

No.SSCG-A-12024/45/2015-Rectt
GOVERNMENT OF INDIA
STAFF SELECTION COMMISSION
(NORTH EASTERN REGION)
(ADVERTISEMENT NO.2/2015-NER)
Web site: <http://www.sscner.org.in>

Advt. date: 02/05/2016
CLOSING DATE: 31-05-2016

ADVT.NO.1/2016-NER

**“Government strives to have a workforce which reflects gender balance and
Women candidates are encouraged to apply”**

Applications are invited from eligible candidates for the post shown against the given Category
No. to be submitted, along with complete certificates/documents, in the format given in this
advertisement.

Category No.1C/NER:

Name of the Post & Department:	Laboratory Assistant in National Centre of Organic Farming under the Govt. of India, Ministry of Agriculture and Farmers Welfare, Deptt. of Agriculture & Cooperation.
Vacancy	02 Unreserved [The post is identified as suitable for OH (OA, OL) & HH (Partially deaf)]
Scale of Pay	Rs.5200-20200 with Grade Pay of Rs.1900/- (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial)
Age Limit	Not Exceeding 25 years [(a)Relaxable for Government servants upto 40 years in accordance with instructions issued by the Central Government. (b) Upto to 35 years to OH (OA, OL) & HH (PD) and if Govt. servant, upto 50 years].
Essential Qualification	(i) Intermediate or Senior Secondary or 12 th pass with science or agriculture subjects from a recognised Board or University. (ii) Three years experience in laboratory work in any laboratory registered under Fertiliser Control Order(FCO), 1985 or laboratory recognised by any Government institution.
Desirable Qualification	Bachelor's Degree in Chemistry or Biology or Agriculture or Diploma in Agriculture.
Place of initial posting	Regional Centre of Organic Farming, Imphal (Manipur).
Whether All India Service Liability	Yes
Brief description of the job requirements and nature of duties of the post	To assist in quality testing of Biofertilisers, Organic Manures, Vermiculture & different organic inputs in laboratory, Isolation and authentication of different strains of effective microorganisms related with organic farming through primary sample preparation, equipment maintenance and upkeep and making different solution & dilutions. To help in preparation of technical literature on organic farming etc. through in-house printing, binding & other related help or assistance.
Period of Probation	Two years
Abbreviations used: OH=Orthopedically Handicapped; OA=One Armed; OL=One Leg; HH=Hearing Handicapped; PD=Partially Deaf	

IMPORTANT INSTRUCTIONS/GUIDELINES TO CANDIDATES: Applicants are advised to go through all parameters under different Paras and Sub-paras of this Notice and satisfy themselves about their suitability on age-limit and Essential Qualification for the post(s), before applying.

Status of Rejections, Short-listing, other data and Call Letters will be uploaded on Website – www.sscner.org.in . Applicants should visit website frequently for latest updates.

1. Examination fee & mode of payment: Rs.50/- (Rupees fifty only). No fee for Woman candidates, Physically Handicapped, Scheduled Castes, Scheduled Tribes and Ex-S. However, no fee concession would be admissible to Ex-S who would otherwise be considered as general candidate. Such candidates are required to pay the requisite fee. Fee concession is not admissible to sons, daughters, and dependents of Ex-S. Service clerks in the last year of their colour service are not exempted from payment of fee.

Fees @Rs.50/- only may be paid either through CRFS or Online:-

CRFS (CENTRAL RECRUITMENT FEE STAMP) available in major Post offices to be affixed in relevant portion of the application form and duly cancelled by concerned postal office wherefrom procured.

-Or-

ONLINE PAYMENT: The candidates will register themselves on the Commission's Portal <http://ssconline.nic.in> by entering the following details:-

- (a) Advertisement No. (b) Post Category No. (c) Name of the candidate
- (d) Father/husband's name (e) Date of birth

The system will generate a Registration ID which may be noted down or take a print out of the same. Requisite fee amount may be paid through SBI net banking/Credit/Debit Cards by clicking the option 'Make Payment'. Thereafter, the Registration ID no. is to be indicated in the space provided for affixing CRFS on the second page of your application form which must be submitted together with supporting documents complete in all respects as mentioned in the Notice so as to reach the Regional office, Guwahati latest by 5 PM of 31st May, 2016 positively.

