Dy. Collector/1 st 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 applicant and or his family normally resides.
		Note:	ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.	
8.	APPENDIX-VIII	OBC	i.	District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st 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.
9.	APPENDIX-IX	PH	Members/Chairperson of Medical Board & Counter signed by the Medical Superintendent/CMO/Head of Hospital	
10.	APPENDIX-X	Category Code for claiming Age Relaxation		
11.	APPENDIX-XI	Code for Essential Educational Qualification		
12.	APPENDIX-XII	Subject Code for Educational Qualification		
13.	APPENDIX-XIII	FORMAT OF EXPERIENCE CERTIFICATE		
14.	APPENDIX-XIV	FORMAT FOR SUMITTING DOCUMENTS IN CRONOLOGICAL ORDER		

INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR SELECTION POSTS

i.	It may be noted that the Commission uses Common Application Form for all its recruitments. 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
ii.	Use only blue/black pen for filling up the Application Form.
iii.	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 clarification further instructions given below may be gone through carefully.
iv.	Column 10 may be filled up carefully. Ex-servicemen candidates are also required to fill up columns 10 and 10.1.
v.	PH candidates are required to fill up Columns 10, 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 up columns 16 and 16.1
vi.	Column No. 12.1: The category code for filling up this column is available in Appendix-X of Notice.
vii.	Column No. 12.2 – Age as on normal closing date for receipt of applications should be indicated.
viii.	Column No. 13 – relating to preference for posts may be left blank.
ix.	Column No. 17: Educational Qualification: Use CODE only for Course and Subject. The list of CODEs of the Courses (Educational Qualifications) and Subjects are mentioned in Appendix-XI and Appendix-XII respectively. These are not exhaustive, candidates who possess any educational qualification or studied any subject other than those mentioned in the lists at Appendix-XI/Appendix-XII may use others for qualifications and or subject code. ‘Essential Qualifications (EQs)/Experiences’ for different categories of ‘Posts’ are indicated at Para-2 of this Notice.
x.	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.
xi.	Column No. 18: Experience. Candidates shall give their Experience Certificate as per Appendix-XIII.
xii.	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.
xiii.	Column No. 20: Paste your recent photograph of size 4cm x 5cm. Do not staple and do not get the photo Self Attested. Please note that your application shall be rejected summarily without photograph.
xiv.	Column No. 21 and 22: Unsigned applications will be rejected. Variations in the signature will render the application liable to be rejected.
xv.	Declarations at Column No. 22 (i) to Column No. 22 (viii) read carefully and Strike off the sentences if not applicable.
xvi.	Candidates shall, invariably submit along with their Application Forms, all the relevant Self-Attested Documents on the basis of which they have given necessary Information in their Application Forms, otherwise their candidatures shall be rejected and cancelled summarily or at any stage of recruitment process. The relevant Documents shall be submitted in a chronological order as per Appendix-XIV of this Notice of Recruitment.



कर्मचारी चयन आयोग / Staff Selection Commission

परिशिष्ट-I(बी)/Appendix-I(B)



आवेदन पत्र / APPLICATION FORM

कृपया परीक्षा के नोटिस में दिए गए अनुदेशों को सावधानी पूर्वक पढ़ लें। बॉक्सों () में लिखने के लिए नीले या काले पेन का प्रयोग करें।

Please read instructions in the Notice of the Recruitment 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 से दिए गए नाम के अनुसार बड़े अक्षरों में लिखें। नाम के किन्हीं दो भाग के बीच एक बॉक्स को खाली छोड़ दें।
Candidate's Full Name (in English). Write in Capital Letters 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
दिन / Day माह / Month वर्ष / Year

7. लिंग / Gender
(Write 2 - Female & 1 Male)

8. राष्ट्रियता / Nationality
(Write 1 - Indian & 2 Others)

9. शुल्क / Fees
(Write 1 - Fee Paid & 2 Exemption claimed)

10. श्रेणी / Category
(Write 9 - General, 1 - SC, 2 - ST & 6 OBC)

10.1 क्या आप भूतपूर्व सैनिक हैं? / Whether Ex-Serviceman?
(Write 3 - Ex-serviceman)

