



Date of Publication : \_\_\_\_\_

Date & Time of Closing : 31.01.2014 up to 17.00 Hrs.

**CENTRALISED EMPLOYMENT NOTICE NO. 01/2014**

ONLINE APPLICATIONS are invited from eligible Indian Nationals for

- 26 posts of Navigational Assistant Grade II (Group 'C' Non-Gazetted)** (in the Directorate of Lighthouses & Lightships, Jamnagar, Mumbai, Cochin, Chennai, Kolkata & Port Blair)
- 4 posts of Technician (Electronics) (Group 'C' Non-Gazetted)** (in the office of the Directorate General of Lighthouses & Lightships, Noida and Directorate of Lighthouses & Lightships, Mumbai, & Kolkata.)

A acknowledgement copy of online application along with Demand Draft & enclosures should be sent by Speed Post or Registered Post to "THE DIRECTOR, DIRECTORATE OF LIGHTHOUSES & LIGHTSHIPS, 'DEEP BHAVAN', M.G.ROAD, GHATKOPAR (EAST), MUMBAI 400 077 (MAHARASHTRA)" so as to reach on or before 10.02.2014 up to 17.00 Hrs. For candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman, Nicobar and Lakshadweep Island the closing date of receipt of a acknowledge copy of online application by post will be 15.02.2014 up to 17.00 Hrs. After the due date no application will be accepted & processed and Online application received will be treated cancelled. No further communication will be entertained in this regard.

No	Name of the post	Pay Band & GP (in Rs.)	No. of Vacancies							Normal Age (as on 31.01.2014)	Remarks
			UR	SC	ST	OBC*	Total	Ex-SM	PH (OL)		
1	Navigational Assistant Grade II	5200 – 20200 GP 2800	13	6	3	4	26	3	1	18 – 27 Years	
2	Technician (Electronics)	5200 – 20200 GP 2800	2	1	0	1	4	0	0	18 – 27 Years	Ex-SM & PH may also apply for the post.

\* OBC vacancies includes quota for minorities as notified vide Government of India, Ministry of Personnel, Public Grievances and Pension (Department of Personnel and Training)'s under the admissible Rules.

i) **EDUCATIONAL AND OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITMENT:**

(1) Navigational Assistant Grade - II

- Essential:
- Diploma in Electronics or Telecommunication or Electronics & Communication or Electrical and Electronics from a institution recognized by Central Government or State Government
  - One year's practical experience in the field of wireless communication (including installation & maintenance of wireless transmitter & receivers) or Aids to Navigation (including Visual and Radio Aids to Navigation), automatic relay systems or Diesel generator sets.

(2) Technician (Electronics)

- Essential:
- Diploma in Electronics Engineering or Electronics & Communication Engineering or Electrical & Electronics or combination of above from recognized institution or equivalent
  - One year experience in the installation and maintenance of wireless transmitter receivers, aerial systems and associated power plant.
- Desirable:
- Experience in the handling of Microwave equipment

**Note:-**

1. Mere possessing of minimum qualification and experience did not entitle a candidate to be called for written exam / interview.
2. Interested Candidates may only apply for either of the post and not both the posts.
3. Applying for both the post may result in disqualification.

**ii) AGE LIMIT:**

(a) The lower and upper age limit indicated will be reckoned as on 31.01.2014. The upper age limit is relaxable as under subject to submission of requisite certificate. The upper age limit relaxation for other categories like Ex-Servicemen, Physically Handicapped candidates etc will be as per the admissible rule of Govt of India for the recruitment to the post as on 31.01.2014. For Govt. Servants it is up to 40 years. The age relaxation is

- (i) 5 years for SC/ST candidates
- (ii) 3 years for OBC candidates

(b) No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.

**iii) PROCESSING AND POSTAL CHARGES:**

(a) The processing and postal charges of Rs.100/- for unreserved / OBC candidates & Rs.50/- for SC/ST candidates, in the form of only crossed Demand Draft valid for a period of three months to be drawn at any nationalized bank in favour of "Director of Lighthouses & Lightships, Mumbai" payable at Mumbai. The DD should not be obtained earlier to the date of issue of this Centralized Employment Notice or after the closing date of receipt of application. Remittance of processing and postal charges in any form except DD will not be accepted.