NOTE:

- (i) Fees once paid will not be refunded under any circumstances.
- (ii) Fees paid by cash, Bank Draft or Pay Order, IPO will NOT be accepted.

2. MODE OF RECRUITMENT: The Government of India has decided to dispense with interview for all Group 'C' and Group 'B' non-gazetted posts with effect from 1st January, 2016. The Commission, in conformity with the advice of Department of Personnel & Training, Department of Legal Affairs and various User Departments, devised alternative method for recruitment to Selection Posts.

2.1: In pursuance to above, recruitment for the notified post of Laboratory Assistant would be made through OMR/ Computer Based Objective Type Multiple Choice written Examinations comprising of 200 marks with 200 questions carrying one marks each as indicated below:-

General Intelligence.....	50 Questions
Quantitative Aptitude.....	50 Questions
English Language.....	50 Questions
General Awareness.....	50 Questions

Candidates are advised to prepare for the written examination as per the pattern shown above with due reference to the Essential Qualification relevant for the specific post(s) he/she is eligible and as accepted.

2.2: Eligible candidates will be shortlisted for written examination in the ratio of 1:25 for each vacancy subject to availability of sufficient number of eligible candidates.

2.3: Wherever prescribed in the Essential Qualification there will also be Skill tests like Typing/Data Entry/Computer Proficiency test etc. which will be of a qualifying nature.

2.4 Final Merit List will be drawn on the basis of performance in the Written Examination.

2.5 In case of two or more candidates securing same marks in the written examination, the tie will be resolved by the following procedure:-

- (a) On the basis of Date of Birth with the older candidate being placed higher in merit.
- (b) Alphabetical order of first names of the candidates (subject to persistent tie in (a)).

NOTE: No TA/DA is admissible to any candidates called for the written examination. In other words, Commission is not liable to reimburse TA/DA to any candidates appearing the written examination.

3. Issue of Call letters for the written examination to shortlisted candidates: Call letters for the written examination will be uploaded on SSC/NER's website [sscner.org.in](http://www.sscner.org.in) and will not be sent by post. Candidates are, therefore, advised to frequently check the given website(www.sscner.org.in) for latest development and for downloading of their Call letters pertaining to this advertisement.

4(A). HOW TO APPLY: Application must be submitted in the prescribed format as shown in the Notice. It may also be downloaded from the Regional Office's website <http://www.sscner.org.in>. The **Application complete in all respects should be sent/submitted to reach the under mentioned address latest by 31/05/2016 (till 5:00 PM):**

**The Regional Director
Staff Selection Commission (NER)
Housefed Complex, Near Last Gate
Dispur, Beltola Basistha Road
Guwahati-781006.**

4(B). Application liable for reject: Applications not conforming to the format as published in the Notice, incompletely filled form, application without fee, incomplete supporting certificates/documents, multiple application for same post(s) and application received after closing date, etc. will summarily be rejected.

5(A). DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:

- (i) **Central Recruitment Fee Stamps of Rs.50/- affixed and clearly cancelled on the application form.**
- (ii) **One recent passport size photograph to be pasted on the application.** Two additional of the same passport size photograph to be attached therewith.
- (iii) Documents in support of claim of SC/ST/OBC/PH/Ex-S.
- (iv) Attested copies of certificates and **mark statements pertaining to all the years** showing age and educational qualifications. Candidates have the option to either self-attest the photo-copies of various documents to be submitted by them or to submit the copies of the documents duly attested by a Gazetted Officer. Any wrong attestation so as to mislead the Commission or to gain access to the recruitment would lead to criminal/debar action against the candidate, besides cancellation of the candidature. All original certificates will be checked at the time of conduct of Online Examination, or otherwise as may be decided by the Commission and the candidature is subject to the result of the outcome of the scrutiny.
- (v) **Documents in support of claim of age relaxation (for categories not covered in item (iii) above).**
- (vi) **Attested copies of experience certificates.**
- (vii) Candidates in Govt. service are to attach an undertaking that they have informed their Head of Office/Department in writing that they have applied for the post.
- (viii) **Self attested copies of Experience certificate pertaining to the Essential Qualification.**

5(B). Submission of certificates in support of Essential Qualifications: For posts where an experience in a particular field/discipline for a specified period has been indicated as an Essential Qualification, in such cases the candidates would submit a certificate in support of their claim of experience in that field/discipline issued by concerned competent Authority. Otherwise, the application will summarily stand as rejected.