11. क्या आप शारीरिक विकल हैं? / Whether PH?
(Write 1 - Yes & 2 - No)

11.1 यदि हाँ, कोड अंकित करें / If yes, indicate Code
(Write 4 - DH, 5 - HH, 7 - VH)

12. क्या आप आयु सीमा में छूट चाहते हैं? / Whether seeking Age relaxation?
(Write 1 - Yes, 2 - No)

12.1 यदि हाँ, कोड अंकित करें / If yes, indicate Code
(Write two digit numeric code)

12.2 आवेदन प्राप्ति की सामान्य अन्तिम तिथि को आयु / Age as on normal closing date
Years Months Days

13. पदों की प्राथम्यता / Preference for Posts
1 2 3 4 5 6 7 8 9 10

14. भूतपूर्व सैनिक के लिए / For Ex-Serviceman 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 Community as per Govt. Orders (Write 1 - Yes, 2 - No) (हाँ - 1, नहीं - 2)

16. यदि दृष्टि बाधित विकलांग है तो क्या आपको प्रतिरिक्त की आवश्यकता है? / If VH, whether scribe is required? (हाँ - 1, नहीं - 2)

16.1 यदि हाँ, तो माध्यम अंकित करें (अंग्रेजी के लिए 1, हिन्दी के लिए 2) / If yes, indicate medium (English - 1 & Hindi - 2)

17. शैक्षिक योग्यता / Educational Qualification

स्तर / Level	पाठ्यक्रम / Course	विषय / Subject	अंक का प्रतिशत / % of Marks	माध्यम / Medium
मैट्रिक / Matriculation			•	
इंटरमीडिएट/डिप्लोमा / Intermediate/Diploma			•	
स्नातक / Graduation			•	
स्नातकोत्तर / Post-graduation			•	

माध्यम - अंग्रेजी के लिए 01, हिन्दी के लिए 02 और अन्य के लिए 03 लिखें। / Medium : Write 01 for English, 02 for Hindi & 03 Others

18. कार्य अनुभव का विवरण / Details of Work Experience

संस्था का नाम / Name of the Organization (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. फोटोस्थापक
4 से सी. x 5 से.मी. आकार का हार्ड हो पे सही गण्ड फोटोस्थापक यहाँ ठीक ढंग से चिपकाए।
(स्टैपल न करें। फोटो को सम्पत्ति न समझें।)

Photograph
Paste here firmly your recent photograph (4 c.m. x 5 c.m.)
(Do not staple. Do not get the Photograph attested)

अनुक्रम सं. (केवल कार्यालय प्रयोग हेतु)
Roll Number (for Office use only)

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

19.1 मोबाइल / Mobile No. :

ई-मेल / E-Mail ID :

अहस्ताक्षरित आवेदन पत्र रद्द कर दिया जाएगा
Unsigned application will be rejected

22. घोषणा / Declaration

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

23. के.भ. शुल्क टिकट के लिए स्थान
Space for CRF stamp

अपेक्षित मूल्य वर्ग का के.भ.
शुल्क टिकट यहाँ टीका छंग
से चिपकाएं तथा डाकघर 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 विज्ञप्ति 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 of 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 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 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 असैनिक कर्मचारी के लिए
मैं यह घोषणा करता हूँ कि मैं एक केन्द्र सरकार का एक असैनिक 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 ८.९.१९९३ के का.शा. सं. ३६०१२/२२/९३ स्वा. (एससीटी) में विहित आदेशों के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण विभाग के प्रयोजन हेतु पिछड़ा वर्ग माना जाता है। यह भी घोषणा करता हूँ कि भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग के विभिन्न संशोधनों जो कि नोटिस में उल्लेखित है, उसके तहत उपरोक्त कार्यालय दायन सं. कॉलम ३ में उल्लिखित व्यक्तियों / वर्गों (क्रोमीनेयर) 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 Candidates 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 the OBC Certificate in the prescribed format given in the Notice of the examination.
- (vii) * भूतपूर्व सैनिक के लिए
मैं घोषणा करता / करती हूँ कि मैं परीक्षा विज्ञप्ति के अनुसार भू.पु. सैनिक संबंधित पात्रता की शर्तों को पूरा करता / करती हूँ।
* For Candidate belonging to Ex-serviceman
I declare that I fulfill all the eligibility conditions relating to Ex-serviceman as per notice of exam.
- (viii) मैं एतद्द्वारा 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 / नियुक्ति 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"/>