(b) The Candidates should write his Name, Date of Birth and Postal Address on the reverse side on the Demand Draft (DD). The particulars of DD submitted as processing and postal charges should also be filled while online application / indicated at the prescribed place in the application form.

(c) An application not accompanied with DD or requisite amount wherever required towards processing and postal charges will be summarily rejected.

(d) No processing and postal charges for Person with Disability candidates.

(e) Processing and postal charges once paid will not be refunded at any circumstances.

**iv) HOW TO APPLY: ONLINE SUBMISSION**

(a) The candidates have to fill up and submit their application online **from 01.01.2014 to 31.01.2014**. For this, they should visit the website [www.dgllrcmt.com](http://www.dgllrcmt.com) in Recruitment Section and fill up their detailed Bio-data in the application format and upload the applicable scanned document, colour photograph & signature. They should take printout of acknowledgement of application and must sign at the prescribed places & sent along with DD, attested copy of the certificates & enclosures before the closing date. For details please visit the website. The last date for ONLINE SUBMISSION for all candidates including those residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti Districts and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman, Nicobar and Lakshadweep Islands is **31.01.2014 upto 17.00 Hrs** only.

**The DLL will not be responsible for any technical problems that may arise which may prevent or deny access for the submission of ON line application.**

(b) **Photographs:** One recent (not earlier than three months from the date of application) colour photograph of size 3.5 cm x 3.5 cm with clear visibility of face and a portion of shoulder should be pasted on the acknowledged copy of online application in the space provided. The back ground of the photo with white or light colour is more preferable. The face should be at the centre of the photography. The eyes shall be clearly visible in photo.

Photo with Cap /Hat and photos taken head covered with clothes (except which is related to religious vow) and photos with goggles, and photos with partial visibility of face are not accepted. Those who are using spectacles for vision correction should take the photo wearing the spectacles. Xerox copy of photograph is not permitted. The candidate should sign in the space provided in the box below photograph. Candidate may note that the DLL may reject at any stage for pasting old / unclear photograph on the application or for any significant variations between photographs pasted in the application and the actual physical appearance of the candidate.

(c) Offline applications, more than one Online application, illegible, incomplete, unsigned, signed in capital letters, without colour photo of candidate, not having DD with processing and postal charges are liable to be rejected.

(d) The envelope containing the acknowledgement copy should be clearly super-scribed "**Application for the post of Navigational Assistant Grade II" OR TECHNICIAN (ELECTRONICS)** (As per the post applied), **Centralized Employment Notice No. 01/2014. Community (UR/SC/ST/OBC/PWD/Ex-SM).**

v) **GENERAL INSTRUCTIONS:**

(a) Before applying for the post, the candidate should ensure that he/she fulfills all the eligibility conditions. The candidate should have the requisite Educational/Technical qualification from recognized University/Institute as on the 31.01. 2014. Those awaiting results of the final examination need not apply. The experience will only be counted after attaining the essential qualification for the prescribed post.

(b) No extra waitage will be given to candidates possessing higher qualification.

(c) Candidate may apply online on [www.dgllrcmt.com](http://www.dgllrcmt.com) in Recruitment and take out the print of acknowledgement receipt of the application submitted for onward submission to this office along with DD, and attested copies of all certificates.

(d) The candidates are required to sign in English or Hindi in the prescribed places provided in acknowledged copy of online application. The signature on acknowledged copy of online application, Information Sheet, Answer Sheet, Question Booklet and other places should be identical. **The signature must be in running hand and not in block capital or disjointed letters. Signature at the time of application, written examination and document verification in different style or language may result in cancellation of candidature.**

(e) Candidate submitting more than one application for the same post will be summarily rejected.

(f) Candidate should note that only the Date of Birth as recorded in the Matriculation / Higher School Examination Certificate or an equivalent Certificate as on the date of submission of application will only be accepted.

