

**(TO BE ADVERTISED IN THE EMPLOYMENT NEWS/ROZGAR SAMACHAR  
DATED 25.6.2011 )  
STAFF SELECTION COMMISSION  
KARNATAKA-KERALA REGION  
(ADVERTISEMENT NO.KKR-02/2011)**

**Category No.1/BG:**

**Name of the Post & Department:** Surveillance Assistants in Narcotics Control Bureau,  
Ministry of Home Affairs

**Vacancy:** 22 – UR, 10 – OBC, 05 – SC and 03 - ST (The post is identified not suitable for PH candidates)

**Pay Scale:** Rs.5200-20200/-with Grade Pay of Rs.2400/- (General Central Services Group 'C', Non Gazetted, Non-Ministerial).

**Age Limit:** Not exceeding 27 years (Relaxable up to 40 years to Central Government civilian employees in accordance with instructions or orders issued by the Central Government)

**EQ:** Three years Diploma or Degree in Electronics or Communication or Telecommunication Engineering or Computer Science or Information Technology from a recognized Institute or University.

**DQ:** Nil.

**IP:** (i) New Delhi [Hqrs., Delhi Zonal Unit, IC Cell, Precursor Cell, Enforcement Unit (HQ)] (ii) Mumbai Zonal Unit (iii) Chennai Zonal Unit (iv) Kolkata Zonal Unit (v) Lucknow Zonal Unit (vi) Jodhpur Zonal Unit (vii) Chandigarh Zonal Unit (viii) Jammu Zonal Unit (ix) Ahmedabad Zonal Unit (x) Indore Zonal Unit (xi) Guwahati Zonal Unit (xii) Patna Zonal Unit (xiii) Bangalore Zonal Unit (xiv) Imphal Regional Unit (xv) Thiruvananthapuram Regional Intelligence Unit (xvi) Goa Intelligence Cell (xvii) Hyderabad Intelligence Cell (xviii) Mandsaur Intelligence Cell (xix) Amritsar Intelligence Cell (xx) Ajmer Intelligence Cell (xxi) Ranchi Intelligence Cell (xxii) Mandi Intelligence Cell (xxiii) Madurai Intelligence Cell.

**JR:** (1) To assist the Intelligence Officers in keeping watch and surveillance over identified targets.

(2) Helping the Intelligence Officers in technical/electronic surveillance.

(3) Watch over sensitive areas such as Airport, Seaports, Dryports, parcel office etc.

(4) Maintenance of surveillance/interdiction related equipments.

**Category No.2/BG:**

**Name of the Post & Department:** Technical Assistant in Directorate of Cashew nut and Cocoa Development, Ministry of Agriculture

**Vacancy:** 01-UR & 01 - OBC (The post is identified not suitable for PH candidates)

**Pay Scale:** Rs.5200-20200/-with Grade Pay of Rs.2800/- (Group 'C', Non-Gazetted, Non-Ministerial).

**Age Limit:** Not exceeding 30 years (No age relaxation for SC/ST candidates. Relaxable by 05 years for Central Government Civilian servants in accordance with instructions issued by the Central Government. Relaxable up to 40 years for Departmental candidates)

**EQ:** Graduate in Agriculture/Economics/Mathematics OR Statistics with three years experience of noting and drafting in Technical matters preferably relating to Cashew nut.

**NOTE:** The EQ is relaxable by the Commission in the case of candidates otherwise well qualified.

**DQ:** Nil.

**IP:** Cochin in Kerala with AISL.

**JR:** To carryout all the work relating to the implementation of Cashew nut and Cocoa Development Schemes and programmes.

**Category No.3/BG:**

**Name of the Post & Department:** Instructor (Seamanship & Navigation) in Central Institute of Fisheries Nautical and Engineering (CIFNET), Ministry of Agriculture

**Vacancy:** 01-OBC (The post is identified not suitable for PH candidates)

**Pay Scale:** Rs.9300-34800/-with Grade Pay of Rs.4200/- (General Central Service Group 'B', Non Gazetted, Non-Ministerial).

**Age Limit:** Not exceeding 30 years (No age relaxation for SC/ST candidates. Relaxable by 05 years for Central Government Civilian servants in accordance with instructions issued by the Central Government.)

**EQ:** (i) Bachelor's degree from recognized university or Institute.  
(ii) Certificate of Competency as Skipper Fishing Vessel issued by the Mercantile Marine Department  
**and**  
(iii) One year experience on board a fishing vessel

**OR.**

- (i) Bachelors Degree in Fishery Science(Nautical Science) from a recognized University or institute and
- (ii) Two years experience in field of fisheries on board a fishing vessel or in fisheries development activities.

**NOTE:** The EQ is relaxable by the Commission in the case of candidates otherwise well qualified.

**DQ:** Nil.

**IP:** Cochin, Kerala with AISL.

**JR:** Imparting theoretical and practical training in Seamanship & Navigation subjects of the various training programmes of the Institute. Imparting refresher training classes. Attending all other works connected to Seamanship and Navigation section. Impart training in safety seamanship and watch keeping, practical navigation, chart work, elementary navigation and viva-voce. To conduct various short term courses in seamanship and navigation. To assist Senior Instructor (S&N) in imparting training. Undertake fishing cruise as shore officer participate along with institutional/post-institutional trainees on board the fishing vessel for imparting practical training. Any other duties assigned by the superiors.

