Government of India
Ministry of Defence

ADVT. NO. 02/2022

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2022
HEADQUARTERS WESTERN NAVAL COMMAND, MUMBAI

1. Indian Navy invitees applications for the below mentioned posts from eligible candidates to apply in proforma appended by Registered/Speed post (Application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the units under administrative control of Western Naval Command. However, they can be posted to anywhere in India, in Naval Units / Formations as per administrative requirement.

General Central Service, Group 'B' and 'C, Non-Gazetted, Non- Ministerial and Non- Industrial

S. NO	Name of Post (Classification with Pay Scale as per 7th CPC-Level in the Pay Matrix)	Distribution of vacancies* (* Subject to variation of vacancies)									Command / HQ/Unit wise vacancy details
		SC	ST	OBC	EWS	UR	TOTAL	Horizontal Reservation		Categories of disabled suitable for jobs with functional requirement	
								PwBDs	ESM		
(a)	Staff Nurse (Erstwhile Nurse/Civilian Sister) Classified as Group 'B' (NG) (Non- Ministerial) Pay Matrix – Level 7 (Rs 44900-1,42,400)	--	--	--	01	02	03	--	--	OL, S, ST, W, MF, RW, SE, H, C	HQWNC-02 HQGNA-01
(b)	Library & Information Assistant Classified as Group 'B' (NG) (Non Industrial) Pay Matrix – Level 6 (Rs 35400-112400)	--	--	01	01	04	06	01 (HH)	--	OA,OL, OAL, B, LV, HH, S, ST, W, BN, L, MF, SE, RW, C	HQWNC-03 HQENC-02 HQSNC- 01
(c)	Civilian Motor Driver (Ordinary Grade) Classified as Group 'C' (NG) (Non-Industrial Pay Matrix Level-2 (Rs 19900-63200)	06	03	10	04	17	40	--	04	not identified suitable for PwBDs	HQWNC-40

Suitability for EWSs: Persons who are governed under DoP&T OMs F.No 36039/1/2019-Estt(Res) dated 19 Jan 19 and 31 Jan 19 are identified as EWSs for the benefit of reservation.

Suitability for PwBDs: As identified by Ministry of Social Justice & Empowerment. PwBDs candidates may apply for the post accordingly.

Post	Identified for	Functional Requirement
Staff Nurse (Erstwhile Nurse/Civilian Sister)	OL	S, ST, W, MF, RW, SE, H, C
Library and Information Assistant	OA, OL, OAL, B, LV, HH	S, ST, W, BN, L, MF, SE, RW, C
Civilian Motor Driver (Ordinary Grade)	not identified suitable for PwBDs	--------

2. **Abbreviations used.** **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribe, **OBC**-Other Backward Class, **EWS** – Economically Weaker Section, **ESM** – Ex-Serviceman, **PwBD-** Person with Benchmark Disability, **VH-**Visually Impaired, **HH**-Hearing Impaired, **MTS**- Multi Tasking Staff, **OL**-One Leg, **B**-Blind, **LV**-Low Vision**, OA**- One Arm, **OAL**-One Arm & One Leg, **S**-Sitting, **ST**-Standing, **W**-Walking, **BN**-Bending, **PP**-Pulling & Pushing, **L**-Lifting, **KC**-Kneeling & Crouching, **H**-Hearing, **MF**-Manipulation by Fingers, **RW**-Reading & Writing, **SE**-Seeing and **C**-Communication.

3. **Reservation.** Reservation for SC/ST/OBC/EWS categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC & EWS candidates, which will thus comprise of SC, ST, OBC & EWS, who are lower in merit than the last unreserved category candidate but otherwise found suitable for the appointment even by relaxed standards viz, age limit, etc. i.e. reservation of SC, ST, OBC, EWS (in what is called inter-locking reservation). The candidates selected against the ESM quota have to be placed in the appropriate category of UR/SC/ST/OBC/EWS, as the case may be. EWS are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation as per DoP&T orders/guidelines indicated in the OM No. 36039/1/2019-Estt (Res) dated 31 Jan 2019.

