



Government of India

Ministry of Defence

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY- 02/2020 BY HEADQUARTERS WESTERN NAVAL COMMAND, MUMBAI

1. Indian Navy invites applications for the post of **Scientific Assistant** classified as Group 'B', Non-Ministerial, Non-Gazetted, in Level 6 as per Seventh CPC Pay Matrix (35400-112400) from eligible Indian citizens in proforma appended below by Registered/Speed Post (Application in other forms of mailing will not be accepted). Selected candidates can be posted in Naval units/formations anywhere in India.

Name of Post (Classification with Pay Matrix as per Seventh CPC)	Distribution of vacancies*						Horizontal Reservatic ^{***} PwBDs
	UR	OBC	SC	ST	EWS	Total	
Scientific Assistant Level 6 (35400-112400)	06	03	02	02	01	14	01 OH

* Subject to variation of vacancies

Suitability for PwBDs - As per posts identified by Ministry of Social Justice & Empowerment. PwBDs applicant may apply for the post accordingly.

Post	Categories of disabled suitable for the Job	Physical Requirement
Scientific Assistant	OH	-

Note: Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying Offline, in the format given in GOI/DOP&T OM 36035/1/2012-Estt (Res) dated 29 Nov 2013 (Annexure-4)

2. **Abbreviations used** UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Class, EWS-Economically Weaker Section, PwBDs-Persons with Benchmark Disabilities, OH-Orthopaedically Handicapped

3. **Reservation.** Reservation for SC/ST/OBC/EWS/PwBDs categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS & PwBDs candidates which will thus comprise of SC, ST, OBC, EWS & PwBDs who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for the appointment even by relaxed standards viz. age limit etc. Reservations for PwBDs fall under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC (in what is called inter-locking reservation). The candidates selected against the PwBDs quota have to be placed in the appropriate category of General / SC / ST / OBC, as the case may be.

4. Age & Educational and other qualifications required.

Name of Post	Age	Educational and other qualification required for direct recruiter
Scientific Assistant	Not exceeding 30 years (Relaxable for Government Servants upto five years in accordance with instructions or orders issued by the Central Government). Note:- The crucial date for determining the age limit shall be the closing date for the receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.	B.Sc degree in Physics or Chemistry or Electronics or Oceanography with two years' experience in the following fields:- (a) Material (metal, metal alloys, rubber) analysis and testing techniques OR (b) Machinery noise and vibration movements, analysis and reduction techniques OR (c) Chemical analysis of oils, lubricants, electrolyte and water, etc. OR (d) Study and analysis of corrosion process and mitigation techniques. Note 1. The qualifications are relaxable at the discretion of the Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. Note 2. The qualifications regarding experience are relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Caste and the Scheduled Tribes. If at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities are not likely to be available to fill up the posts reserved for them.

5. Job Profile.

Scientific Assistant. Regular chemical analysis of the demineralized water samples from the plant, Analysis of petroleum oil and lubricants used in Machine of ships. To undertake various tests like chemical reaction and analysis. To carry out chemical and physical tests of rubber item for quality check/failure analysis. To carry out parametric test at modular level and functional test of PCBs using ATEs/CATES/TEs. Testing of procured components as per specifications, Calibration, upkeep and maintenance of instruments and laboratory. Maintain an analytical data bank, preparation of analytical reports, annual reports etc. and assisting Senior Scientific Assistant.

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

6. Age Relaxation and Crucial date

(a) Age Relaxation

Sl. No.	Category	Age Relaxation permissible beyond the upper age limit
(i)	SC/ST	05 Years
(ii)	OBC	03 Years
(iii)	PwBDs	UR -10 Years, OBC -13(10+03) Years, SC/ST-15(10+05) Years

Sl. No.	Category	Age Relaxation permissible beyond the upper age limit
(iv)	Departmental Candidates with 03 yrs continuous service in Central Government	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 (03+05) Years, SC/ST-10 (05+05) Years

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

(b) **Crucial date.** The crucial date for determining the age limit will be the **closing date for receipt of 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	10
(ii)	Numerical Aptitude	10
(iii)	General Intelligence / Awareness and Reasoning	10
(iv)	Science and Technology	20
(v)	Awareness in relevant Trade/Field	50

(c) Indicative Syllabus for Scientific Assistant

(i) General English (10 Marks)

- (aa) Questions based on passage
- (ab) Change to passive/ active voice
- (ac) Punctuation
- (ad) Use of adjectives, use of verbs, use of pronouns, prepositions
- (ae) Tenses
- (af) Substituting phrasal verbs for expression
- (ag) One word substitution
- (ah) Correction of sentences

(ii) Numerical Ability/ Logical Reasoning (10 Marks)

- (aa) Basic Maths, Quadratic Equations, use of Logarithm & Mathematical tables, Average, Percentage, Ratio and Proportion
- (ab) Determination of area of Ellipse, Parabola, Hyperbola and other irregular surfaces
- (ac) Surface area and Volume of Pyramid, Cone, Sphere, Cylinder etc with problems
- (ad) Basic idea of function, limits, continuity, differential and integral calculus.
- (ae) Scalars and vectors, vector algebra, dot, cross and triple product
- (af) Matrix algebra, calculation of inverse, Eigen values and Eigen vectors
- (ag) Elementary logical problems, Elementary statistics-calculation of mean, median, mode, data analysis.

