



## **JAWAHARLAL NEHRU PORT TRUST**

Advt. No. A/PE/A-01/2018/AD-03-2018

**Applications are invited for the following Class-I posts :**

Name of post	No. of posts & Reservations
<b>Pilot</b> Pay Scale: 29100-54500	<b>2 (Two) : 1-ST &amp; 1-OBC</b>
<b>Dy. Manager(Marine Engg.)</b> Pay Scale : 24900-50500	<b>1 (One) :Unreserved</b>
<b>Asstt. Manager(Legal)</b> Pay Scale : 20600-46500	<b>1 (One) : PWD-Low Vision</b>
<b>Asstt. Manager(PP&amp;D)</b> Pay Scale : 20600-46500	<b>1 (One) :Unreserved</b>
<b>Personnel Officer</b> Pay Scale : 20600-46500	<b>1 (One) :Unreserved</b>
<b>Administrative Officer</b> Pay Scale : 20600-46500	<b>1 (One) :Unreserved</b>

### **I. ELIGIBILITY CRITERIA:**

Candidates, intending to apply for the above posts should ensure that they fulfil the minimum eligibility criteria specified below:

#### **1. Nationality**

A candidate applying for recruitment in the Jawaharlal Nehru Port Trust must be either-

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or the East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to category (a) shall produce such proof of his/her nationality as required by the JNPT, from time to time. Provided further that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

## 2. Minimum/Maximum Age [To be reckoned as on 1<sup>st</sup> March, 2018]

**Minimum Age:** 18 years

### **Maximum Age:**

<b>Name of post</b>	<b>Maximum Age</b>
Pilot	40 Years
Dy. Manager(Marine Engg.)	40 Years
Asstt. Manager(Legal)	35 Years
Asstt. Manager(PP&D)	35 Years
Personnel Officer	30 Years
Administrative Officer	30 Years

### **Relaxation in upper age limit shall be as follows:**

<b>Sr.No.</b>	<b>Category</b>	<b>Age relaxation</b>
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non creamy layer)	3 years
3	Persons With Disability	10 years

### **Note :**

- (i) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) and produce the original certificate(s) for verification at the time of scrutiny/verification of documents and /or at the time of any stage of recruitment process as may be required by JNPT.
- (ii) Person having minimum of 40% disability, will only be considered under the category of Persons With Disabilities(PWD).
- (iii) As per Regulation 9 of JNPT Employees (RSP) Regulations, 2011, there is no age limit in case of existing Jawaharlal Nehru Port Trust Employees.
- (iv) The prescribed upper age limits will be relaxed in the case of a candidate who is an ex-serviceman i.e. Ex-employee of India's Defence Forces, and who has put in not less than 6 months continuous service in the Defence Forces, upto the extent of service rendered by him in the Defence Forces and dependent of those killed in action and upto the extent of the service rendered by him in the Defence Forces, where the vacancy to be filled is an unreserved vacancy."

**3. Educational Qualifications, Experience & other Qualifications  
(As on 01.03.2018):**

<b>Post Payscale</b>	<b>Essential Educational and other qualifications</b>
<b>Pilot</b> Pay Scale: 29100-54500	<b>Essential :</b> (i) Must hold a certificate of competency as Master of Foreign going ship issued by the Ministry of Shipping, Govt. of India or an equivalent qualification recognized by the Ministry of Shipping, Govt. of India. (ii) One year post qualification experience as Master / Chief Officer of a foreign going ship.
<b>Dy. Manager (Marine Engg.)</b> Pay Scale : 24900-50500	<b>Essential :</b> (i) MOT II Class Motor Certificate issued under Merchant Shipping Act, 1958. (ii) 2 years experience as independent Watch Keeping Engineer on board a foreign going ship.
<b>Asstt. Manager(Legal)</b> Pay Scale : 20600-46500	<b>Essential :</b> (i) Degree in Law from a recognized University. (ii) Five years executive experience in a Legal Establishment of an Industrial/Commercial/Govt. Undertaking. <b>Desirable :</b> Post Graduate degree in Law from a recognized University.
<b>Asstt. Manager(PP&amp;D)</b> Pay Scale : 20600-46500	<b>Essential :</b> (i) Degree or equivalent in Civil Engg. from a recognized University/Institute. (ii) Five years experience in executive cadre in Planning/Construction/Design/Maintenance preferably of Port and Marine Structures in an Industrial / Commercial/ Govt. Undertaking.
<b>Personnel Officer</b> Pay Scale : 20600-46500	<b>Essential :</b> A Degree from a recognized university. <b>Desirable :</b> (i) Post Graduate degree/diploma in Personnel Management/Industrial Relations/Social Work/Labour Welfare or allied subject or degree in Law from a recognized University/Institution. (ii) Two years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. Undertaking.
<b>Administrative Officer</b> Pay Scale : 20600-46500	<b>Essential :</b> A Degree from a recognized university. <b>Desirable :</b> (i) Post Graduate degree/diploma in Personnel Mngt/Industrial Relations/Social Work/Labour Welfare or allied subject or degree in Law from a recognized University/Institution. ` (ii) Two years experience in executive cadre in the field of General Administration, Personnel, Industrial Relations etc. in an Industrial/Commercial/Govt. Undertaking.