4. **Age & Essential/Desirable Qualifications**

Sr. No	Name of the Post	Age	Educational & Other Qualification
(a)	Staff Nurse (Erstwhile Nurse/Civilian Sister)	Between 18-45 Years	(a) Matriculation or equivalent. (b) Certificate of training in an approved Hospital as a Nurse (c) Registered as a fully trained nurse in the Medical and Surgical Nursing and Midwifery Desirable- Knowledge of Hindi or local language

(b)	Library & Information Assistant	Not exceeding 30 Years	Essential- (i) Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute; (ii) Two years' professional experience in a Library under the Central or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or Recognised Research or Educational Institution. Desirable- Diploma in Computer Application from recognized University or Institute.
(c)	Civilian Motor Driver (Ordinary Grade)	Between 18-25 Years	Essential- (i) Matriculation from recognized Board/Institution and knowledge of first line maintenance. (ii) Must possess a driving license for Heavy Motor Vehicles (HMVs) & Motor Cycles. (iii) One year practical experience in Heavy Motor Vehicles (HMVs) driving.

5. **Job Description.**

(i) **Staff Nurse(Erstwhile Nurse/Civilian Sister)**:-

(a) As a first aider and responsible person in the absence of Doctor. Proper Maintenance of the case till the case has been shown to Doctor.
(b) Recording of pulse, temperature, blood pressure and certain other vital signs before showing to Doctor.
(c) Attending the detained bed cases – Maintaining intake and output chart of the bed cases.
(d) Sponge bath to the cases of Hyperpyrexia.
(e) Maintenance of the Central Dressing Room.
(f) Maintenance of the Minor Operation Theater.
(g) Management of Post-Operative Cases.
(h) Pre-operative preparation and management of Major and Minor preparation and supervision on surgical gauze preparation before sending to auto cleaning.
(j) Maintenance of the Electro medical equipments.
(k) Ambulation of the serious cases to the nearest civil hospital.
(l) Manning the various First-aid posts during the time of busy working hours.
(m) Medical Assistant during daily sick report.

(ii) **Library & Information Assistant**

(a) Cataloguing, Custody, safe keeping and accounting of library resources.

(b) Classification of books.
(c) Issue/Return of books/periodicals.
(d) Providing information and consultancy to users.
(e) Maintenance of records of library resources.
(f) Circulation of periodicals/Journals.
(g) Indexing of articles for easy retrieval.
(h) Up to date and scientific stowage/display of books for ensuring ease in locating them.
(j) Entering updating and maintaining Library data base on computers.
(k) Provide Technical Services.
(l) Procurement of books, periodicals (printed and electronics)
(m) Maintaining and operating reprographic facilities.
(n) Maintaining digital content and library networks
(p) Implement provisions of Copy Right Act.

(iii) **Civilian Motor Driver (Ordinary Grade)**

(a) Driving of Heavy/Light Motor Vehicles
(b) Replacement of fuel oil and water
(c) Cleanliness of Vehicles.
(d) Inspection for defects and deficiencies.
(e) Lubrication and minor adjustment
(f) Reporting defects beyond his capacity to repair
(g) Drivers are to check their vehicles, examined and clean in all respect before proceeding on duty.

Note:- The above list of duties is only illustrative and not exhaustive. Section/Department of the Indian Navy may add in the list, duties ordinarily performed by personnel at this level.

6. **Age relaxation and Crucial Dates**

(a) **Age relaxation**

Sl. No.	Category	Age Relaxation permissible beyond the upper age limit
(i)	SC/ST	05 Years
(ii)	OBC	03 Years
(iii)	ESM (Group 'C' only)	Period of Military Service plus 03 years.
iv)	Departmental Candidates with 03 yrs continuous service in Central Government as on closing date for receipt of application.	(a) For Group 'B' :- UR-05 years (for posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post). Similarly for OBC – 08 (05+03) and SC/ST-10 (05+05) Years. (b) For Group 'C' :- UR- 40 years (for posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post). Similarly for OBC – 43 (40+03), SC/ST – 45 (40+05) Years.

(v)	PwBD	UR-10 Years, OBC- 13(10+03) Years, SC/ST-15(10+05) Years.

Note. Age relaxation for Departmental Candidates, persons domiciled in J&K etc. will be as per extant rules issued by the Govt. of India time to time.

(b) **Crucial date.** The crucial date for determining the age limit will be the closing date for receipt of offline application. Only Matriculation/SSC/Birth Certificate issued by concerned Education Board/Competent Authority will be considered as proof of Date of Birth.