**Category No.4/BG:**

**Name of the Post & Department:** Bosun (Certified) in Central Institute of Fisheries Nautical and Engineering (CIFNET), Ministry of Agriculture

**Vacancy:** 01- UR (The post is identified not suitable for PH candidates)

**Pay Scale:** Rs.9300-34800/-with Grade Pay of Rs.4200/- (General Central Service Group 'B', Non Gazetted, Non-Ministerial).

**Age Limit:** Not exceeding 30 years (No age relaxation for OBC/SC/ST candidates. Relaxable up to 40 years for Government civilian employees who are in the same line or allied cadres and who have rendered not less than three years continuous service in the same department)

**EQ:** (i) 12th Standard pass or equivalent.

(ii) Possession of a Certificate of Competency as Mate Fishing Vessel issued by the Mercantile Marine Department.

**DQ:** Nil.

**IP:** Cochin, Kerala with AISL.

**JR:** Functioning as Deck Officer on board the fishing vessel. Assisting Skipper (Captain) of the vessel in fishing operation and onboard training of various training programmes. Supervising the work of the deck side staff during operation of the fishing vessel. Regular watch keeping on board the vessel. Assist the Skipper and Mate in the navigation and fishing operations. Any other duties assigned by the superiors.

## INSTRUCTIONS TO CANDIDATES:

### 1. **ABBREVIATIONS USED:**

**EQ:** Essential Qualifications, **DQ:** Desirable Qualifications, **GP:** Grade Pay, **UR:** Unreserved, **OBC:** Other Backward Classes, **SC:** Scheduled Caste, **ST:** Scheduled Tribe, **ExS:** Ex-Serviceman, **PH:** Physically Handicapped, **OH:** Orthopaedically Handicapped, **HH:** Hearing Handicapped, **VH:** Visually Handicapped **BLA:** Both Legs & Arms **BA:** Both Arms **OL:** One Leg **BL:** Both Legs **OA:** One Arm **OAL:** One Arm and One Leg **B:** Blind **LV:** Low Vision **H:** Hearing **MW:** Muscular weakness, **Cat:** Category, **P.S:** Pay Scale, **CRFS:** Central Recruitment Fee Stamps, **Govt.:** Government, **IP:** Initial Posting, **JR:** Job Requirements, **Deg:** Degree, **Dip:** Diploma, **Sc:** Science, **Eqv.:** Equivalent, **Prof. Test:** Proficiency Test, **Recog.:** Recognised, **Univ.:** University, **Instt:** Institute, **AI SL:** All India Service Liability, **Exp:** Experience, **Exam:** Examination, **Hr.:** Higher, **Sec.:** Secondary, **Sr.:** Senior, **Tech:** Technical, **M/o:** Ministry of, **D/o:** Department of, **O/o:** Office of, **Uts:** Union Territories, **SSC:** Staff Selection Commission.

2. **FEE PAYABLE:** Rs.50/- (Rupees fifty only). No fee for Woman candidates, Physically Handicapped, Scheduled Castes, Scheduled Tribes and ExS. However, no fee concession would be admissible to ExS who would otherwise be considered as general candidate in terms of para 6(B)(v) of Important Instructions. Such candidates would be required to pay the requisite fee. Fee concession is not admissible to sons, daughters, and dependents of ExS. Service clerks in the last year of their colour service are not exempted from payment of fee.

Note: Mode of payment of examination fee has been indicated in para 7 of Important Instructions.

3. **MODE OF SELECTION:** Candidates fulfilling, the minimum prescribed qualifications will be shortlisted on the basis of their educational qualifications, academic records, percentage of marks etc, or through a screening test at the discretion of the Commission. Candidates, thus, selected may be required to undergo a written proficiency test wherever applicable/required or considered necessary by the Commission at its discretion.

The Commission holds the discretion to fix different qualifying standards for different categories in the proficiency test wherever applicable. Candidates qualified on the basis of merit of proficiency test if any held, would be required to appear at the Interview. Final select list would be prepared in order of merit as disclosed by the aggregate marks (marks of Proficiency Test wherever applicable and Interview/skill test as the case may be) finally awarded to each candidate taking into account the number of vacancies advertised and in that order so many candidates as are found suitable by the Commission would be recommended.

Provided further that SC/ST and OBC candidates who are selected on their own merit without relaxed standards along with candidates belonging to other communities will not be adjusted against the reserved share of vacancies.

The reserved vacancies will be filled up separately from amongst the eligible SCs, STs and OBCs which will thus comprise SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standards.

4. **HOW TO APPLY:** Applications must be submitted in the format published in the Employment News/Rozgar Samachar dated **25.6.2011** The application form is available on the Regional Office website <http://ssckkr.kar.nic.in>. The applications should be submitted to the Regional Director as per the address given in the notice.

Note(1) : Applications submitted on a format which is not exactly the same as published in the advertisement are liable to be rejected summarily.