**Note 1:** Qualifications should be from any of the recognized Indian Universities duly approved by the UGC or any of the recognized Indian Institutes duly approved by AICTE or any of the recognized State/Central board of Higher Secondary education.  
The course mentioned if any, should be from recognised institute. The candidate must possess valid Mark-sheet, Degree/Diploma Certificate of the prescribed qualification as on 01.03.2018.

**Note 2:** Candidates must possess the essential qualifications mentioned against the post, candidates not possessing certificate of essential qualifications will not be eligible.

**Note 3: The posts found suitable for PWD sub-categories :**

Name of post	Found suitable for
Pilot	-
Dy. Manager(Marine Engg.)	-
Asstt. Manager(Legal)	Reserved for PwD-L.V.
Asstt. Manager(PP&D)	OL, OA, HH
Personnel Officer	OA, OL, OAL, BL, B, LV, HH
Administrative Officer	OA, OL, OAL, BL, B, LV, HH

Abbreviations stand for: **PwD:** Person with Disabilities; **OA:** One Arm; **OL:** One Leg; **OAL:** One Arm and One Leg; **BL:** Both Leg; **B:**Blind; **LV:** Low Vision ; **HH:** Hearing Handicapped.

**Note 4 :** Only persons would be eligible for reservation in services/posts who suffer from not less than 40 percent of relevant disability. The candidate who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a Medical Board duly constituted by the Central or State Government in the prescribed format.

**Note 5:** Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily attach self-attested relevant documents pertaining to category, nationality, age, educational qualifications etc.

**Note 6 :**Please note that no change of category will be permitted and the result will be processed considering the category which has been indicated in the first received application, subject to guidelines of the Government of India in this regard. No request for considering the candidature under any category other than in which applied will be entertained.

**Note 7:** Merely applying for the post/ appearing for and being shortlisted in the examination and subsequent processes does not imply that a candidate will necessarily be offered employment in JNPT.

#### **4. P.W.D. Reservation for the post of Asstt. Manager(Legal):**

The post of Asstt. Manager(Legal) is reserved for PWD-Low Vision category. "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device. Only such persons would be eligible for reservation in services/post who suffer from not less than 40 per cent of vision disability.

#### **II. SELECTION PROCEDURE:**

For the posts of Administrative Officer, Personnel Officer and Asstt. Manager(Legal) preference will be given to eligible candidates having desirable qualifications with higher experience.

Selection of all the posts advertised, will be made on the basis of performance in the interview, experience, additional qualifications etc. However if required Written/Online test will also be conducted and in this case selection will be made on the basis of performance in Written/Online Test, oral Interview, experience, additional qualifications etc.

The selection of shortlisted candidates for the post will be subject to verification of required documents as indicated in this advertisement, in original. Non submission of requisite documents by the candidate during this process will disqualify his/her candidature from further participation in the recruitment process. Further, during the verification if it is found that the requisite documents do not meet the prescribed criteria, his candidature will not be considered further in the recruitment process.

JNPT reserves the right to call only the requisite number of candidates for the selection process, i.e. written test/interview, based on the preliminary screening/short-listing with reference to qualifications, age, relevant experience, etc. of the candidates.