NOTE:

(1) If all the essential document/certificate corresponding to the advertised post(s) for which applied is/are not furnish by the candidates along with the application, their candidature is liable to be rejected summarily at any stage of the recruitment process.

(2) Only attested copies of certificates and mark sheets are required to be sent. Candidates at his/her own interest may self attest certificates and mark sheets or obtained attestation of a gazetted Officer and submit the same alongwith the application. The ORIGINAL CERTIFICATES/MARKSHEETS must not be sent with the application.

6. CLOSING DATE: Completed application forms should be received latest by **31.05.2016 (till 5.00 P.M.)**.

7(A). AGE RELAXATION: The Upper age limit as prescribed in respect of each Category will be relaxable:-

- (i) For Government servants upto 40 years in accordance with instructions issued by the Central Government.
- (ii) Up to a maximum of 10 years if the candidate is a physically handicapped person. For Central Govt. servants who are physically handicapped(OH-OA, OL; HH-PD), the maximum age relaxation of 10 years permissible for such category of physically handicapped candidates shall be in addition to the age relaxation provided in terms of (i) above;
- (iii) Up to a maximum of 5 years to candidates of Jammu and Kashmir who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 (Any person intending to avail of the aforesaid relaxation shall submit the certificate from either District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority so designated in this behalf by the Govt. of Jammu and Kashmir to the effect that he had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989);

NOTE: Since the post advertised pertains to Unreserved vacancies, the normal benefit of age relaxation in respect of reserved categories like SC/ST/OBC is not applicable except the age relaxation that is admissible to a Central Govt. servant and to a PH[OH-OA/OL & HH-PD]. However, they can apply and compete for the post(s) subject to fulfilling all the eligibility criteria as required for candidates of the unreserved category.

7(B). Age concession for Ex-S:

- (i) **FOR GROUP 'B' Posts:** The upper age limit shall be relaxed by the length of military service increased by three years in the case of Ex-Servicemen and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers.
- (ii) **FOR GROUP 'C' Posts:** 03 years after deduction of the military service rendered from the actual age as on the Closing date.

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

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

- (a) Pension holders for continuous embodied service,
- (b) Persons with disability attributable to military service, and
- (c) Gallantry award winners.

(v) Ex-servicemen who have already joined government job in civil side after availing the benefit given to them as Ex-S for their reemployment are eligible only for age concession. However, such candidates will not be eligible for the benefit of reservation for Ex-serviceman & would have to pay the requisite fee of Rs.50/- for this recruitment.(vi)The period of “Call up Service” of an Ex-S in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of age relaxation.(vii) For any servicemen of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of age relaxation, he must have already acquired, at the relevant time of submitting his application for the Post, 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 and that he would be discharged/released within the stipulated period of one year from the **CLOSING DATE (i.e., 31.05.2016)** on completion of his assignment. The format of certificates/undertaking to be submitted by the candidates claiming the benefits/concessions as Ex-serviceman, are given in Appendix I & II.

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

7(C). AGE RELAXATION FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES:

The Upper age limit upto 40 years is relaxable as per Govt orders in force to the Central Government Civilian Employees who have rendered not less than 3 years continuous service on regular basis (and not on ad-hoc basis) as on closing date.

NOTE-1: The Central Government 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 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.

NOTE-2: Central Govt. Civilian Employees claiming the benefit of age-relaxation as Central Govt. employee would be required to submit a Certificate (as per Appendix-V) from their office indicating length of service at the time of applying for the post to enable the Commission to decide their eligibility. They may send their applications directly to the Commission after intimating their Head of Office/Department and need not send another copy through proper channel. However, in case they decide to send Applications through proper channel, they must ensure that the application is complete in all respects and should reach Staff Selection Commission by the closing date. Incomplete applications will be summarily rejected. Applications received after the closing date will not be accepted.

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED SHALL IN NO CASE BE RELAXED.

7(D). IMPORTANT REQUIREMENT OF PH CERTIFICATE:

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

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

(iii) According to the Persons with Disabilities [(Equal Opportunities, Protection of 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/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 locomotors/hearing and speech disability, mental retardation and leprosy cured, as the case may be.