(iii) General Awareness (10 Marks)

- (aa) Current affairs pertaining to fields of Sports, History, Culture, Geography, Economic scenario, General Polity including Indian Constitution, Scientific Research, Entertainment etc
- (ab) Defence (Army/Navy/Air Force) related Acronyms
- (ac) Eminent personalities (Indians/foreigners)
- (ad) Navy related (Ship, Ports)
- (ae) Important national facts
- (af) Capitals & currencies
- (ag) Sports & Entertainment
- (ah) Regional geography

(iv) Science & Technology (20 Marks)

- (aa) Newton's laws of motion, Archimedes principle, mass, weight, density, gravity
- (ab) Numerical on work, force, power, friction
- (ac) Basics of optics and laws of reflection/ refraction
- (ad) Propagation of sound waves in various media
- (ae) Laws of electricity & magnetism with numerical on current, voltage resistors etc.
- (af) Basics of organic & inorganic chemistry
- (ag) Safety precaution & fire prevention, use of fire extinguishers.
- (ah) Knowledge of various simple/precision measuring instruments and their least count
- (aj) Chemical equation balancing
- (ak) Working knowledge on computer & internet.

(v) **Knowledge of the Trade (50 Marks)** The test will include question relating to post, as per Educational qualification required and Job description specified at para 4 and 5 respectively

Note:- The Question paper will be provided in English and Hindi Languages only.

(d) **Date of Examination.** Exact date, time and venue of written examination will be communicated on the Admit Card issued to the eligible shortlisted applicants. Websites indiannavy.nic.in may also be referred from time to time for any further instructions.

(e) **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 subject to such request of scribe being made while filling offline Application. Further, they will be allowed **compensatory time** in the examination, as applicable, in accordance with extant regulations.

Continued

(f) **Provisional Appointment Letter** - The appointment of provisionally selected candidates will be strictly based on the overall merit position in written examination only subject to satisfaction of Document Verification, Medical Examination and other requirements as specified by the Government of India and Appointing Authority.

(g) **Document Verification.** All provisionally selected applicants will be called for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity certificate, experience acquired post essential qualification etc., required to produce 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.

8. Last date for Submission. 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 Pangri 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 superscribed on the top as **APPLICATION FOR THE POST OF "SCIENTIFIC ASSISTANT" and CATEGORY "_____"** (i.e. UR/SC/ST/OBC/EWS/PwBD) and sent by Registered/Speed post only to The Flag Officer Commanding-in-Chief, Headquarters, Western Naval Command (for SO'CP'), Balliari Estate, Near Tiger Gate, Mumbai-400 001 alongwith the following :-

- The applicant must possess the required criteria and educational qualification as mentioned in the advertisement. Similarly, candidates who have passed from a recognized Board/Institution which has 'Grade Point' system need to get their grade point converted into percentage of marks by appropriate authorities before applying.
- If the candidate commits any mistake in filling the application form, no change will be allowed. Indian Navy will take no responsibility of any kind for such forms.
- The applicants must ensure that while filling their application form, they are providing their valid and active e-mail IDs and mobile numbers as Indian Navy may use either mode of communication for contacting them at different stages of recruitment process. This office will not be responsible for non-receipt of e-mail. **No change in the e-mail ID will be allowed once entered.** Management will not be responsible for non-receipt of email and loss of their e-mail ID password. Candidate should not submit multiple applications form for the same post.
- Two additional Passport size photographs for Admit Card and Exit card self-attested on the reverse side and full name written.
- Self attested copies of certificates of relevant educational qualifications and self attested copies of higher qualification if any.
- Self attested copy of proof for date of birth (10th certificate or Birth Certificate)
- A copy of candidate's testimonial in support of candidate's proficiency.
- The Govt Servants are to enclose self-attested copy of No Objection Certificate from the Employer with the application and produce original on demand.
- Self-attested copy of certificate showing the Disability for Physically Handicapped Personnel. It may be noted that only such persons would be eligible for reservation in services/posts who suffer from not less than 40% (percent) of relevant disability. The candidates are to enclose PwBDs certificate indicating percentage of disability issued by Competent Medical Authority.
- A self-addressed envelope of size 23x13 cm with postage stamp of Rs. 45/-affixed on the cover.