1

उम्मीदवार के हस्ताक्षर (केवल परीक्षा ससंयोजक में)
Signature of Candidate (Only in running Hand)

1

* यदि लागू न हो तो यह लाइन काट दें।

* Strike off this sentence if not applicable

अहस्ताक्षरित आवेदन पत्र रद्द कर दिया जाएगा
Unsigned application will be rejected

**DECLARATION TO BE SUBMITTED BY ALL THE EMPLOYED APPLICANTS INCLUDING
CGCE DECLARATION**

[Please see Para-9(G) of the Notice]

I declare that I have already informed my Head of Office/Department in writing that I have applied for this examination and no vigilance is either pending or contemplated against me as on the date of submission of application.

I further submit the following information:

- a. Date of Appointment :
- b. Holding present Post & Pay Scale :
- c. Name & Address of Employer with :
- Tel. No./FAX/E-mail

Place & Date:

*Full Signature of the applicant

Identity Card No.

Complete Address:

(with E-mail & Mob. No., if any)

*Note : All signatures done on the Application Form and also on other documents must be in the same language and in the same manner otherwise application will be rejected.

Appendix – III

DECLARATION TO BE GIVEN BY THE EXS APPLICANT

[Please see Para-9(D) of the 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 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	:	
e.	Details of Re-employment, if any.	:	

Place & Date:

*Full Signature of the applicant

Identity Card No.

Complete Address:

(with E-mail & Mob. No., if any)

*Note : All signatures done on the Application Form and also on other documents must be in the same language and in the same manner otherwise application will be rejected.

DECLARATION TO BE SUBMITTED BY OBC APPLICANTS

[Please see Para-9(B) of the Notice]

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 purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt. (SCT) dated 8.9.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 8.9.1993.

Place & Date:

*Full Signature of the applicant

Identity Card No.

Complete Address:

(with E-mail & Mob. No., if any)

*Note : All signatures done on the Application Form and also on other documents must be in the same language and in the same manner otherwise application will be rejected.

Appendix – V

FORMAT OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) SEEKING AGE-RELAXATION (Letter Head of the Organisation)

(To be filled by the Head of the Office or Department in which the candidate is working).

[Please see Para-9(E) of the Notice]

It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of ` _____ with 3 years regular service in the grade as on _____.

There is no objection to his appearing for one or more of the posts as mentioned in Para-2 of the Advt. Notice No.ER-.....

Signature _____

Name & Designation _____

Office seal

Place:

Date :

(*Please delete the words, which are not applicable.)

Appendix – VI

FORMAT OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL

(Letter Head of the Organisation)

[Please see Para-9(D) of the 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

Office Seal:

Place:

Date:

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Castes or the Scheduled Tribes should submit in support of his claim an Self Attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only Self Attested photocopies of such certificates and not any other Self Attested or true copy.

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

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* _____ in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

- The Constitution (Scheduled Castes) order, 1950 _____
- The Constitution (Scheduled Tribes) order, 1950 _____
- The Constitution (Scheduled Castes) Union Territories order, 1951 * _____ The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order,1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

- The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
- The Constitution (Pondicherry) Scheduled Castes Order 1964@
- The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
- The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
- The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
- The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
- The Constitution (Sikkim) Scheduled Castes Order 1978@
- The Constitution (Sikkim) Scheduled Tribes Order 1978@
- The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
- The Constitution (SC) orders (Amendment) Act, 1990@
- The Constitution (ST) orders (Amendment) Ordinance 1991@
- The Constitution (ST) orders (Second Amendment) Act, 991@
- The Constitution (ST) orders (Amendment) Ordinance 1996
- The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002
- The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002
- The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act, 2002

%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 belongs to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

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

Place _____
Date _____

Signature _____
** Designation _____

(with Seal of Office)

* 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 Certificate Certificates:**

- i. District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ 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 applicant and or his family normally resides.