Note (2): The Commission may consider conducting the screening test or Proficiency test wherever applicable for all the post(s) on the same date or different date(s) at its discretion.

### **5. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:**

(i) Central Recruitment Fee Stamps of Rs.50/- affixed and clearly cancelled on the application form.

(ii) One recent passport size photograph to be pasted on the application and one additional duly attested photograph to be enclosed.

- (iii) One self-addressed post-card duly affixed with an additional Rs.6/- postage stamp. The candidate must indicate the name of the post, category number and advertisement number on the post-card.
- (iv) Two self-addressed envelopes of 12 cms x 25 cms size, one of which should be affixed with postage stamps worth Rs.6/-.
- (v) Two slips indicating name and postal address of the candidate
- (vi) Documents in support of claim of SC/ST/OBC/PH/Ex-S.
- (vii) Attested copies of certificates and mark statements pertaining to all the years showing age and educational qualifications. Candidates have the option to either self-attest the photo-copies of various documents to be submitted by them or to submit the copies of the documents duly attested by a Gazetted Officer. Any wrong attestation so as to mislead the Commission or to gain access to the recruitment would lead to criminal/debar action against the candidate, besides cancellation of the candidature. All original certificates will be checked at the time of Personality Test/Skill Test, as the case may be, and the candidature is subject to the result of such scrutiny.
- (viii) Documents in support of claim of age relaxation (for categories not covered in item (vi) above).
- (ix) Attested copies of experience certificates.
- (x) Candidates in Govt. service are to attach an undertaking that they have informed in writing their Head of Office/Department that they have applied for the post.

#### **6. IMPORTANT INSTRUCTIONS:**

- (i) Candidates should note that only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the closing date of submission of application will be accepted by the Commission for determining the Age of eligibility and no subsequent request for its change will be considered or granted. **Date of birth will be reckoned as on the normal closing date (i.e. 29.7.2011).**
- (ii) If necessary documents as mentioned in item 5 are not submitted along with the application, the application will be rejected summarily or at any stage of the recruitment process and no request for revival will be considered.
- (iii) Incomplete or unsigned applications or applications without photograph or fee or applications received late will be rejected summarily. The Commission will not be responsible for postal delays.
- (iv) The candidates may note that provisional certificates/mark sheets in support of age, educational qualifications signed by Principals of Colleges or Schools are not acceptable by the Commission. Attested copies of marksheets/certificates signed/issued by University's/Board's competent officers need be submitted along with the applications.
- (v) If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/HR.Sec., he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after matric etc.,. The changed name should also have been indicated in the Gazette Notification.
- (vi) Wherever a proficiency test has been prescribed the Commission may, at its discretion, call for interview only such candidates who obtain a certain minimum marks in proficiency test as decided by the Commission.
- (vii) Certificates in support of qualifications must have been obtained on or before closing date from recognized University/Institution. Degree/Diploma etc. obtained through open Universities/Distance education mode will not be accepted for the purpose of Educational Qualification unless it is recognized by Distance Education Council in terms of Min. of Human Resource Development Notification No. 44 dated 01/03/1995 published in gazette of India dated 08/04/1995 for the relevant period when the candidate acquired the relevant qualification.
- (viii) **Closing date:** Completed application forms should be received latest by **29.7.2011 (5.00 P.M.)**

### **6.(A) AGE RELAXATION:**

The Upper age limit as prescribed in respect of each Category will be relaxable:-

(i) Upto a maximum of 5 years if a candidate belongs to a Scheduled Caste or a Scheduled Tribe category.

(ii) Upto a maximum of 3 years if a candidate belongs to OBC category in accordance with DP&T OM No. 43013/2/95-Estt(SCT) dated 25.01.1995 read with amendments made thereafter.

(iii) Upto a maximum of 10 years if the candidate is a physically handicapped person. For candidates belonging to SC/ST/OBC who are physically handicapped, the maximum age relaxation of 10 years permissible for physically handicapped shall be in addition to the age relaxation provided in terms of column (i) and (ii) above;

(iv) Upto a maximum of 5 years to candidates of Jammu and Kashmir who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 (Any person intending to avail of the aforesaid relaxation shall submit the certificate from either District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority so designated in this behalf by the Govt. of Jammu and Kashmir to the effect that he had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989);

**NOTE: Upper age is relaxable only for posts/vacancies reserved for categories like SC/ST/OBC. No such relaxation would be available for SC/ST/OBC candidates applying for UR posts/vacancies.**

NOTE-I: Other Backward Class (OBC) for the purpose of Age Relaxation and Reservation will mean "Persons of OBC category not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT), dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 and 14.10.2008.

NOTE-II: Candidates claiming the benefit of reservation under OBC category not covered under the Creamy Layer must ensure that they furnish the OBC certificate duly signed by the competent authority before or by the Closing Date **(29.7.2011)** in the FORMAT prescribed by the Commission in the **Notice as Appendix-IV & IV-(A)**. Any deviation of the OBC Certificate from the prescribed format will not be accepted by the Commission and will lead such applications to be treated under General (UR) category. Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained. The Commission will however have the discretionary power to reduce/waive off any of the provisions in exceptional and deserving cases.