7. **Mode of Selection**

(a) **Shortlisting of Applications**. Where the number of applications received is too large (for posts with requisite minimum qualification as per SRO) in proportion to the vacancies and it is not convenient or possible for the department to call all the candidates for the written test. Indian Navy at their discretion may restrict the number of eligible candidates whose applications are registered by shortlisting as per merit in the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification specified at para 4 of this recruitment/post. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

(b) **Scheme of Written Examination**. All short listed eligible candidates will have to appear in the written examination consisting of objective type questions based on the essential/desirable qualification as mentioned at para 4 above and bilingual in both English and Hindi (except for General English) covering aspects as below: -

Part	Subject	Maximum Marks
(i)	General English	15
(ii)	Numerical Ability/ Logical Reasoning	15
(iii)	General Awareness	20
(iv)	Awareness in relevant Trade/Field	50

(c) **Driving Test.** Candidates applying for Civilian Motor Driver (Ordinary Grade) to attend a driving test which will be qualifying in nature. Exact date, time and venue will be communicated to the eligible candidates by post.

(d) **Indicative Syllabus for Examination**

(i) **General Intelligence/ Awareness and Reasoning.** It would include questions of both verbal and non- verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation relation concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include question design to test the candidate abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, history, culture, geography, economics, general policy including Indian constitution and scientific research etc. These questions will be such that they do not require special study of any discipline.

(ii) **English Language.** In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. His/her writing ability would also be tested.

(iii) **Numerical Aptitude**. This paper will include question on problems relating to number systems, computations of whole number, decimal and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, average, interest, profit and loss, discount, time and distance, ratio and time, time and work etc.

(iv) **Knowledge of the Trade.** The test will include questions relating to trade/posts as per the essential/desirable qualification required and job description specified at para 4 & 5 above.

Note. The question paper will be provided bilingually in English and Hindi languages only.

(e) **Resolution of Tie.** In case one or more than one candidate secures equal aggregate marks, tie will be resolved by applying following methods, one after another, till the tie is resolved:-

(i) Marks scored in written examination to be considered as first step/criteria to draw a list.

(ii) Date of Birth is to be considered to arrive at the merit list, the older the candidate will prevail as the higher selected candidate in merit.

(iii) Alphabetical order in which the first names of the candidates appear.

(f) **Date of Examination**. Exact date, time and venue of written examination will be communicated on the Admit Card issued to the shortlisted candidates by Registered /Speed Post.

(g) **Provisional Appointment Letter**. The appointment of provisionally selected candidates will be strictly based on the merit position in written examination only and subject to satisfaction of document verification, medical examination and other requirement as specified by the Government of India and Appointing Authority.

(h) **Document Verification**. All provisionally selected applicants will be called for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity, experience certificate etc., are required to be produced in original at the time of Document Verification and will be scrutinized and verified prior to provisional appointment as per extant DOP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates by post/ Indian Naval website www.indiannavy.nic.in at (Personnel>Civilian)/mobile phone/ email.

8. **Opening and Closing date for offline Application**

The last date of receipt of Application is 21 days from date of publication of advertisement in Employment News and the last date of receipt of Application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be 28 days from the date of publication of advertisement in Employment News

9. **How to apply**. The Application should be on plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format (see below), affixed with latest passport size colour photograph duly self-attested on the front side without defacing. The envelope must clearly super-scribed on the top as **APPLICATION FOR THE POST OF STAFF NURSE/LIBRARY & INFORMATION ASSISTANT/CIVILIAN MOTOR DRIVER (ORDINARY GRADE) and CATEGORY (i.e. UR/SC/ST/OBC/EWS/ESM) whichever is applicable and sent by (Registered/Speed post only)** to The Flag Officer Commanding-in-Chief (for CCPO), Headquarters, Western Naval Command, Ballard Estate, Near Tiger Gate, Mumbai-400 001 along with the following:-

(a) Two additional Passport size photographs in Blue Background without any spectacle covering/obstructing the face and eyes (should be stapled in application form) and self- attested on the reverse side of the photograph. The photograph should match with the photograph pasted in the application form.

(b) Self-attested copies of certificates of relevant educational qualifications and self- attested copies of higher qualification, if any.

(c) Self-attested copy of proof of date of birth (10th certificate or Birth Certificate). Only Matriculation/SSC/Birth Certificate issued by the concerned Education Board/Competent Authority will be considered as proof of Date of Birth.

(d) The OBC/SC/ST candidates also enclose latest copy of Caste Certificate duly self-attested for claiming age/other relaxation and produce original Certificate on demand.