#### **III. LIST OF DOCUMENTS TO BE ATTACHED TO APPLICATION AND PRODUCED AT THE TIME OF VERIFICATION :**

**The self-attested photocopies of following documents** in support of the candidate's eligibility and identity are required to be attached to the application and original of the same are required to be produced at the time of verification. **Non submission of requisite documents by the candidate will debar his/her candidature from further participation in the recruitment process.**

- (i) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)

- (ii) Photo Identity Proof as indicated in clause pertaining to \*IDENTITY VERIFICATION of this advertisement
- (iii) Mark-sheets & certificates of educational qualifications and other relevant eligibility criteria documents as indicated against concerned posts.
- (iv) Experience Certificates on the letter head of concerned Company/Firm indicating dates of joining and date of relieving(if not presently working on the same organisation) with date wise details of posts held during the period.
- (v) Caste Certificate, along with caste validity certificate, issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates. Prescribed formats are attached herewith.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil posts & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of verification, if called for/shortlisting (as applicable) [issued within one year prior to the date of verification, if called for/shortlisting (as applicable)]. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

(vi) Special instructions for SC/ST/OBC:

a) The Caste/Tribe/Community certificate issued by the following Authorities in the prescribed form for SCs/STs and for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the SC/ST/OBC categories:

- (1) District Magistrate / Additional District Magistrate /Collector/Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of First Class Stipendiary Magistrate).
- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tehsildar(as per the policy of the respective state Government).
- (4) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

**Note:** a) Caste validity certificate in original, from the appropriate authorities of the state/union territory from which the caste certificate was issued along with self-attested Photostat copy is to be submitted at the time of Verification.

b) Please refer to Annexure for the prescribed formats of (SC, ST, OBC) certificates to be submitted at the time of verification etc.

(vii) Candidates serving in Government / quasi Govt. offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of verification of documents, in the absence of which their candidature will not be considered.

(viii) Persons falling in categories (b), (c), (d) and (e) of Nationality criteria should produce a certificate of eligibility issued by the Govt. Of India.

(ix) Disability certificate in prescribed format (Please refer to Annexure) issued by the District Medical Board in case of Persons With Disability (OH) category.

(x) Any other relevant documents in support of eligibility.

**Note: JNPT reserves right not to consider the candidature if he/ she fails to produce the relevant eligibility documents as mentioned above.**

**IV. HEALTH:**

Applicants should be of sound health and should meet the medical standards. Appointment of selected candidates shall be subject to receipt of fitness certificate/medical report from the JNPT Hospital.

**V. PROBATION PERIOD :**

Every person appointed to a post by direct recruitment shall be on probation for a period of two years. The period of probation may, if the Appointing Authority deems fit, be extended for a specific period. During the period of his/her probation, an employee may be required to undergo such departmental training and pass such departmental tests as the appointing authority may, from time to time, specify in this behalf.

**VI. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting application.

At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

i) Using unfair means or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination/interview hall or disclosing,

publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written , electronically or mechanically for any purpose or (iv) resorting to any irregular or improper means in connection with his/her candidature or (v) obtaining support for his/her candidature by any unfair means or (vi) carrying mobile phones or similar electronic devices of communication in the examination / interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) To be disqualified from the examination for which he/she is a candidate.
- b) To be debarred, either permanently or for a specified period, from any examination conducted by Jawaharlal Nehru Port Trust.
- c) For termination of service, if he/she has already joined the Port Trust (The Jawaharlal Nehru Port Trust).

## **VII. SUBMISSION OF APPLICATION**

- 1) Applications shall be accepted only by post / speed post / registered post / courier on working day only. On the envelop "**Application for the post of \_\_\_\_\_**" should be mention clearly.
- 2) Applications should reach, on or before **27<sup>th</sup> April, 2018** at :

### **Manager(P&IR)**

Jawaharlal Nehru Port Trust,  
Administration Building,  
Sheva,  
NAVI MUMBAI – 400 707.