**Note-III:** The closing date for receipt of application will be treated as the date for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer. Candidate claiming OBC status may note that certificate on Creamy Layer Status should have been obtained **within three years before** the closing date i.e. **29.7.2011**.

### **6.(B) Age concession for Ex-S:**

(i) **FOR GROUP 'B' Posts:** Upto a maximum of 5 years (8 years for OBC & 10 years for SC/ST ) for Ex-Serviceman.

(ii) **FOR GROUP 'C' Posts:** 03 years after deduction of the military service rendered from the actual age as on the Closing date (6 years for OBC & 08 years for SC/ST )

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

(i) Who retired from such service after earning of his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or

(ii) Who has been released from such service on medical grounds attributable to military service / circumstances beyond his control and awarded medical or other disability pension; or

(iii) Who has been released, otherwise than on his own request from such service as a result of reduction in establishment, or

(iv) Who has been released from such service after completing the specified period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories namely:-

**(a) Pension holders for continuous embodied service,**

**(b) Persons with disability attributable to military service, and**

**(c) Gallantry award winners.**

(v) Ex-servicemen who have already joined government job in civil side after availing the benefit given to them as ExS for their reemployment are eligible only for age concession. However, such candidates will not be eligible for the benefit of reservation for Ex-serviceman & would have to pay the requisite fee of Rs.50/- for this recruitment.

(vi) The period of call up Service of a ExS in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of para 6 (B) above.

(vii) For any servicemen of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of age relaxation, he must have already acquired, at the relevant time of submitting his application for the Post, the status of Ex-Serviceman and/ or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces and that he would be discharged/released within the stipulated period of one year from the CLOSING DATE **(i.e. 29.7.2011)** on completion of his assignment. The format of certificates/undertaking to be submitted by the candidates claiming the benefits/concessions as Ex-serviceman, are given in Appendix I & II.

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

**6(C) AGE RELAXATION FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES:**

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

**NOTE-1:** The Central Government Civilian Employees should have rendered not less than 3 years continuous service on regular basis (and not on Ad-hoc basis) as on and should remain in Central Government service holding civil post in various Department/Offices of Government of India till the candidate receives offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.

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

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

**6(D) IMPORTANT REQUIREMENT OF PH CERTIFICATE**

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



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

(iii) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government. The State government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/hearing and speech disability, mental retardation and leprosy cured, as the case may be.

#### **7.MODE OF PAYMENT OF FEES:**

Candidates have to pay fee in the shape of CRFS. These stamps are available at all departmental Post Offices of the country. These stamps may be pasted on the application form in the space provided for the purpose. These CRFS must be got cancelled from the counter clerk of any post office including the post office of issue with the date stamp of post office in such a manner that the impression is clear and distinct to facilitate the identification of the date and the post office of issue at any subsequent stage. After getting the Recruitment fee stamps cancelled from the Post Office, the candidate may submit the application, complete in all respects to the Regional Office of the Commission in the usual manner after completing other formalities.

#### **NOTE:**

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

#### **8. VACANCIES MENTIONED ABOVE ARE SUBJECT TO VARIATION:-**

9. SC/ST candidates called for interview will be paid T.A. as per Govt. orders. No T.A. will be paid for screening test/proficiency test, if they are held on a day other than that of Interview.

10. Canvassing in any form will disqualify the candidate.

11. The job requirements of the post are indicated below the details of the post to facilitate the candidates to understand the main functions to be performed after appointment to the posts.

#### **12. Submission of certificates in support of Essential Qualifications:**

(a) Post(s) requiring proficiency in the relevant language as an essential qualification means that the candidate must have studied in that language/dialect upto Matric level and in case the relevant language/dialect is not taught as a subject in Matric, the said language/dialect must be the mother tongue of the candidate or he/she should have the working knowledge **which shall be determined by the Staff Selection Commission.**

(b) For posts where an experience in a particular field/discipline for a specified period has been indicated as an essential qualification, in such cases the candidates would submit a certificate in support of their claim of experience in that field/discipline.

#### **NOTE:**

(1) If the above documents/certificates are not furnished by the candidates along with their applications, their candidature is liable to be rejected summarily at any stage of the recruitment process.

(2) Only attested copies of certificates and marksheets are required to be sent. Even the photocopies of certificates and marksheets are required to be attested. The ORIGINAL CERTIFICATES/MARKSHEETS must not be sent with the application.

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

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

15. NO persons

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

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

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

17. Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over the place of the Regional Office of the Staff Selection Commission, where the candidate has submitted the application, is situated.

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

19. The application, complete in all respects, should reach the Regional Director (As per address given below) by **29.7.2011**. In the case of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Tripura, Nagaland, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad their closing date for receipt of application would be **12.8.2011**. Application shall be rejected if received late and/or not complete in all respects as provided in the rules.

**Address to which the applications to be sent:**

**The Regional Director (KKR),  
Staff Selection Commission,  
1st Floor, 'E' Wing,  
Kendriya Sadan,  
Koramangala,  
Bangalore – 560 034.**

20. The envelop containing the application must be super scribed in bold letters as “APPLICATION FOR THE POST OF ..... ADVERTISED VIDE CATEGORY..... OF ADVT.NO.KKR-02/2011.