(e) A copy of candidate's testimonial in support of candidate's experience/proficiency in case the candidate is applying against a post requiring experience/proficiency.

(f) A copy of certificate duly indicating the proof of Ex-Serviceman issued by the Competent Authority with application and produce original on demand.

(g) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate by a Competent Authority as per the format promulgated vide DoP&T OM F. No. 36039/2019-Estt (Res) dated 31 Jan 2019 while submitting the applications.

(h) The Government Servants are to enclose self-attested copy of No Objection Certificate from the Employer with the application and produce original on demand.

(j) The format of relevant certificates is available at naval website www.indiannavy.nic.in at (Personnel>Civilian).

(k) A Self-addressed envelope of size 23×13 cm with postage stamp of Rs. 45/- affixed on it.

(m) All Armed Forces personnel applying for the post should forward undertaking as per DoP&T OM 36034/2/91-Estt (SCT) dated 03 Apr 1991 to avail age relaxation.

10. **Important Instruction to the Candidates:-**

(a) Before applying, candidates are advised to go through the instructions given in notification very carefully.

(b) The Indian Navy will not undertake detailed scrutiny of the applications for the eligibility and other aspect at the time of written examination and therefore, candidature will be accepted only 'provisionally'. The candidates are advised to go through the requirements of educational qualification, age, etc, and satisfy themselves that they are eligible for the post. Supporting documents enclosed by candidate will be verified at the time of Document Verification. When scrutiny of application is undertaken, if any claim made in the application is not found substantiated at any stage, the candidature will be cancelled and the decision of Indian Navy will be final.

(c) Candidates seeking reservation benefits available for OBC/SC/ST/EWS/ESM must ensure that they are entitled to such reservation as per eligibility prescribed by Government of India and in the Notification. They should also be in possession of certificates in the prescribed format by the Government of India, in support of their claim. The formats of various certificates are also available in the Indian Navy website www.indiannavy.nic.in.

(d) Central Government Civilian employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should be for not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government Civilian employees till the time of appointment in the event of their selection.

(e) Only one application form for a post is allowed to be submitted by a candidate. Therefore, the candidates are advised to exercise due diligence at the time of filling their applications forms. If candidate submits multiple applications and appears in examination (at any stage) more than once, his/her candidature will be cancelled and he/she will be debarred from the future examinations of the Indian Navy.

(f) The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature be cancelled as and when it comes into the notice of the Indian Navy.

(g) Application with illegible/blurred photograph/signature will be rejected summarily.

(h) The candidates must carry at least one latest photo bearing identification proof such as Aadhar Card with a photograph/Pan Card/Passport/Driving License/Voters ID Card/ Bank pass Book with Photograph in original to the Examination venue, failing which they will not be allowed to appear for the same.

(j) Mobiles and other electrical gadgets including Bluetooth devices are banned within the premises of the Examination Centers. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from Indian Navy's examinations, as may be decided by the Competent Authority.

(k) In case of fake/fabricated application or documents which have tampered with by misusing any dignitary's name/photo, such candidate will be held responsible for the same and liable for suitable legal action.

(l) Candidates should check their Admit Card carefully and bring discrepancies, if any, to the notice of the Invigilator before the Examination. No correspondence will be entertained post examination in this regard.

(m) If a candidate fails to attend on the date and time indicated for examination of the advertised post, his/her candidature will be treated as cancelled.

(n) Candidates are advised not to bring any valuable/costly items including mobile phones to the examination as safe keeping of the same cannot be assured. The Indian Navy will not be responsible for any loss in this regard.

(p) Calling for completion of written examination/pre-recruitment formalities does not entitle any individual for appointment for the selected post. Candidature of any individual may be cancelled for the said post. If at any stage, it is found that the individual does not fulfill the eligibility criteria for the advertised post. The decision of the competent authority regarding issue of appointment order to the individual for the selected post will be final.

(q) Higher qualification, if any, possessed by the candidate is to be disclosed in the application form, Future requests for addition of higher qualification, if any, obtained prior to appointment will not be entertained.

(r) The decision of the Indian Navy in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examinations(s), allotment of Examination Centers and preparation of merit list, debarment of indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regards.

(s) Scribe (if applicable). Visually Handicapped (VH) candidates with visual disabilities of 40% and above and Cerebral Palsy candidates can avail the assistance of scribe in the written examination if such requirement is sought while filling online application. Further, they will be allowed **compensatory time** in the examination, as applicable, in accordance with extant regulations.