NOTE: The requisite PH certificate must be submitted alongwith the application in the relevant format given in Appendix VI of the Notice.

8. VACANCIES ADVERTISED ARE SUBJECT TO VARIATION. The Commission reserves the right to cancel the recruitment process at a later stage in the event of unavoidable circumstance that may evolve whatsoever and on administrative ground.

9. Canvassing in any form will disqualify the candidate.

10. Job requirements of the post is/are mentioned under the advertised categorised post(s) to facilitate the candidates to understand the main functions to be performed after appointment to the posts.

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

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

13. NO person

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

Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

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

15. Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over the place of the Regional Office of the Staff Selection Commission (NER), Guwahati, only. Candidates should note that in the event of furnishing/submitting false information/documents etc. resulting to misguiding the Commission which came to light or found at any stage of the recruitment, his/her candidature will summarily stands cancelled and is liable to be debarred forthwith from appearing any future examinations conducted by the Staff Selection Commission. Periods of the debarment may range from a minimum of 3 years to a maximum of 10 years.

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

17. After Scrutiny of the applications, the Commission publishes a list of Ineligible candidates in the website of SSC (NER) – <http://www.sscner.org.in>. Candidates in their own interest are advised to go through the website periodically and check the status of their candidature. If anyone in the ineligible list feels that he/she is eligible for the post, he/she may represent within the stipulated time limit given in the website alongwith documentary proof in support of his/her claim of eligibility, failing which no further representations/requests will be entertained.

18. The application, complete in all respects, should reach the Regional Director (address given below) latest by **31.05.2016**. Incomplete applications will be summarily rejected. Applications received after the closing date will not be entertained.

Address for sending application: **The Regional Director,
Staff Selection Commission(NER),
Housefed Complex, West End Building,
Beltola Basistha Road, Dispur,
Guwahati-781006(Assam).**

19. The envelope containing the application must be super scribed in bold letters as “APPLICATION FOR THE POST OF _____ (write the Name of the Post applied for) ADVERTISED VIDE CATEGORY NO. _____ (write post category as given in the notice) OF ADVT. NO.1/2016-NER.

20. 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 further 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 in columns 16 and 16.1.

(vi). **Column no. 12.1** – (Refer Appendix-VII of the notification for filling up this column).

(vii). **Column No.12.2** –Age as on normal closing date for receipt of applications should be indicated.

(viii). **Column No.13**: Not required to be filled up in respect of this advertisement.

(ix). **Column 17** Educational Qualifications: The list of Educational Qualifications and subjects mentioned in Appendix VIII is not exhaustive. Candidate who possess any educational qualifications or studied any subject other than those mentioned in the list at Appendix VIII may use ‘**Others**’ for qualification and/or subject code.

(x). **Column 18** EQ Experience: Candidate should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfil the same. **Documents in support of Essential Qualification should invariably be furnished along with the application failing which the application will be summarily rejected.** Additional sheet detailing experience as required may be attached with the application.

(xi). **Column No.19:** Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black pen. Do not forget to write 6-digit PIN in boxes.

(xii). **Column 20:** Paste your recent photograph of size 4cmx5cm. **Do not staple and do not get the photo attested.** Please note that your application shall be rejected summarily if without photograph.

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

21. SUMMARISE IMPORTANT INSTRUCTIONS:

(i) Candidates should note that only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the closing date of submission of application will be accepted by the Commission for determining the Age of eligibility and no subsequent request for its change will be considered or granted. Date of birth will be reckoned as on the normal **Closing Date (05.06.2016)**.

(ii) If essential documents as mentioned in item 5 are not submitted along with the application, the application will be rejected summarily or at any stage of the recruitment process and no request for revival will be entertained.

(iii) Incomplete or unsigned applications or applications without photograph or fee or applications received late will be rejected summarily. The Commission will not be responsible for postal delays.

(iv) The candidates may note that provisional certificates/mark sheets in support of age, educational qualifications signed by Principals of Colleges or Schools are not acceptable by the Commission. Attested copies of mark sheets/certificates signed/issued by University's/Board's competent officers need be submitted along with the applications.

(v) If a candidate has changed his / her name or dropped/added part of his/her name after Matriculation/SSC/Hr.Sec., he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after matric etc. The changed name should also have been indicated in the Gazette Notification.