21. The Commission will have discretion to fill up more vacancies in equivalent/comparable posts from this advertisement.

## INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR SELECTION POSTS

1. It may be noted that the Commission uses Common application form for all its recruitments. Please go through the notice for the recruitment and also these instructions carefully before applying for any of the posts mentioned in the notice. You must satisfy yourself that you are eligible for the post for which you are applying.
2. Use only blue/black pen for filling up the Application Form.
3. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available or require further clarification, further instructions given below may be gone through carefully.
4. Column 10 may be filled up carefully, Ex-servicemen candidates are also required to fill up columns 10 and 10.1.
5. PH candidates are required to fill up Columns 10, 11, 11.1, 16 and 16.1 as may be applicable. The Commission may decide to hold screening/skill test for certain posts and therefore, VH candidates should fill in columns 16 and 16.1.
6. **Column no. 12.1** – (Refer Appendix-VIII of the notification for filling up this column).
7. **Column No.12.2** –Age as on normal closing date for receipt of applications should be indicated.
8. **Column No.13:** To be left blank
9. **Column 17** Educational Qualifications: The list of Educational Qualifications and subjects mentioned in Appendix Vii is not exhaustive. Candidate who possess any educational qualifications or studied any subject other than those mentioned in the list at Appendix VII may use ‘**Others**’ for qualification and/or subject code.
10. Candidate should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfil the same. **Documents in support of Essential Qualification should invariably be furnished along with the application failing which the application will be summarily rejected.**
11. **Column No.19:** Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black pen. Do not forget to write 6 digit PIN in boxes.
12. **Column 20:** Paste your recent photograph of size 4cmx5cm. Do not staple and do not get the photo attested. Please note that your application shall be rejected summarily without photograph.
13. **Column No.21 and 22:** please do sign in running hand. Unsigned applications will be rejected. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Variations in the signature will render the application liable to be rejected.