(g) **Vacancies of Ex-Servicemen and Persons with Disability (PWD) given in the above table are not separate but included in the total number of vacancies.**

(h) The number of vacancies indicated in the Centralized Employment Notice is provisional and may increase or decrease depend upon the actual needs of the Administrative. The administration also reserves the right to cancel the notified vacancies at the discretion and such decision will be final and binding on all.

(i) Applications received online will be short-listed on the basis of marks obtained in the essential qualification examination and experience required. The Short listed candidates will only considered for further recruitment procedures.

(j) Date of examination & call letters for written examination will be hosted on the website [www.dgllrcmt.com](http://www.dgllrcmt.com) at least one month prior to the written examination for the post. Candidates have to download admit card from the website [www.dgllrcmt.com](http://www.dgllrcmt.com). Centre for Examination will be indicated on the admit card. The Examination

Centre will not be changed under any circumstances. The candidates are advised to visit the website from time to time. No hard copy of the admit card will be sent to any candidates.

- (k) The candidates who are successful in the written examination will be called for the interview. No TA or other expenses will be admissible to the candidates for appearing in the written examination/interview except to unemployed SC/ST & Person with Disability candidates who will be reimbursed the fares as admissible under the Rules.
- (l) Emoluments on initial appointment will be minimum in the pay band plus grade pay plus other allowances as applicable at that time.
- (m) While all candidates irrespective of community may be considered against UR vacancies. However, against the vacancies earmarked for specific community SC/ST/OBC, only candidates belonging to that community will be considered. For this purpose, SC/ST/OBC candidates should furnish Caste Certificate from competent authorities per the Format given at Annexure – 1 (for SC/St candidates) and Annexure – 2 (for OBC candidates) only. Further, in case of OBC candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Col.3 of the Schedule of the Government of India, Department of Personnel and Training per admissible rules . The OBC candidate should enclose self declaration of non-creamy layer status in the Proforma in Annexure – 3.
- (n) Candidate who wishes to be considered against vacancies reserved and / or seek age relaxation must submit requisite certificate from the competent authority and self declaration of non-creamy layer status in case of OBCs in the prescribed format along with the application form itself. Otherwise, their claim for reserved status will not be entertained and the candidature / application of such candidate fulfilling all eligibility conditions for General (UR) category will be considered under General (UR) category only.
- (o) Candidates belonging to SC/ST/OBC who fulfill required qualification/technical qualification can also apply against UR vacancies. They will, however have to compete with the UR candidates. No age relaxation will be allowed to such SC/ST/OBC candidates applying against UR vacancies.
- (p) **The experience certificate should indicate a brief description of nature of duties performed by the candidate.**
- (q) Final selected candidates for the post Navigational Assistant Grade II are suppose to serve at any Light house station including remote and island locations and liable to be transferred anywhere in India away from the headquarters. The final selected candidates for the post Technician (Electronics) will be posted in the district head quarters and will be deputed on tour to various light houses as per the technical requirement. Both the posts are all India service liabilities.

**vi) ENCLOSURES:**

The following enclosures as applicable to each individual candidate should be firmly stitched along with the application in given order:

- (a) Acknowledged copy of online application.
- (b) A valid DD for the amount as prescribed in the Centralized Employment Notice wherever required.
- (c) One copy of identical passport size colour photograph firmly stitched to the application (apart from one copy pasted on the form / online scanned).
- (d) Gazetted Officer Attested copy of Matriculation / High School Examination Certificate or an equivalent Certificate indicating date of birth.
- (e) Gazetted Officer Attested copy of educational and / or professional qualification (Professional Degree or Diploma certificate) prescribed for the post.
- (f) Gazetted Officer Attested copy of the mark list of all semesters/ years.

- (g) Gazetted Officer Attested copy of the Experience certificates.
- (h) Attested Photostat copy of caste certificate from competent authority in the case of SC/ST candidate (as given in Annexure – 1) and OBC candidate (as given in Annexure – 2). Self declaration from OBC candidate regarding non-creamy layer status in the Proforma (as given in Annexure – 3).
- (i) Disability Certificate by persons with disabilities in prescribed format for appointment of posts under Govt of India (as given in Annexure – 4)
- (j) Ex-Servicemen candidate should submit self attested Photostat copy of the discharge certificate. They should also enclose the appropriate certificate issued by the competent authority for the equivalence of their educational / technical qualification.
- (k) NO OBJECTION CERTIFICATE from the competent authority, if already employed in any Government Department / Public Sector undertakings.
- (l) Gazetted Officer Attested Photostat copy of requisite certificates in case of candidate claiming any other type of age relaxation.