(vi) Certificates in support of qualifications must have been obtained on or before closing date from recognized University/Institution. Degree/Diploma etc. obtained through open Universities/Distance education mode will not be accepted for the purpose of Educational Qualification unless it is recognized by Distance Education Council in terms of Min. of Human Resource Development Notification No. 44 dated 01/03/1995 published in gazette of India dated 08/04/1995 for the relevant period when the candidate acquired the relevant qualification.

कर्मचारी चयन आयोग Staff Selection Commission

APPLICATION FORM/आवेदन प्रपत्र

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

1. विज्ञापन सं/Advertisement No. 	2. श्रेणी सं/CAT No
3. उम्मीदवार का पूरा नाम (अंग्रेजी में) मैट्रिकुलेशन प्रमाण पत्र में दिए गए नाम के अनुसार बड़े अक्षरों में लिखें। नाम के किन्हीं दो भागों के बीच एक बक्स को खाली छोड़ दें। Candidate's Full Name (in English). Write in Capital Letter exactly in Matriculation Certificate. Leave a box blank between any two parts of the name. <div style="border: 1px solid black; width: 100%; height: 1.2em; margin-top: 5px;"></div>	
4. पिता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें)/Father's Name (Write in Capital Letters in English) <div style="border: 1px solid black; width: 100%; height: 1.2em; margin-top: 5px;"></div>	
5. माता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें)/Mother's Name (Write in Capital Letters in English) <div style="border: 1px solid black; width: 100%; height: 1.2em; margin-top: 5px;"></div>	

6. जन्म की तारीख/Date of Birth <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> दिन/Day माह/Month वर्ष/Year </div>	7. लिंग/Gender <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(Write 2-Female & 1- Male)</div>	8. राष्ट्रियता/Nationality <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(Write 1-Indian & 2- Others)</div>	9. शुल्क/Fees <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(Write 1-Fee paid & 2-Exemption claimed)</div>
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10. श्रेणी/Category <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(Write 9-General, 1-SC, 2-ST & 6-OBC)</div>	10.1 क्या आप भूतपूर्व सैनिक हैं/Whether Ex-Serviceman <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(Write 3 Ex-Serviceman)</div>	11. क्या आप शारीरिक विकलांग हैं?/Whether PH? <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(Write 1-Yes, 2-No)</div>
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11.1. यदि हाँ, कोड अंकित करें If Yes, indicate Code <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(Write 4-OH, 5-HH, 7-VH)</div>	12. क्या आप आयु सीमा में छूट चाहते हैं? Whether seeking Age relaxation? <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(Write 1- Yes, 2- No)</div>	12.1 यदि हाँ, कोड अंकित करें If Yes, indicate Code <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(Write two digit Numeric Code)</div>	12.2 अवेदन प्राप्ति की सामान्य अन्तिम तिथि Age as on normal closing date <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> Years Months Days </div>
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13. पदों की वरीयता/Preference for Posts <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> </div>	14. भूतपूर्व सैनिक के लिए/For Ex-Servicemen सेवा समाप्ति तिथि/Date of Discharge सेवा अवधि/Length of Service <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(In Years)</div> <div style="display: flex; justify-content: space-around; font-size: 0.8em;"> D D M M Y Y </div>
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15. क्या आप अल्पसंख्यक हैं Whether belong to Minority Communities as per Govt. Orders <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(श्री-1, नहीं 2) (Write 1-Yes, 2-No)</div>	16. यदि दृष्टि बाधित विकलांग हैं तो क्या आपको प्रलिपिक <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="font-size: 0.8em;">(श्री-1, नहीं 2) की आवश्यकता है? If VH, whether scribe is required? (Write 1-Yes, 2-No)</div>
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16.1. यदि हाँ, तो माध्यम अंकित करें, अंग्रेजी के लिए 1, हिन्दी के लिए 2 If yes, indicate medium. <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div>	<div style="text-align: center; font-size: 0.8em;"> <<< यहाँ से मोड़ें ----- FOLD HERE ----- यहाँ से मोड़ें ----- FOLD HERE ----- >>> </div>
--	--