<b>कर्मचारी चयन आयोग Staff Selection Commission</b> <b>APPLICATION FORM/आवेदन प्रपत्र</b>			
<p>कृपया परीक्षा के नोटिस में दिए गए अनुदेशों/संलग्न विवरणिका को सावधानी पूर्वक पढ़ लें। बाक्सों (□) में लिखने के लिए नीले या काले बॉल पेन का प्रयोग करें।  Please read instructions in the Notice of the Examination / Brouchure carefully. Use Blue or Black ball pen to write in the boxes (□).</p>			
<b>1. विज्ञापन सं/Advertisement No.</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>		<b>2. श्रेणी सं/CAT No</b> <span style="border: 1px solid black; display: inline-block; width: 40px; height: 1.2em; vertical-align: middle;"></span>	
<b>3. उम्मीदवार का पूरा नाम (अंग्रेजी में) मैट्रिकुलेशन प्रमाण पत्र में दिए गए नाम के अनुसार बड़े अक्षरों में लिखें। नाम के किन्हीं दो भागों के बीच एक बक्स को खाली छोड़ दें।</b> Candidate's Full Name (in English). Write in Capital Letter exactly in Matriculation Certificate. Leave a box blank between any two parts of the name.			
<b>4. पिता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें)/Father's Name (Write in Capital Letters in English)</b>			
<b>5. माता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें)/Mother's Name (Write in Capital Letters in English)</b>			
<b>6. जन्म की तारीख/Date of Birth</b> <div style="display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>दिन/Day</span> <span>माह/Month</span> <span>वर्ष/Year</span> </div>		<b>7. लिंग/Gender</b> <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <span>(Write 2-Female &amp; 1- Male)</span> </div>	
<b>8. राष्ट्रियता/Nationality</b> <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <span>(Write 1-Indian &amp; 2- Others)</span> </div>		<b>9. शुल्क/Fees</b> <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <span>(Write 1-Fee paid &amp; 2-Exemption claimed)</span> </div>	
<b>10. श्रेणी/Category</b> <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <span>(Write 9-General, 7-SC, 2-ST &amp; 8-OBC)</span> </div>		<b>10.1 क्या आप भूतपूर्व सैनिक हैं/Whether Ex-Serviceman</b> <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <span>(Write 2 Ex-Serviceman)</span> </div>	
<b>11.1 यदि हाँ, कोड अंकित करें</b> If Yes, indicate Code <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <span>(Write 4-CH, 5-FH, 7-VH)</span> </div>		<b>12. क्या आप आयु सीमा में छूट चाहते हैं?</b> Whether seeking Age relaxation? <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <span>(Write 1- Yes, 2- No)</span> </div>	
<b>12.1 यदि हाँ, कोड अंकित करें</b> If Yes, indicate Code <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <span>(Write two digit Numeric Code)</span> </div>		<b>12.2 आवेदन प्राप्ति की सामान्य अंतिम तिथि</b> Age as on normal closing date <div style="display: flex; justify-content: space-between;"> <span>Years</span> <span>Months</span> <span>Days</span> </div> <div style="display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> </div>	
<b>13. पदों की वरीयता/Preference for Posts</b> <div style="display: flex; justify-content: space-around; font-size: 0.8em;"> <span>1</span><span>2</span><span>3</span><span>4</span><span>5</span><span>6</span><span>7</span><span>8</span><span>9</span><span>10</span> </div> <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> </div>		<b>14. भूतपूर्व सैनिक के लिए/For Ex-Servicemen</b> सेवा अवधि/Length of Service <span style="border-bottom: 1px solid black; width: 20px;"></span> <span style="border-bottom: 1px solid black; width: 20px;"></span> (In Years)	
<b>15. क्या आप अल्पसंख्यक हैं</b> Whether belong to Minority Communities as per Govt. Orders (H-1, H-2) <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <span>(Write 1-Yes, 2-No)</span> </div>		<b>16. यदि दृष्टि बाधित विकलांग हैं तो क्या आपको प्रतिलिपि</b> की आवश्यकता है? If VH, whether scribe is required? (H-1, H-2) <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <span>(Write 1-Yes, 2-No)</span> </div>	
<b>16.1. यदि हाँ, तो माध्यम अंकित करें, अंग्रेजी के लिए 1, हिन्दी के लिए 2</b> If yes, indicate medium. Write 1 for English, 2 for Hindi <div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; width: 15px; height: 15px; margin-right: 5px;"></div> <span>(Write 1-Yes, 2-No)</span> </div>			
<div style="display: flex; justify-content: space-between;"> <span>← यहाँ से मोड़ें</span> <span>FOLD HERE</span> <span>यहाँ से मोड़ें</span> <span>FOLD HERE</span> <span>→</span> </div>			
<b>17. शैक्षिक कोड</b> Educational Qualification Code <span style="border: 1px solid black; display: inline-block; width: 30px; height: 1.2em; vertical-align: middle;"></span>		<b>विषय कोड</b> Subject Code <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> </div>	
<b>अंक का प्रतिशत</b> Percentage of Marks <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> </div>		<b>माध्यम</b> Medium <div style="display: flex; justify-content: space-around;"> <div style="border-bottom: 1px solid black; width: 20px;"></div> <div style="border-bottom: 1px solid black; width: 20px;"></div> </div>	
<b>अंग्रेजी के लिए 1 लिखें, हिन्दी के लिए 2 लिखें व अन्य के लिए 3 लिखें</b> Write 1 for English, 2 for Hindi & 3 for Others			
<b>18. कार्य अनुभव का विवरण/Details of work Experience</b>			
<b>संस्था का नाम</b> Name of the organisation(s)	<b>पद का नाम</b> Designation	<b>कार्य का विवरण</b> Nature of Duty(ies)	<b>कार्य की अवधि /Period of Service</b> से/From <span style="border-bottom: 1px solid black; width: 50px;"></span> तक/To <span style="border-bottom: 1px solid black; width: 50px;"></span>
<b>19. पता : अपने नाम सहित पत्र व्यवहार का पूरा पता अंग्रेजी में बड़े अक्षरों में या हिन्दी में नीले या काले बॉल पेन से लिखें।</b> Address : Write your complete Communication Address including your Name in English Capital Letters or Hindi with Blue or Black Ball Pen.			
<b>नाम Name :</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 200px;"></span>		<b>पता Address :</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 200px;"></span>	
<b>विन PIN :</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span>		<b>20. फोटोग्राफ</b> 4 से.मी. X 5 से.मी. आकार का हाल ही में खींचा गया फोटोग्राफ यहाँ ठीक ढंग से चिपकावें। (स्टेपल न करें। फोटो को सुरक्षित न करवाएं) <b>Photograph</b> Paste here firmly your recent photograph (4 c.m. X 5 c.m.) (Do not staple, Do not get the Photograph attested)	
<b>21. उम्मीदवार के हस्ताक्षर (केवल चयन के लिए)</b> Signature of Candidate (Only in running Hand)		<b>अनुमोदन संख्या (केवल कार्यालय प्रयोग हेतु)</b> Roll Number (for Office use only)	
<b>अज्ञात/अवैध आवेदन पत्र को रद्द कर दिया जावेगा</b> Unsigned application will be rejected			
<b>19.1 मोबाइल/Mobile No. :</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>			
<b>ई-मेल/E-mail ID :</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>			

## 22. घोषणा/Declaration

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

23. के. म. शुल्क टिकट के लिए स्थान  
Space for CRF Stamp

अपेक्षित मूल्य वर्ग का के. म.  
शुल्क टिकट यहाँ ठीक ढंग  
से चिपकाएँ तथा डाकघर से  
रद्द करा दें जहाँ से यह  
खरीदा गया है।  
(स्टैपल न करें)