(t) Candidates are to visit www.indiannavy.nic.in at personnel>civilian page regularly for amendment/update, if any.

11. Beware of touts who may misguide with false promise of getting candidate selected for the job on illegal consideration. Selection is based purely on merit. Candidates are advised not to fall prey to false assurance or exploitation and must not entertain or encourage unscrupulous elements in any way. It is emphasized that the written test and the selection process will be strictly on merit in a transparent manner.

FOR ANY CLARIFICATION /ASSISTANCE,
CANDIDATE MAY CONTACT ON 022-22751335

****

APPLICATION FOR THE POST OF _____Category _____

Affix recent passport size (4.5 x 3.5cm) photograph self-attested(not older than 06 months

1. Name of the candidate (To be filled in Capital Letters only)

2. Father's Name

3. Date of Birth : D D M M Y Y Y Y

4. Age as on closing date of application : Years _____ Months _____ Days _____

5. Permanent Address

Line 1

Line 2

Line 3 T E L E P H O N E P I N C O D E

State _____

6. Address for correspondence

Line 1

Line 2

Line 3

State _____
Mobile No. _____
E-mail ID _____

7. Aadhar card No : _____

8. Are you a Government Employee

Yes	
No	

9. Whether Ex-Serviceman (ESM):

Yes	
No	

Length of Service in the Armed Forces (in years) : _____
Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman, if yes provide details thereof _____

10. Whether PwBD :

Yes	
No	

11. Caste/Category {Please tick (√) in appropriate box (attach certificate)

☐ UR ☐ SC ☐ ST ☐ OBC ☐ EWS

12. Whether seeking Age Relaxation:

Yes	
No	

13. Nationality: _____

14. Gender: (Please tick (√) in appropriate box)

☐ Male ☐ Female ☐ Transgender

15. Marital Status: - Single/Married/Divorced/separated _____

16. Religion: _____

17. Educational qualification (Matriculation onwards) (attach certificates)

Qualification	University/Board	Year of Passing	Total Marks Secured	Percentage of Marks	Div/Class

18. Date of obtaining license for driving heavy vehicle {applicable for CMD (OG)}.

Qualification	Date of issue	License No.	Issuing Authority	Valid upto

19. Date of obtaining license for driving motor cycle {applicable for CMD(OG)}.

Qualification	Date of issue	License No.	Issuing Authority	Valid upto

Attach copies of Driving License (DL). Also attach genuineness certificate obtained from concerned RTO if Driving License (DL) not reflected the date of issue of Heavy Motor Vehicle or Motor Cycle.

20. Experience (attach certificates)

Post held & Pay scale	Office/Institute	Period of Service		Total period in years & months	Nature of Duties
		From	To		

21. Identification mark (please write in the box)

DECLARATION:-

(a) I hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I have not suppressed any information. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

(b) I have ensured that, I fulfill eligibility criteria for the post applied for.

Date:- _____ (Left hand Thumb impression) (Candidate's name & signature)

Place:-
_____

Enclosures:-

1) _____ 2) _____ 3) _____

4) _____ 5) _____ 6) _____

ANNEXURE 1

Form of certificate to be submitted by Government Employees
Seeking Age – Relaxation

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

It is certified that Shri/Smt/Kum. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with 03 years regular/continuous service in the grade as _____.

Signature _____

Name _____

Office Seal _____

Place: _____

Date:_____

(*Please delete the words which are not applicable)

ANNEXURE 2

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.

FORM OF CASTE CERTIFICATE

1. This is to certify that Shri/Shrimati*/Kum* _____ 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/Kumari _____
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* of _____

Place _____
Date _____

* Please delete the words which are not applicable
@ Please quote specific Presidential Order
% Delete the paragraph which is not applicable.