17. शैक्षिक कोड Educational Qualification Code <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> </div>	विषय कोड Subject Code <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> </div>	अंक का प्रतिशत Percentage of Marks <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> </div>	माध्यम Medium <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div>
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अंग्रेजी के लिए 1 लिखें, हिन्दी के लिए 2 लिखें व अन्य के लिए 3 लिखें
Write 1 for English, 2 for Hindi & 3 for Others

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

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

<div style="font-size: 0.8em;"> नाम Name : पता Address : पिन PIN : <div style="border: 1px solid black; width: 20px; height: 1.2em; margin: 2px;"></div> </div>	<div style="font-size: 0.8em;"> 20. फोटोग्राफ 4 से.मी. X 5 से.मी. आकार का हाल ही में खींचा गया फोटोग्राफ यहाँ टीक ढंग से चिपकायें। (स्टेपल न करें। फोटो को सत्यापित न करवाएं) Photograph Paste here firmly your recent photograph (4 c.m. X 5 c.m.) (Do not staple, Do not get the Photograph attested) </div>	<div style="border: 1px solid black; padding: 5px; font-size: 0.8em;"> अनुक्रमांक (केवल कार्यालय प्रयोग हेतु) Roll Number (for Office use only) </div> <div style="border: 1px solid black; padding: 5px; font-size: 0.8em; margin-top: 10px;"> 21. उम्मीदवार के हस्ताक्षर (केवल घसीट हस्ताक्षर में) Signature of Candidate (Only in running Hand) </div>
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19.1 मोबाइल/Mobile No. :
ई-मेल/E-mail ID :

अहस्ताक्षरित आवेदन पत्र को रद्द कर दिया जायेगा
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 ठीक ढंग
से चिपकाएँ तथा डाकघर से
रद्द करा दें जहाँ से यह
खरीदा गया है।
(स्टेपल न करें)

Paste here firmly CRF Stamp
of requisite denomination
and get it cancelled from the
post office from where purchased.
(Do not Staple)

- (i) मैंने इस भर्ती के लिए कोई और आवेदन पत्र नहीं भेजा है मुझे यह मालूम है कि यदि मैं इस नियम का उल्लंघन करता / करती हूँ तो आयोग द्वारा मेरा आवेदन सरसरी तौर पर अस्वीकृत कर दिया जायेगा।
I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.
- (ii) मैंने विज्ञापित में दी गई शर्तों को ध्यानपूर्वक पढ़ लिया हूँ और मैं एतद्वारा उनका पालन करने का वचन देता/देती हूँ।
I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.
- (iii) मैं यह भी घोषणा करता/करती हूँ कि मैं इस परीक्षा में प्रवेश के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता आदि संबंधी पात्रता की सभी शर्तों को पूरा करता/ करती हूँ।
I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.
- (iv) मैं यह भी घोषणा करता/करती हूँ कि मुझे आज तक कर्मचारी चयन आयोग/संघ लोक सेवा आयोग द्वारा किसी भी परीक्षा में बैठने से नहीं रोका गया है तथा मुझे किसी भी विधि न्यायालय द्वारा कभी भी दोषी नहीं पाया गया है।
I also declare that I do not stand debarred by SSC/UPSC/CPWD/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 8.9.1993 के का.ज्ञा. सं.- 36012/22/93 स्था. (एससीटी) में विहित आदेशों के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण के प्रयोजन हेतु पिछड़ा वर्ग माना गया है। यह भी घोषणा की जाती है कि मैं भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग के विभिन्न संशोधनों जो कि नोटिस में उल्लेखित है, उसके तहत उपरोक्त कार्यालय ज्ञापन सं. कॉलम 3 में उल्लिखित व्यक्तियों / वर्गों (क्रीमीलेयर) से संबंधित नहीं हूँ मैं यह भी घोषणा करता/करती हूँ कि मेरे पास परीक्षा नोटिस में निर्धारित प्रारूप में अन्य पिछड़ा वर्ग का प्रमाण पत्र है।
*For Candidate belonging to OBC
I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No. 36012/22/93- Esst. (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate in the prescribed format given in the Notice of the examination.
- (vii). भूतपूर्व सैनिकों के लिए
मैं घोषणा करता/करती हूँ कि मैं परीक्षा विज्ञापित के अनुसार भू.पू. सैनिक सम्बन्धित पात्रता की सभी शर्तों को पूरा करता/ करती हूँ।
For Candidate belonging Ex- Serviceman
I declare that I fulfill all the eligibility condition relating to Ex-Serviceman as per notice of exam.
- (viii) मैं एतद् द्वारा घोषणा करता/करती हूँ कि इस आवेदन पत्र में दिए गए सभी विवरण मेरी अधिकतम जानकारी और विश्वास के अनुसार सत्य, पूर्ण एवं सही है। मैं समझता/समझती हूँ कि परीक्षा से पहले या बाद में कोई भी सूचना छुपाई हुई/झूठी या असत्य पाई जाने पर या अपात्रता का पता लगने पर मेरी अभ्यर्थिता/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 my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature / appointment is liable to be cancelled