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

- (i) मैंने इस भर्ती के लिए कोई और आवेदन पत्र नहीं भेजा है मुझे यह मालूम है कि यदि मैं इस नियम का उल्लंघन करता / करती हूँ तो आयोग द्वारा मेरा आवेदन सरसरी तौर पर अस्वीकृत कर दिया जायेगा।  
I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.
- (ii) मैंने विज्ञापित में दी गई शर्तों को ध्यानपूर्वक पढ़ लिया है और मैं एतद्वारा उनका पालन करने का वचन देता/देती हूँ।  
I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.
- (iii) मैं यह भी घोषणा करता/करती हूँ कि मैं इस परीक्षा में प्रवेश के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता आदि संबंधी पात्रता की सभी शर्तों को पूरा करता/ करती हूँ।  
I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.
- (iv) मैं यह भी घोषणा करता/करती हूँ कि मुझे अज्ञातक कर्मचारी चयन आयोग/संघ लोक सेवा आयोग द्वारा किसी भी परीक्षा में बैठने से नहीं रोका गया है तथा मुझे किसी भी विधि न्यायालय द्वारा कभी भी दोषी नहीं पाया गया है।  
I also declare that I do not stand debarred by SSC/UPSC/CPWD/MES/Dept. of Posts as on date and have never been convicted by any court of law.
- (v) \*आयु सीमा में छूट चाहने वाले केन्द्र सरकार के असेनिक कर्मचारी के लिए  
मैं यह घोषणा करता हूँ कि मैं एक केन्द्र सरकार का एक असेनिक कर्मचारी हूँ एवं नियमित आधार पर 3 वर्ष की सेवा या सेवाकाल अवधि जैसा की परीक्षा नोटिस में निर्धारित है. आवेदन पत्र जमा करने की अंतिम तिथि या उससे पूर्व.. पूर्ण कर ली है।  
\*For Central Govt. Civilian Employee seeking age relaxation  
I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length of service stipulated in the Notice of the examination on or before date of closing of submitting application form given in the Notice.
- (vi) \*अन्य पिछड़ा वर्ग से संबंधित अभ्यर्थी के लिए  
मैं यह घोषणा करता/करती हूँ कि मैं उस समुदाय से संबंधित हूँ जिसे कर्मिक एवं प्रशिक्षण विभाग के दिनांक 8.9.1993 के का.प्र. सं. 36012/22/93 स्था. (एससीटी) में विहित अर्हताओं के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण के प्रयोजन हेतु पिछड़ा वर्ग माना गया है। यह भी घोषणा की जाती है कि मैं भारत सरकार, कर्मिक एवं प्रशिक्षण विभाग के विभिन्न संशोधनों जो कि नोटिस में उल्लिखित है, उसके तहत उपरोक्त कार्यालय ज्ञापन सं. फॉल्स 3 में उल्लिखित व्यक्तियों / वर्गों (क्रीमीलेयर) से संबंधित नहीं हूँ मैं यह भी घोषणा करता/करती हूँ कि मेरे पास परीक्षा नोटिस में निर्धारित प्रारूप में अन्य पिछड़ा वर्ग का प्रमाण पत्र है।  
\*For Candidate belonging to OBC  
I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No. 36012/22/93- East. (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate in the prescribed format given in the Notice of the examination.
- (vii). मूलपूर्व सेनिकों के लिए  
मैं घोषणा करता/करती हूँ कि मैं परीक्षा विज्ञापित के अनुसार यू.पू. सेनिक सम्बन्धित पात्रता की सभी शर्तों को पूरा करता/ करती हूँ।  
For Candidate belonging Ex- Serviceman  
I declare that I fulfill all the eligibility condition relating to Ex-Serviceman as per notice of exam.
- (viii) मैं एतद् द्वारा घोषणा करता/करती हूँ कि इस आवेदन पत्र में दिए गए सभी विवरण मेरी अधिकतम जानकारी और विश्वास के अनुसार सत्य, पूर्ण एवं सही है। मैं समझता/समझती हूँ कि परीक्षा से पहले या बाद में कोई भी सूचना छुपाई हुई/झूठी या असत्य पाई जाने पर या अपात्रता का पता लगने पर मेरी अभ्यर्थिता/निर्भुक्ति निरस्त की जा सकती है।  
I hereby declare that all statements made in this application are true, complete and correct to the best of my my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature / appointment is liable to be cancelled

स्थान / Place .....

तारीख/ Date : 

D	D	M	M	Y	Y

\*यदि लागू न हो तो यह लाइन काट दें।  
\*Strike off this sentence if not applicable.

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

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

APPENDIX –I

**Form of certificate for serving Defence Personnel (please see para 6 (B) of Notice)**

I hereby certify that, according to the information available with me (No.)\_\_\_\_\_ (Rank)\_\_\_\_\_ (Name)\_\_\_\_\_ is due to complete the specified term of his engagement with the Armed Forces on the (Date)\_\_\_\_\_.

Place:

Signature of Commanding Officer

Date :

Office Seal:

APPENDIX – II

**Undertaking to be given by the candidates covered under para 6 (B) of Notice**

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

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

Place:

Signature of Candidate

Date :

APPENDIX - III

**FORMAT FOR SC/ST CERTIFICATE**

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

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

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

The Constitution (Scheduled Castes) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

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

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

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

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

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

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

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

The Constitution (Pondicherry) Scheduled Castes Order, 1964 @

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

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

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

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order, 1978 @

The Constitution (Sikkim) Scheduled Tribes Order, 1978 @

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

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

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

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

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

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

This certificate is issued on the basis of the Scheduled Caste/ Scheduled Tribes Certificate issued to Shri/Shrimati\* \_\_\_\_\_ Father/Mother\* \_\_\_\_\_ of Shri/Shrimati/Kumari\* \_\_\_\_\_ of \_\_\_\_\_ village/town\* \_\_\_\_\_ in \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

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

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

\* Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraph which is not applicable.