10. General Instructions

- Only Indian nationals can apply for the above post.
- The applicant should ensure that he / she fulfills the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. If any false or incorrect information furnished by the applicant is detected at any stage, his / her candidature will be cancelled without prejudice to take legal action against him / her.
- The eligibility with respect to age, educational qualification etc. will be determined as on the closing date for online registration.
- In case, the candidates working in Central / State Govt, etc. fails to produce the NOC when demanded, his / her candidature will not be considered.
- No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the application form.
- Indian Navy has the right of cancelling the candidature of any candidate found indulging in any malpractice/unfair means or hiding any material information, misrepresenting facts or canvassing for candidature. Mobiles and other electronic gadgets 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. All such candidates will be liable to be debarred from this examination as well as future examinations. A criminal proceeding may also be initiated.
- Candidates are also requested to check indiannavy.nic.in website regularly till completion of recruitment for updates / corrigendum and any further instructions.
- The SC/ST candidates should also enclose a latest copy of caste certificate duly self attested for claiming age / other relaxation and produce original certificate on demand.
- In case of OBCs the candidate is required to produce on demand a caste certificate (valid for three financial years), specifying that the candidate does not belong to 'creamy layer'. The certificate should be as per format contained in GoI, DOP&T OM 36035/2/2013-Dstt (Res) dated 13 May 2014 and 36033/1/2013-Estt. (Res) dated 27 May 2013. In case date of issuance of OBC certificate is before the aforesaid period, the candidate will simply be treated as Unreserved/General candidate.
- Armed Forces personnel applying for the posts should forward undertaking as per GoI/DOP&T OM 36034/2/91/Esst (SCT) dated 03rd Apr 1991 to avail age relaxation.
- The Persons with Disabilities, who want to avail benefit of reservation and age relaxation have to submit disability certificate issued by the Competent Authority in the format given in Annexure-I of GoI/DOP&T OM 36035/3/2004-Estt(Res) dated 29 Dec 2005.
- The persons who want to avail benefit of reservation under EWS category may submit "Income & Assets Certificates" issued by Competent Authority as per given annexure.

(n) As per Ministry of Human Resource Development Notification No. F-6-1/ 2013-DL dated 10 June 2015 published in Gazette of India dated 25 Jul 2005, the qualification acquired by the individuals through Open Universities/Distance Education Mode by the University established by an Act of Parliament or State Legislature. Institutions Deemed to be universities under Section 3 of University Grant Commission Act, 1956 and Institution of National Importance declared under an Act of Parliament stands automatically recognised for the purpose of employment to posts and services under Central Government provided they have been approved by the University Grant Commission Act.

(p) The vacancies shown above are provisional and may vary. The vacancies may be reduced/increased or even made nil without assigning any reason thereof. The recruitment process can be cancelled/postponed/suspended/ terminated without any notice/assigning any reasons, at any stage

(q) Duration of the **Written test** may be of one day. Candidates will have to make their own arrangement for lodging / boarding during the test. Candidates are advised not to bring any valuable/costly items to the recruitment test Centre as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.

(r) The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DOP&T OM dated 21 Jun 15. The option of opting out have to be exercised by candidate at the time of filling up the application.

CAUTION TO ALL CANDIDATES-

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 022-22761335**

APPLICATION FOR THE POST OF SCIENTIFIC ASSISTANT Category _____

Attn 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)

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2. Father's Name

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3. Date of Birth

 DD MM YYYY

4. Permanent Address

Line 1

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Line 2

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Line 3

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State

5. Address for correspondence

Line 1

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Line 2

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Line 3

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State

Mobile No.

E-mail ID

6. Caste/Category (Please tick (✓) in appropriate box) (attach certificate)

UR SC ST OBC EWS PwBD

7. If applied under PwBDs category (attach certificate)

Disability (OH)	%Disability	Scribe required (Yes/No)

8. Nationality

9. Gender: (Please tick (✓) in appropriate box)

Male Female Transgender

10. Marital Status :- Single/Married/Divorced/separated

11. Religion :

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

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

13. Experience (attach certificates)

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

14. Identification mark (please write in the box)

Continued

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 ineligible 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 informed my Head Office/Deptt in writing that I am applying for this post.

(c) * I have no objection to my scores and ranking in the recruitment examination is being made public through portal in accordance with DoP&T OM dated 21 Jun 16.

*(Strike if not applicable)

Date: _____ 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

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), 1975*
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, 1969 @
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. 12011/69/93-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, Extraordinary 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. 36033/2004 Estt. (Res.), dated, 9.3.2004 and 14.10.2008.

Dated : _____ District Magistrate or Deputy Commissioner, etc.

Seal

NOTE :

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:

- (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
(iii) Revenue Officer not below the rank of Tehsildar, 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)

Certificate No. _____ Date : _____
This is to certify that we have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ of _____ Date of Birth _____ Age _____ (DD/MM/YY)

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

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 _____ percent (in words)

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

Continued

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)

Certificate No. _____ Date : _____
This is to certify that we have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____
Date of Birth _____ Age _____ years, _____
(DD / MM / YY)
male/female _____
Registration No. _____ permanent resident of _____
House No. _____ Ward/Village/ Street _____ Post Office _____
District _____ State _____ whose photograph is

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

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:

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		

(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 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)

Certificate No. _____ Date : _____
This is to certify that we have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____
Date of Birth _____ Age _____ years, _____
(DD / MM / YY)
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:-

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

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. 3 Lakh (Rupees Eight Lakh only) for the financial year _____ His/her family does not own or possess any 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.

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