स्थान / Place

तारीख/ Date :

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

*यदि लागू न हो तो यह लाईन काट दें।

*Strike off this sentence if not applicable.

उम्मीदवार के हस्ताक्षर (केवल घसीट हस्तलिपि में)
Signature of Candidate (only in running hand)

अहस्ताक्षरित आवेदन पत्र को रद्द कर दिया जायेगा
Unsigned application will be rejected

Form of certificate for serving Defense Personnel (please see Para 7 (B) of 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) _____.

Place:

Signature of Commanding Officer

Date :

Office Seal:

APPENDIX – II**Undertaking to be given by the candidates covered under para 7 (B) of Notice**

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

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

Place:

Signature of Candidate

Date :

FORMAT FOR SC/ST CERTIFICATE

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

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

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

The Constitution (Scheduled Castes) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

The Constitution (Scheduled Castes) Union Territories Order, 1951 *

The Constitution (Scheduled Tribes) Union Territories Order, 1951*

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

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

The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*

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

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

The Constitution (Pondicherry) Scheduled Castes Order, 1964 @

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

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

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

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order, 1978 @

The Constitution (Sikkim) Scheduled Tribes Order, 1978 @

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

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

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

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

The Constitution (ST) Order (Amendment) Ordinance, 1996@

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

This certificate is issued on the basis of the Scheduled Caste/ Scheduled Tribes Certificate issued to Shri/Shrimati* _____ Father/Mother* _____ of Shri/ Shrimati/Kumari* _____ of _____ village/town* _____ in _____ District/Division* _____ of the State/Union Territory* _____ who

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

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

Designation _____
(with seal of office)
State/Union Territory*
Place _____
Date _____

* Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraph which is not applicable.

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

List of authorities empowered to issue Caste/Tribe Certificates:

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

Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

Revenue Officers not below the rank of Tehsildar.

Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

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

District Magistrate/
Deputy Commissioner, etc.

Dated :

Seal:

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

** -As amended from time to time.

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

APPENDIX – IV(A)

For OBC Candidates only

I, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ State _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Deptt. Of Personnel and Training Office Memorandum No. 36012/22/93-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 which is modified vide Department of Personnel & Training office Memorandum No. 36033/3/2004-Estt.(Res.) dated 9.3.2004 and 14.10.2008.

Signature of Candidate

Place :

(Application not signed by the candidate will be rejected.)

Note:- The closing date for receipt of application will be treated as the date reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC certificate in the format prescribed for Central Government Jobs as per Appendix-IV issued by the competent authority on or before the closing date stipulated in the Notice.

Form of certificate to be submitted by Central Government Civilian Employee
seeking Age – relaxation
(Please see para 7(A)/7(C) of the Notice)

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

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

Signature _____

Name _____

Office Seal _____

Place: _____

Date: _____

FORM-II

DISABILITY CERTIFICATE**(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)****(NAME & ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP size Attested
Photograph(Showing
face only) of the person
with disability

Certificate No. _____

Date: _____

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

(A) He/she is a case of:-

☐ locomotor disability☐ blindness

[Please tick as applicable]

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

(A) He/She has _____ %(in figure) _____ percent(in words)
permanent physical impairment/blindness in relation to his/her _____
(part of body) as per guidelines(to be specified)

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

Nature of Document	Date of issue	Details of authority issuing certificate

Signature/Thumb Impression of the person in whose favour disability certificate is issued.	
--	--

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

FORM-III
DISABILITY CERTIFICATE
(In case of multiple disabilities)

(NAME & ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested
Photograph(Showing
face only) of the person
with disability

Certificate No. _____

Date: _____

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

(A) He/She is a Case of **Multiple Disability**. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:-