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

**List of authorities empowered to issue Caste/Tribe Certificates:**

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

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

Revenue Officers not below the rank of Tehsildar.

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

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



APPENDIX – IV

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

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ Son/Daughter of  
Shri/Smt. \_\_\_\_\_ of Village/Town \_\_\_\_\_ 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, and modified vide Department of Personnel and Training OM No. 36033/3/2004 Estt. (Res.), dated 9.3.2004 and 14.10.2008.

Dated :  
Seal:

District Magistrate or Deputy Commissioner, etc.

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 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 as per Appendix-IV issued by the competent authority on or before the Closing Date as stipulated in the Notice.

APPENDIX – IV(A)

**For OBC Candidates only**

I,..... son/daughter of Shri ..... resident of village/town/city ..... district ..... State .....hereby declare that I belong to the ..... community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Deptt. Of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT), dated 8.9.1993. It is also declared that I do not belong to persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8.9.1993 which is modified vide Department of Personnel & Training office Memorandum No. 36033/3/2004-Estt.(Res.) dated 9.3.2004 and 14.10.2008.

Signature of Candidate

Place : .....

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

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

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

APPENDIX – V

Form of certificate to be submitted by Central Government Civilian Employee seeking age – relaxation

**(Please see para 6(C) of the Notice)**

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

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

Signature\_\_\_\_\_

Name\_\_\_\_\_

Office Seal\_\_\_\_\_

Place: \_\_\_\_\_

Date:\_\_\_\_\_

ANNEXURE VI

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. ....

Date .....

**DISABILITY CERTIFICATE**

This is certified that Shri/Smt/Kum ..... Son/wife/ daughter of Shri ..... age ..... Sex ..... identification mark(s) ..... is suffering from permanent disability of following category:-

Locomotor or cerebral palsy:

(i) BL – Both legs affected but not arms.

(ii) BA-Both arms affected

(a) Impaired reach

(b) Weakness of grip

(iii) BLA-Both legs and both arms affected

(iv) OL-one leg affected (right or left)

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(v) OA-One arm affected

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(vi) BH- Stiff back and hips (cannot sit or stoop)

(vii) MW-Muscular weakness and limited physical endurance.

Affix here recent attested photograph showing the disability duly attested by the chairperson of the Medical Board

B. Blindness or Low Vision: (i) B-Blind

(ii) PB-Partially Blind

C. Hearing Impairment : (i) D-Deaf

(ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Reassessment of this case is not recommended/is recommended after a period of ..... years .....months. \*

3. Percentage of disability in his/her case is ..... Percent.

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

(i)	F-can perform work by manipulating with figures	Yes/No
(ii)	PP-can perform work by pulling and pushing	Yes/No
(iii)	L-can perform work by lifting	Yes/No
(iv)	KC-can perform work by kneeling and crouching	Yes/No
(v)	B-can perform work by bending	Yes/No
(vi)	S-can perform work by sitting	Yes/No
(vii)	ST-can perform work by standing	Yes/No
(viii)	W-can perform work by walking	Yes/No
(ix)	SE-can perform work by seeing	Yes/No

(x)	H-can perform work by hearing/speaking	Yes/No
(xi)	RW-can perform work by reading and writing	Yes/No

(Dr.....)	(Dr.....)	(Dr. ....)
Member, Medical Board	Member, Medical Board	Chairperson, Medical Board

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

\* Strike out which is not applicable.

Note: IMPORTANT REQUIREMENT OF PH CERTIFICATE

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

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

(iii) According to the Persons with Disabilities (Equal Opportunities Protection of Right and full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Right and full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government. The State Government may constitute a Medical Board consisting of at least three members out of which, at least one shall be a specialist in the particular field for assessing locomotor/visual including low vision/hearing and speech disability, Mental retardation and leprosy cured, as the case may be.

APPENDIX-VII

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

Subject Code for Educational Qualification

Subject of Educational Qualification	Code
History	01
Political Science	02
Economics	03
English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12

Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17
Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29
Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35
Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malayalam	40
Telugu	41
Kannada	42
Tamil	43
Marathi	44
Gujarati	45
Urdu	46
Sanskrit	47
<b>OTHERS</b>	<b>48</b>
Aeronautical Engineering	49
Chemical Engineering	50
Microbiology	51
Forensic Science	52
Space Engineering	53
Rocketry	54
Telecommunication Engineering	55
Social Work	56
Sociology	57
Criminology	58
Bio-Physics	59
Bio-Chemistry	60
Bio-Technology	61
Communication	62
Electronics	63
Radio Engineering	64



Radio Communication	65
Metallurgy	66
Textile Technology	67
Rubber Technology	68
Plastic Engineering	69
Polymer & Rubber Technology	70
Physical Education	71
Agronomy	72
Plant Breeding	73
Genetics	74
Automobile Engineering	75
Marine Engineering	76
Naval Architecture	77
Operations Research	78
Instrumentation Engineering	79

**APPENDIX-VIII**

**Codes for filling up column No.12.2 of application.**

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