- 3) Along with the application, details of applicants shall be given in the **prescribed format** given below. Self attested photocopies in proof of age, qualifications, experience, training, caste, PWD certificate, ex-servicemen discharge book (as applicable), etc. and a passport size photograph are required to be attached to the application.
- 4) JNPT takes no responsibility to consider any certificate sent separately.

## **VIII. GENERAL INFORMATION**

1. Merely applying for the post and being shortlisted in the examination/interview and/ or any stage of recruitment process does not imply that a candidate will necessarily be offered employment in the Port.



No request for considering the candidature under any category / post other than the one in which applied will be entertained.

2. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or conducting another examination if considered necessary. Decision of the Jawaharlal Nehru Port Trust in this regard shall be final. Candidates not willing to accept such change shall lose their candidature for this exam.
3. Decision of the Jawaharlal Nehru Port Trust in all matters relating to recruitment including shortlisting of candidates for examination and or interview will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this behalf.
4. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
5. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in Jawaharlal Nehru Port Trust recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
6. While applying, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. **In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.**
7. Jawaharlal Nehru Port Trust does not assume any responsibility for the candidates not being able to submit their applications in the given address within the last date on account of any reason whatsoever.
8. Applicants are advised to register online themselves and to keep their email id alive during the recruitment exercise. The candidates should give their mobile number in the application form for SMS service from the Jawaharlal Nehru Port Trust.
9. The shortlisting of the candidates for further selection process will be on the basis of performance in Online Test as applicable. The Jawaharlal Nehru Port Trust reserves the right to hold any other test wherever

deemed necessary as well as the right to add, delete or allot any centre at its discretion.

10. Admission to further recruitment process will be purely provisional without verification of age / qualification / experience / category (SC/ST/OBC/PWD) etc. of the Candidates with reference to documents.
11. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of verification. **Caste certificate accompanied with caste validity certificate** must be submitted by candidates seeking reservation/relaxation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.
12. At any stage if falsification of caste certificate is noticed, the candidature will stand cancelled automatically.
13. Candidates serving in Government / Quasi Government Offices, Public Sector undertakings will be required to submit "No Objection Certificate" from their employer at the time of Verification/certificate scrutiny, failing which their candidature may not be considered. Candidates who are selected are required to submit unconditional discharge letter / relieving letter from their employer (Govt./Public sector / Private) at the time of joining Jawaharlal Nehru Port Trust, WITHOUT WHICH THEY WILL NOT BE ALLOWED TO JOIN.
14. The candidates will have to appear for the tests, verification of documents etc., at their own cost.
15. Appointment of selected candidates is subject to their being found medically fit as per the requirements of the Jawaharlal Nehru Port Trust. Such appointment will also be subject to the service and conduct rules of the Jawaharlal Nehru Port Trust.
16. Decisions of the Jawaharlal Nehru Port Trust in all matters regarding eligibility, conduct of online examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Jawaharlal Nehru Port Trust in this regard.
17. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in responses thereto can be instituted only in Mumbai. Courts/ Tribunals/Forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
18. Selected candidates will be governed by the terms and conditions of the Service Regulations of the Jawaharlal Nehru Port Trust in force.
19. Candidate's admission to the online test/written exam other tests is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Jawaharlal Nehru Port Trust.

20. The Jawaharlal Nehru Port Trust reserves the right to cancel the above Recruitment Exercise at any stage of the process without assigning any reason thereof.

***IN CASE OF ANY DISCREPANCIES, THE DETAILED ADVERTISEMENT PUBLISHED IN THE CAREER SECTION OF OUR WEBSITE <http://www.jnport.gov.in> 'Career' menu SHALL BE FINAL. CANDIDATES ARE ADVISED TO VISIT THE CAREER SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT AND FOR FURTHER UPDATES ON THE RECRUITMENT EXERCISE.***

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

**Manager(P&IR)  
Jawaharlal Nehru Port Trust**

**PROFORMA**

Application for the post of \_\_\_\_\_ in JNPT

Recent Passport size Photo graph
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1. Full name (in block letters) :
2. (a) Address for communication :
  
- (b) Telephone No./Mobile No. :
- (c) E-Mail address :
3. Name of present employer, post held with pay scale :
4. Date of Birth :
5. Age as on 1<sup>st</sup> March, 2018 :
6. Whether belongs to SC/ST/OBC/ EX-SERVICEMAN :
7. Whether belongs to PWD : Yes/No. If yes type \_\_\_\_\_ & \_\_\_\_\_%
8. Educational & other qualification :