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

List of authorities empowered to issue Caste/Tribe Certificates:

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

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

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

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

ANNEXURE 3

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

This is to certify that Shri/Smt./Kum. _____ Son/ Daughter of Shri/Smt.____ _____ of Village/Town _____ District/Division _____ in the _____ State belongs to the _____ Community which is recognized as a backward class under:

(i) Resolution No.12011/68/93-BCC dated 10/09/1993 published in the Gazette of India Extraordinary Part I, Section I, No. 186 dated 13/09/1993.
(ii) Resolution No.12011/9/94-BCC dated 19/10/1994 published in the Gazette of India Extraordinary Part I, Section I, No. 163 dated 20/10/94.
(iii) Resolution No.12011/7/95-BCC dated 24/05/1995 published in the Gazette of India Extraordinary Part I, Section I, No. 88 dated 25/05/1995.
(iv) Resolution No. 12011/96/94-BCC dated 09/03/1996.
(v) Resolution No.12011/44/1996-BCC dated 06/12/96 published in the Gazette of India Extraordinary Part I, Section I, No. 210 dated 11/12/1996.
(vi) Resolution No. 12011/13/97-BCC dated 03/12/1997.
(vii) Resolution No. 12011/99/94-BCC dated 11/12/1997.
(viii) Resolution No. 12011/68/98-BCC dated 27/10/1999.
(ix) Resolution No. 12011/88/98-BCC dated 06/12/1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No. 270, 06/12/1999.
(x) Resolution No. 12011/36/99-BCC dated 04/04/2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No. 71 dated 04/04/2000.
(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No. 210 dated 21/09/2000.

Shri/Smt./Kum. _____ and/or his/her family ordinarily reside(s) in the _____District/Division of the_____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/1993, which is modified vide Department of Personnel and Training OM No. 36033/3/2004 Estt. (Res.), dated, 9.3.2004 and 14.10.2008.

Dated:

District Magistrate or
Deputy Commissioner, etc.

Seal

NOTE-I:

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
(b) The authorities competent to issue Caste Certificate are indicated below:
(i) District Magistrate / Additional Magistrate/ Collector / Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate /Presidency Magistrate.
(iii) Revenue Officer not below the rank of Tehsildar; and
(iv) Sub-Divisional Officer of the area where the candidate and / or his/her family resides.

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

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice.

ANNEXURE-4

Form-I

Disability Certificate
(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
(See rule 4)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

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

Certificate No. Date:

This is to certify that we have carefully examined Shri/Smt./Kum._____son/wife/daughter of Shri_____ Date of Birth ___ ____ ___ (DD / MM / YY), Age____years, male/female_____ Registration No._____ Permanent resident of House No. _____ Ward/Village/ Street _____
Post Office _____ District _____ State_____ whose photograph is affixed above,

(A) He/She is a case of:
- Locomotors disability
- Blindness

(Please tick as applicable)

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

(C) 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 and Seal of Authorized Signatory of notified Medical Authority)

Signature/Thumb impression of the disable person

Form-II

Disability Certificate

(In case of multiple disabilities)

(NAME AND 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 we have carefully examined Shri/Smt./Kum._____son/wife/daughter of Shri_____ Date of Birth ___ ____ ___ (DD / MM / YY), Age____years, male/female_____ Registration No._____ Permanent resident of House No. _____ Ward/Village/ Street _____ Post Office _____ District _____ State_____ whose photograph is affixed above,

(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:

Sr. 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 guidelines (to be specified), is as follows:-

In figures: - _____ percent

In words: - _____ percent

2. This 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

Signature/ Thumb impression of the disabled person.

Form-III

Disability Certificate
(In case other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE
(See rule 4)

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

This is to certify that we have carefully examined Shri/Smt./Kum._____son/wife/daughter of Shri_____ Date of Birth ___ ____ ___ (DD / MM / YY), 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:-

S. 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. This 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

{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)}

Signature/ Thumb impression of disabled person

Note 1: 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 2: The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

ANNEXURE-5

Government of _____

(Name & Address of the Authority issuing the Certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTION

Certificate No._____ Dated._____

VALID FOR THE YEAR_____

1. This is to certify that Shri/Smt/Kumari_____ Son/daughter/wife of _____ permanent resident of _____village/Street_____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess nay of the following assets ***

I. 5 acres of agricultural land and acres
II. Residential flat of 1000 sq ft and above
III. Residential plot of 100 sq yards and above in notified municipalities
IV. Residential plot of 200 sq yards and above in areas other than the Notified Municipalities.

2. Shri/Smt/Kumari_____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of office_____
Name _____
Designation_____

* Note -1 :- Income covered all sources i.e. salary agriculture business profession etc.
** Note -2 :- The term "Family" for this purpose include the person, who seeks benefit for reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
*** Note-3:- The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.
Note-4:- The income and Asset Certificate issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.
(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1st class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
(iii) Revenue Officer not below the rank of Tehsildar and
(iv) Sub-Divisional Officer of the area where the candidate and or his family normally resides.