Note:- ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.

Appendix –VIII

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

This is to certify that Shri/Smt./Kumari _____ son/ daughter of _____ of village/town _____ in District/Division _____ in the _____ State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated ____*.

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993**.

Date _____

District Magistrate/
Deputy Commissioner etc.

Seal of Office

*- The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.

** - As amended from time to time.

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 Certificate Certificates:

- i. District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ 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 applicant and or his family normally resides.

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

NAME & 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:-

Affix here recent
Photograph of the
applicant showing the
disability duly Self
Attested by the
Chairperson of the
Medical Board

A. Locomotor or cerebral palsy:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> i. BL-Both legs affected but not arms. ii. BA-Both arms affected iii. BLA- Both legs and both arms affected iv. OL- One leg affected (right or left) | <ul style="list-style-type: none"> a. impaired reach b. Weakness of grip a. Impaired reach b. Weakness of grip c. Ataxic | <ul style="list-style-type: none"> v. OA- One arm affected vi. BH- Stiff back and hips (Cannot sit or stoop) vii. MW-Muscular weakness and limited physical endurance |
|---|---|--|

B. Blind 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 _____ per cent.

4. Sh. / Smt. / Kum. _____ meets the following physical requirements for discharge of his / her duties:-

- | | | | |
|---|--|---|--|
| <ul style="list-style-type: none"> i. F-can perform work by manipulating with fingers. ii. PP-can perform work by pulling and pushing. iii. L- can perform work by lifting. iv. KC- can perform work by kneeling and crouching v. B- can perform work by bending | <ul style="list-style-type: none"> Yes/No Yes/No Yes/No Yes/No Yes/No | <ul style="list-style-type: none"> vi. S- can perform work by sitting vii. ST- can perform work by standing. viii. W- can perform work by walking. ix. SE- can perform work by seeing. x. H- can perform work by hearing/ speaking. xi. RW- can perform work by reading and writing | <ul style="list-style-type: none"> Yes/No Yes/No Yes/No Yes/No Yes/No |
|---|--|---|--|

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Chairperson
Medical Board

Counter signed by the
Medical Superintendent/CMO/Head of Hospital (with seal)

* Strike out which is not applicable

CODES FOR CLAIMING AGE-RELAXATION

Code No.	Category
For Group-‘B’ & Group-‘C’ Posts	
01.	SC/ST
02.	OBC
03.	PH
04.	PH + OBC
05.	PH + SC/ST
09.	Ex-Servicemen (Unreserved / General)
10.	Ex-Servicemen (OBC)
11.	Ex-Servicemen (SC & ST)
For Group ‘B’ Posts	
12.	Central Government Civilian Employees (Unreserved / General) who have rendered not less than 3 years regular and continuous service as on closing date
13.	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date
14.	Central Government Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date
For Group ‘C’ Posts	
15.	Central Government Civilian Employees (Unreserved/ General) who have rendered not less than 3 years regular and continuous service as on closing date
17.	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date
19.	Central Government Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date
21.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)
22.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (OBC)
23.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (SC/ST)
24.	Widows/Divorced Women/Women judicially separated and who are not remarried (Unreserved/ General)
25.	Widows/Divorced Women/Women judicially separated and who are not remarried (OBC)
26.	Widows/Divorced Women/Women judicially separated and who are not remarried (SC/ST)
27.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (General/ Unreserved)
28.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC)
29.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)
30.	Others