**vii) INVALID APPLICATION:**

Candidates are requested to read all the instructions thoroughly before applying online / sending their application to the DLL. Their applications are likely to be rejected on one or more of the following reasons.

- (a) Offline Applications. Candidates have to apply online only.
- (b) Application submitted for both the post by same candidate.
- (c) Application without signature or signature done in capital letters or different type of signature at the places of the acknowledged copy of online application.
- (d) Application which are Illegible and incomplete.
- (e) Copies of requisite certificate not enclosed along with acknowledged copy of online application
  - (i) Gazetted Officer Attested Certificate of date of birth i.e. Matriculation / High School Exam or equivalent certificate.
  - (ii) Gazetted Officer Attested Educational and / or professional certificate (Professional Degree or Diploma certificate) prescribed for the post.
  - (iii) Gazetted Officer Attested copy of the mark list of all semesters/ year.
  - (iv) Gazetted Officer Attested copy of experience certificate.
  - (v) Gazetted Officer Attested Community certificate for SC / ST / OBC
  - (vi) Gazetted Officer Attested Discharge Certificate of Ex-Servicemen Candidate
  - (vii) Gazetted Officer Attested Disability Certificate for persons with disabilities
  - (viii) Self declaration for OBC candidate.
- (f) Prescribed Processing and postal charges by DD not enclosed or less amount enclosed or invalid DD i.e. DD purchased before date of issue and after closing date of Centralized Employment Notice.
- (g) Do not possess the prescribe qualification for the post on the date of application.
- (h) Over aged or under aged or Date of Birth not filled or wrongly filled.

- (i) Double or multiple applications online / submitted.
- (j) Applications without colour photo or photo with cap, wearing goggles, disfigured, unrecognizable or scanned or Xerox copy.
- (k) More than one application in single envelope.
- (l) Any other irregularities which are considered invalid.

**viii) RECRUITMENT PROCESS:**

- (a) Applications received will be scrutinized and short listed on the basis of marks obtained in the essential qualification examination. The Short listed candidates will only considered for further recruitment procedures.
- (b) Written examination contains objective type questions based on Diploma standard for the prescribed post.
- (c) There will be negative mark in written examination and marks shall be deducted for each wrong answer
- (d) The Director of Lighthouses & Lightships, as its discretion may hold additional skill test / interview if consider necessary for all or for a limited number of candidates as may be deemed fit by DLL.
- (e) The date, time and venue of the written examination will be fixed by the DLL and will be hosted on website [www.dgllnoida.gov.in](http://www.dgllnoida.gov.in) & [www.dgllrcmt.com](http://www.dgllrcmt.com) in due course. Request for postponement of the examination, change of centre/venue will not be entertained under any circumstances.
- (f) The stage of examination is single stage examination followed by interview & verification of original documents. Based on the performance of candidates in written examination the candidates will be called for the interview. During document verification, the candidates will have to produce their original certificates. The candidature of the candidate not producing the original certificate on the date of verification is liable to be forfeited.
- (g) The appointment of selected candidates is subject to his/her passing requisite Medical Fitness Test, final verification of educational and community certificate and verification of antecedent / character of the candidate.

**xi) SERVING EMPLOYEES:**

Candidates serving in any Government Department or Public Sector Undertaking should apply through proper channel or should apply directly to the DLL with NO OBJECTION CERTIFICATE from the employer to avoid delay. The last date of receipt of application will not be extended on account of any delay in transmitting the application by the concerned office. Advance copy of the application without NO OBJECTION CERTIFICATE will not be entertained. Application received after closing date and time will also not be accepted.