Sr. No.	Degree/Diploma	Name of University/ Institution	Year of passing	Marks obtained/ Out of	% of Marks

**9. Details of employment / experience in chronological order :**

<b>Name of the Organization</b>	<b>Post held</b>	<b>Scale of pay</b>	<b>From</b>	<b>To</b>	<b>Nature of duties</b>

**10. State clearly whether in the light :  
of the entries made by you above,  
you meet the requirements of the post.**

**11. Nature of present employment & :  
post held.**

**12. Documents attached to the application :**

**13. Any other information :**

**The above information is correct and if at any time it is found that the information furnished above is incorrect/false, my candidature will stand cancelled. If any shortcoming/s is/are detected even after my selection, my services are liable to be terminated at any time.**

**Date : / /2018**

**(Signature of applicant)**

**FORM OF CERTIFICATE TO BE PRODUCED BY**

**A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN  
SUPPORT OF HIS / HER CLAIM**

1. This is to certify that Sri/Smt./Kum\*  
\_\_\_\_\_ son / daughter\*  
of \_\_\_\_\_ of village /  
town\* \_\_\_\_\_ in District /  
Division\* \_\_\_\_\_ of the State / Union  
Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\*  
which is recognized 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)Orders, 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 Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976]:

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (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 (Uttar Pradesh) Scheduled Tribes Order,1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- \* The Constitution (Goa, Daman and 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 and Kashmir) Scheduled Tribes Order, 1989;
- \* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- \* The Constitution (ST) Orders (Second Amendment) Act, 1991;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996.

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

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Smt / Kumari\*  
\_\_\_\_\_ Father /Mother\* of Sri / Smt  
/Kumari\* \_\_\_\_\_ of \_\_\_\_\_

village/ town \_\_\_\_\_ in District/ Division\* \_\_\_\_\_ of  
the State/Union Territory\* \_\_\_\_\_ who belong to  
the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled  
Caste/Scheduled Tribe\* in the State/Union Territory\* issued by the  
\_\_\_\_\_ [Name of the authority] vide their  
order No. \_\_\_\_\_

\_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Smt/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]

Place:  
Date :

State/Union Territory

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

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----- \* Please delete the words which are not applicable.  
# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates :

- (1) District Magistrate/ Additional District Magistrate/Collector/  
Deputy Commissioner/Deputy Collector/ First Class Stipendiary  
Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive  
Magistrate/ Extra Assistant Commissioner (Not below the rank of  
First Class Stipendiary Magistrate).
- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/  
Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tehsildar(as per State Govt.  
policy).
- (4) Sub-Divisional Officer of the area where the candidate and/or his/her  
family normally resides.

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

This is to certify that Shri/ Smt./ Kumari  
.....son/daug  
hter of ..... of village/  
town .....  
In District/ Division ..... in the State / Union Territory  
.....belongs to  
the  
..... community which is  
recognized as a backward class under the Government of India, Ministry of  
Social Justice and Empowerment's Resolution  
No. .... dated .....\*. Shri/ Smt./  
Kumari ..... And/or his/her family ordinarily  
reside (s) in the  
..... District/ Division of  
the  
..... State/Union Territory. This is also to  
certify that he/she does not belong to the persons/sections (Creamy Layer)  
mentioned in Column 3 of the Schedule to the Government of India,  
Department of Personal & Training O. M. No. 36012/22/93 – Estt.(SCT) dated  
08.09.1993\*\*.

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

\*- The authority issuing the 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 people Act, 1950.



FORM -I

**Disability Certificate**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND 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 (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 :

(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 documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

**FORM - II**

Disability Certificate

(In case of multiple disabilities)

(NAME AND 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 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 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 :

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 documents 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 Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

FORM - III

**Disability Certificate**

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

(NAME AND 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 (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 are

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		

satisfied that he/she is a Case of \_\_\_\_\_ 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 :

(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 documents 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  
The person in whose favour disability  
Certificate is issued.

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 31<sup>st</sup> December, 1996.

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