Appendix – XI

CODE FOR ESSENTIAL EDUCATIONAL QUALIFICATION

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

SUBJECT CODE FOR EDUCATIONAL QUALIFICATION

Subject of Educational Qualification	Code	Subject of Educational Qualification	Code
History	01	Telugu	41
Political Science	02	Kannada	42
Economics	03	Tamil	43
English Literature	04	Marathi	44
Hindi Literature	05	Gujarati	45
Geography	06	Urdu	46
Commerce	07	Sanskrit	47
Law	08	OTHERS	48
Physics	09	Aeronautical Engineering	49
Chemistry	10	Chemical Engineering	50
Mathematics	11	Microbiology	51
Statistics	12	Forensic Science	52
Botany	13	Space Engineering	54
Zoology	14	Rocketry	54
Agriculture Science	15	Telecommunication Engineering	55
Civil Engineering	16	Social Work	56
Electrical Engineering	17	Sociology	57
Mechanical Engineering	18	Criminology	58
Electronics Engineering	19	Bio-Physics	59
Electronics & Power Engineering	20	Bio-Chemistry	60
Electronics & Communication Engineering	21	Bio-Technology	61
Electronics Instrumentation Engineering	22	Communication	62
Agriculture Engineering	23	Electronics	63
Computer Science	24	Radio Engineering	64
Computer Application	25	Radio Communication	65
Information Technology	26	Metallurgy	66
Library Science	27	Textile Technology	67
Accountancy	28	Rubber Technology	68
Work Accountancy	29	Plastic Engineering	69
Business Administration	30	Ploymer & Rubber Technology	70
Mass Communication	31	Physical Education	71
Journalism	32	Agronomy	72
Mass Communication & Journalism	33	Plant Breeding	73
Pharmacy	34	Genetics	74
Photography	35	Automobile Engineering	75
Printing Technology	36	Marine Engineering	76
Nursing	37	Naval Architecture	77
Assamese	38	Operations Research	78
Bengali	39	Instrumentation Engineering	79
Malayalam	40	Linguistics	80

**EXPERIENCE CERTIFICATE
(Letter Head of the Organisation)**

No.....

Dated:.....

This is to certify that Shri/Smt./Kumari..... son/daughter/
wife of..... was/is an employee/
.....
..... of this Organisation and the duties performed by him/her are as under:

Name of Post held	Nature of Appointment	Monthly Pay	Department	From	To	Total Period
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Details of Duties performed						Remarks
(8)						(9)

2. It is also certified that the information given above is true and based on service records available in this Organisation.

Signature of Competent Authority

Name

Designation

Tel No.

E-mail

Stamp of Competent Authority

FORMAT FOR SUMITTING DOCUMENTS IN CRONOLOGICAL ORDER

Name of Post:..... Cat. No..... Advt. No..... Tick: UR(GEN)/SC/ST/OBC/PWD(PH)/EXS/CGCE

ABOUT EDUCATION QUALIFICATIONS

Sl No.	Name of Examination	Marks obtained	% of Marks	Result Pub. on	Certificate Issued on	No. of Pages	Page Nos. (Application Form-Page-1-2)
1.	Matriculation						3 -
2.	Higher Secondary						
	Graduation						
	Post Graduation						

ABOUT EXPERIENCE

Sl No.	Field of Experience				No. of Pages	Page Nos.

ABOUT CGCE/EMPLOYED APPLICANT

Sl No.	Post & Pay	Department	Period	Certificate Issued on	No. of Pages	Page Nos.

ABOUT CASTE/COMMUNITY

Sl No.	Sub-Caste under (SC/ST/OBC)	State	Certificate issued by	Certificate Issued on	No. of Pages	Page Nos.
	SC/ST/OBC					

ABOUT PERSONS WITH DISABILITY (PWD)(PH)

Sl No.	Degree of Disability under (OH/ HH/ VH)	% of Disability	Certificate Issued on	No. of Pages	Page Nos.
	OH/ HH/ VH				

ABOUT EXS CATEGORY

Sl No.	Services Under (ARMY/NAVY/ AIR FORCE)	Date of Enrolment	Discharged / to be Discharged on	Certificate Issued on	No. of Pages	Page Nos.
	ARMY/NAVY/ AIR FORCE					

EXTRA CURRICULAR ACTIVITIES

Sl No.	Field	Department	Certificate Issued on	No. of Pages	Page Nos.

OTHER ISSUES

Sl No.			Certificate Issued on	No. of Pages	Page Nos.
	I Card(Adhar/.....)				

Date: Place:.....
 (NAME IN CAPITAL) Signature of Candidate

Adhar/..... CardNo. Mail..... Mob.No.....