**x) MISCELLANEOUS:**

- (a) The entire Centralized Employment Notice along with all Annexure will also be available on the website [www.dgllrcmt.com](http://www.dgllrcmt.com).
- (b) All enclosure should be in English or Hindi only. Where certificate are not available in English/Hindi, self attested translated version (in English / Hindi) should be enclosed. The application without the requisite enclosures will be rejected. Any of the above enclosures sent separately will not be entertained.
- (c) DLL reserves the right to reject the candidature of any applicant at any stage in the process of recruitment if any irregularities / deficiency is notice in the application.

- (d) The centre for examination allotted by the DLL will be final and binding. DLL reserves the right to conduct additional written examination/document verification at any stage. DLL also reserves the right to cancel part or whole of any recruitment process at any stage without assigning any reason thereof.
- (e) The decision of the DLL in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection, conduct of written examination, allotment of written examination centre, selection, allotment of posts to selected candidates etc. will be final and binding on the candidate and no enquiry or correspondence will be entertained by the DLL in this regard.
- (f) Candidates finally selected are liable to be posted anywhere in India.
- (g) The DLL is not responsible for any inadvertent error.
- (h) Any legal issues arising out of this Centralized Employment Notice shall fall within the legal jurisdiction of in Mumbai only.
- (i) In the event of any dispute about interpretation, the English version will be treated as final.

**xi) IMPERSONATION / SUPPRESSION OF FACTS / WARNING**

- (a) No candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Otherwise, the candidate will be debarred for examinations as well as debarred from any appointment in Government services. In addition, legal action will be taken against the candidate.
- (b) Any material suppression of facts or submitting forged certificate / caste certificate by a candidate for securing eligibility and / or obtaining privileges shall lead to rejection of his/her candidature for the particular recruitment for which he/she is applied. Further, legal action can be initiated, if warranted.
- (c) Any candidate found using unfair means in the examination or sending someone else in his/her place to appear the examination will be liable to be prosecuted by lodging FIR.
- (d) Furnishing of any false information or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing any selection or examination for appointment to any other Government service and if appointed the service of such candidate is liable to be terminated.

**xii) WARNING**

- a) All notices will be available and updated time to time on the website. The candidates are advised to regularly visit the site for any information in this regard. The candidates are advised strictly to avoid unnecessary communication regarding details of written examination, declaration of results, interview date, and declaration of final result by emails, phone and fax.
- b) Beware of Touts and job racketeers trying to deceive you false promises of securing job either through influence or by use of unfair and unethical means. DLL has not appointed any agent(s) or centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and not fall in their trap. Candidates attempting to influence DLL directly or indirectly; shall be disqualified and legal action can be initiated against them.

**Note : In instruction wherever "OBC" is mentioned it includes OBC Minorities.**

**FORM OF CASTE CERTIFICATE FOR SC/ST**

**The Form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter\* of Shri \_\_\_\_\_ of village/Town\* \_\_\_\_\_ in District/ Division\* \_\_\_\_\_ of 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 and the North- Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976]
- The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956\*
- The Constitution (Andaman and 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 Constitutions (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962@ \_\_\_\_\_
- The Constitution (Pondicherry) Scheduled Castes Orders, 1964@ \_\_\_\_\_
- The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967@ \_\_\_\_\_
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968@ \_\_\_\_\_
- The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968@ \_\_\_\_\_
- The Constitution (Nagaland) Scheduled Tribes Order, 1970@ \_\_\_\_\_
- The Constitution (Sikkim) Scheduled Castes Order, 1978@ \_\_\_\_\_
- The Constitution (Sikkim) Scheduled Tribes Order, 1978@ \_\_\_\_\_
- The Constitution (Jammu & Kashmir) Scheduled Tribe Order, 1989@ \_\_\_\_\_
- The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990@ \_\_\_\_\_
- The Constitution (Scheduled Tribe) Orders (Amendment) Ordinance 1991@ \_\_\_\_\_
- The Constitution (Scheduled Tribe) Orders (second Amendment) Act 1991@ \_\_\_\_\_
- The Constitution (Scheduled Tribe) Orders (Amendment) Ordinance 1996 \_\_\_\_\_
- The Constitution Scheduled Castes & Scheduled Tribe Orders (Amendment) Act 2002 \_\_\_\_\_
- The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002 \_\_\_\_\_
- The Constitution (Scheduled Caste Orders (second Amendment) Act 2002 \_\_\_\_\_

Applicable in the case of Scheduled Castes, Scheduled tribe persons who have migrated from one State/Union territory Administration.