Sl.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical Impairment/mental disability(in %)
1	Locomotor disability	@		
2	Low Vision	#		
3	Blindness	Both Eyes		
4	Hearing Impairment	&		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guideline(to be specified), is as follows:-

In figures:- _____ percent

In words:- _____ percent

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

3. Reassessment of disability is:

(i) not necessary,

Or

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

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

& e.g. Left/Right/both ears

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

Nature of Document	Date of issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority:

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

Signature/Thumb Impression of the person in whose favour disability certificate is issued.	
--	--

FORM-IV

DISABILITY CERTIFICATE

(In cases other than those mentioned in Forms II and III)

(NAME & ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP size Attested
Photograph(Showing
face only) of the person
with disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum_____ son/wife/ daughter of Shri_____ Date of Birth _____ Age _____ years, male/female_____ Registration No._____ permanent resident of House No._____ Ward/Village/Street _____ Post Office_____ District_____ State_____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/Her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:-

Sl.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical Impairment/mental disability(in %)
1	Locomotor disability	@		
2	Low Vision	#		
3	Blindness	Both Eyes		
4	Hearing Impairment	&		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary, Or

(ii) is recommended/after_____years_____ months, and therefore this certificate shall be valid till_____ (DD/MM/YY).

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

& e.g. Left/Right/both ears

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

Nature of Document	Date of issue	Details of authority issuing certificate

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

Countersigned

Signature/Thumb Impression of the person in whose favour disability certificate is issued.	
--	--

[Countersignature and Seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the Certificate Is issued by a medical Authority who is not a government servant(with seal)]

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

Note: The principal rules were published in the Gazette of India vide notification number S.O.908 (E), dated the 31st December, 1996.

Codes for filling up column No.12.1 of application.

Code No.	Category
1	SC
2	ST
3	OBC
4	PH
5	PH + OBC
6	PH + SC/ST
7	For Group "B" Posts Ex-Servicemen (Unreserved/General)
8	Ex-Servicemen (OBC)
9	Ex-Servicemen (SC & ST)
10	For Group "C" posts Ex-Servicemen (Unreserved/General)
11	Ex-Servicemen (OBC)
12	Ex-Servicemen (SC & ST)
13	For Group "B" Posts Central Govt. Civilian Employees(General/unreserved) who have rendered not less than 3 years regular and continuous service as on closing date.
14	Central Govt. Civilian Employees(OBC)) who have rendered not less than 3 years regular and continuous service as on closing date .
15	Central Govt. Civilian Employees(SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date.
16	For Group "C" posts Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date.
17	Central Govt. Civilian Employees(OBC)) who have rendered not less than 3 years regular and continuous service as on closing date
18	Central Govt. Civilian Employees(SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date.
19	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(Unreserved/General)
20	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(OBC)
21	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(SC/ST)
22	Departmental candidates (UR who have rendered not less than 3 years regular and continuous service as on closing date
23	Departmental candidates (OBC) who have rendered not less than 3 years regular and continuous service as on closing date
24	Departmental candidates (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date

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

Subject Code for Educational Qualification

Subject of Educational Qualification	Code
Arts stream	01
Science stream	02
History	03
Political Science	04
Economics	05
English Literature	06
Geography	07
Commerce	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12
Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17

Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29
Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malayalam	40
Telugu	41
Kannada	42
Tamil	43
Marathi	44
Gujarati	45
Urdu	46
Sanskrit	47
OTHERS	48
Aeronautical Engineering	49
Chemical Engineering	50
Microbiology	51
Forensic Science	52
Space Engineering	53
Rocketry	54
Telecommunication Engineering	55
Social Work	56
Sociology	57
Criminology	58
Bio-Physics	59
Bio-Chemistry	60
Bio-Technology	61
Communication	62
Electronics	63
Radio Engineering	64
Radio Communication	65
Metallurgy	66
Textile Technology	67
Rubber Technology	68
Plastic Engineering	69
Polymer & Rubber Technology	70
Physical Education	71
Agronomy	72
Plant Breeding	73
Genetics	74
Automobile Engineering	75

Marine Engineering	76
Naval Architecture	77
Operations Research	78
Instrumentation Engineering	79
Agricultural Chemistry	80
Soil Science	81