% This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \* \_\_\_\_\_ Father/Mother\* \_\_\_\_\_ of Shri/Shrimati/Kumari \* \_\_\_\_\_ of village/Town\* \_\_\_\_\_ in District/ Division\* \_\_\_\_\_ of 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 \_\_\_\_\_ dated \_\_\_\_\_

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

Signature \_\_\_\_\_

Place \_\_\_\_\_

\*\* Designation \_\_\_\_\_

Date \_\_\_\_\_

(with seal of Office)

\* Please delete the words which are not applicable.

@ Please quote specific presidential order

% Delete the Para 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 competent to issue Caste/Tribe certificates:**

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commission/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- ii. (not below the rank of 1<sup>st</sup> class Stipendary Magistrate)
- iii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iv. Revenue Officers not below the rank of Tehsildar.
- v. Sub-Divisional Officer of the area where the candidate and/ or his family normally reside(s).
- vi. Administrator/Secretary to Administrator/Development Officer (Lakshdweep).

Note :- ST candidates belonging to Tamil Nadu state should submit caste certificate only from **The Revenue Divisional Officer**

**The form of certificate to be produced by Other Backward Classes candidates  
applying for appointment to posts under the Government of India.**

This is to certify that Shri/Shrimati/Kumari\* .....son/daughter\* of  
Shri..... of village/town\* .....in District/Division\* ..... of the State/Union  
Territory\* .....belongs to the .....Community which is recognised as a backward class under:

- @ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.
- @ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
- @ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
- @ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
- @ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.
- @ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.
- @ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari\* .....and/or\* his/her\* family ordinarily resides in village/  
town\* ..... of ..... District/Division\* of the State/ Union  
Territory\* of.....

This is also to certify that he/she\* does not belong to the persons/sections\* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Place.....

Signature.....

Date.....

\*\*Designation.....

(With seal of Office)  
State/Union Territory

\*Please delete the words which are not applicable.

@ Strike out whichever 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 OBC Certificate**

(i) District Magistrate/Additional District 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 of the rank of 1st Class Stipendiary Magistrate).

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

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

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

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

**Note 1:** Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

**Note 2:** The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

**Note 3:** No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

**Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

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 Department of Personnel and Training Office Memorandum No36102/22/93-Estt. (SCT) dated 8-9-1993.  
It is also declared that as on closing date, I do not belong to persons/sections/sections (Creamy Layer) mentioned in  
column 3 of theSchedule to the above referred Office Memorandum dated 8-9-1993, O.M. No.36033/3/2004-Estt.  
(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008.

Signature:.....

Full Name:.....

Address:.....

**The form of certificate to be produced by Physically Handicapped candidates  
applying for appointment to posts under the Government of India**

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

Certificate No.....

Date: .....

**DISABILITY CERTIFICATE**

Recent Photograph of  
the candidate showing  
the disability duly  
attested by the  
Chairperson of the  
Medical Board

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 :

**A. 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.

**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. Re-assessment 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 fingers. 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.....)

Member  
Medical Board

(Dr.....)

Member  
Medical Board

(Dr. ....)

Chairman  
Medical Board

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

\* Strike out whichever is not applicable.

**The form of certificate to be produced by Government servants for claiming Age concession**

**(Letter Head of the Institution/Issuing Authority)**

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....is a regularly appointed an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under

(Short description of duties performed)

Certified that:

\* (a) Shri/Shrimati/Kum. .... holds substantively a permanent post of .....in the Office/Department of .....with effect from ..... \* (b) Shri/Smt./Kum. .... has been continuously in temporary service on a regular basis under the Central Government in the post of.....in the Office/Department.....with effect from.....

Signature.....  
Name.....  
Designation .....  
Ministry/Office.....  
Address.....

Place: .....  
Date: .....

Office SEAL.....