

(TO BE ADVERTISED ON **09.11.2013**)

F.No.SSCG-A-12024/33/2011-Rectt.
Government of India
STAFF SELECTION COMMISSION
(North Eastern Region)

ADVERTISEMENT NO.4/2013-NER

CLOSING DATE: **08.12.2013(5 PM)**

“Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”.

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSTS:-

Advt.No.4/2013-NER

Cat.No.NER(B)-01:Two posts of Senior Technical Assistant(Chemical), General Central Service, Group ‘B’ (Non-Gazetted) Non-Ministerial in Central Ground Water Board, Govt. of India, Ministry of Water Resources.

Pay Scale : PB-2: Rs.9300-34800 + Grade Pay Rs.4600/-.

Vacancy : 2 (Unreserved)

NOTE 1: The post are identified not suitable for being manned by persons with disabilities(OH/HH/VH) and such categories need not apply.

NOTE 2: OBCs, SCs & STs possessing the EQ and within the age limit are eligible to apply and compete for the Unreserved vacancy. No age relaxation is applicable since there is no vacancy for OBCs, SCs & STs in this particular posts that is under advertised.

Age : Not exceeding 30 years as on the closing date(Relaxable for Govt. servants upto five(5) years in accordance with the instructions or orders issued by the Central Government. However, the admissibility in age relaxation is subject to submit of certificate in prescribed format as given in Appendix-V of the Notice).

E.Q. : Master’s degree in Chemistry or Agricultural Chemistry or Soil Science from a recognised University.

D.Q. : Two years experience in Ground Water Analysis and Ground Water Chemistry.

I.P. : NER, Guwahati.

A.I.S.L. : Yes.

J.R. : i) Carry out chemical analysis of water samples and natural & polluted water.
ii) Analysis of water samples for basic nature of Chemical characteristics.
iii) Compilation of chemical data for Ground Water Data Year-Book(Chemical) preparation of hydro chemical maps/reports and monthly progress report.
iv) Operation & maintenance of Chemical equipment/instrument. Supervision of preparation of Laboratory reagents.
v) “Analysis & Quality Control” laboratory chemical data bank and reagent centre(s) where the centre(s) makes control and distribution standard reagent to other laboratories.

P.O.P. : 2 (two) years.

Advt.No.4/2013-NER

Cat.No.NER(B)-02:Two posts of Senior Technical Assistant(Geophysics), General Central Service, Group 'B' (Non-Gazetted) Non-Ministerial in Central Ground Water Board, Govt. of India, Ministry of Water Resources.

Pay Scale : PB-2: Rs.9300-34800 + Grade Pay Rs.4600/-.

Vacancy : 2 (1-SC, 1-ST)

NOTE 1: The post are identified not suitable for being manned by persons with disabilities (OH/HH/VH) and such categories need not apply.

NOTE 2: Since the posts are reserved for SCs & STs only, others need not apply.

Age : Not exceeding 30 years as on the closing date(Relaxable for Govt. servants upto five(5) years in accordance with the instructions or orders issued by the Central Government. However, the admissibility in age relaxation is subject to submit of certificate in prescribed format as given in Appendix-V of the Notice).

E.Q. : Master's degree in Geophysics or Applied Geophysics from a recognised University.

D.Q. : Two years experience of Geophysical investigations related to ground water exploration.

I.P. : NER, Guwahati.

A.I.S.L. : Yes.

J.R. : i) To assist in all types of Geophysical activities as may be allotted.
ii) To conduct and assist the work of Geophysical investigation, commute the data and maintain the equipment taken in the field.
iii) To assist Senior officers as and when required besides he/she has to process the data and assist in preparation of maps and plates and in tabulation. He/she has to take up routine checking of equipment.

P.O.P. : 2 (two) years.

INSTRUCTIONS TO CANDIDATES;

1.ABBREVIATIONS USED: **EQ** : Essential Qualification, **DQ** : Desirable Qualification, **UR**: Unreserved, **SCs**: Schedule Castes; **STs**: Schedule Tribes, **OBCs**: Other Backward Classes; **PH**: Physically Handicapped; **OH**: Orthopaedically Handicapped; **HH**: Hearing Handicapped; **VH**: Visually Handicapped; **CRFS** : Central Recruitment Fee Stamps, **AISL** : All India Service Liability, **IP** : Initial Posting, , **JR**: Job-Requirement, **POP**: Period of Probation, **i.e.** that is; **ExS**: Ex-Servicemen.

2. Fees Payable: Rs.50/-(Rupees fifty) only: No fee for Women candidates, Schedule Castes, Schedule Tribes.

Note: Fees to be paid in the form of CRFS only. Detail 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 discretion to fix different qualifying standard 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) 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.

4. How to apply: Applications must be submitted in the format published in the Employment News/Rozgar Samachar dated **09.11.2013**. The application form is available on the Commission's website <http://ssc.nic.in>. The applications should be submitted to the concerned Regional Office as per the address given below:

**REGIONAL DIRECTOR
STAFF SELECTION COMMISSION (NER)
HOUSEFED COMPLEX, LAST GATE, BELTOLA BASISTHA ROAD
DISPUR, GUWAHATI-781 006(ASSAM)**

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

Note(2): The Commission may consider conducting the Screening Test or Proficiency test for the said 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 by concerned Postal office of issued.
- (ii) One recent passport size photograph to be pasted (NOT STAPLED) on the application and one additional duly attested photograph to be enclosed.
- (iii) Documents in support of claim of SCs/STs/OBCs and Age relaxation(in Appendix-III/IV & V).
- (iv) Attested copies of certificates and mark statements showing age (Matric pass certificate issued by concerned Board) and educational qualifications(issued by concerned Board & University). Candidates have the option to either self-attested 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.
- (v) Documents in support of claim of age relaxation in Appendix-V(Central Government Civilian Employees).
- (vi) Candidates in Government Service are to attach an undertaking that they have informed in writing to their Head of Office/Department that they have applied for the post.

6.1: 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. 08.12.2013.**

(ii) If necessary documents as mentioned in item 5 are not submitted alongwith 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 in support of age proof, mark sheets, educational qualifications etc. signed by the Principals of Colleges or Schools are not acceptable to the Commission. Only copies of educational certificates and mark sheets(CI.X, CI.XII, Degree & Postgraduate) issued by the concerned University's/Board's should be got attested by the competent officers and submitted alongwith the applications.

(v) If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSLC/Higher Secondary, 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 the 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 Ministry of Human Resource Development Notification No.44, dated 01.03.1995 published in the 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 by the concerned Regional Office of the Commission latest by **08.12.2013** (till 5.00 p.m.).

6.2: Age relaxation: The upper age limit as prescribed will be relaxable:

(i) In respect of UR vacancy, upto 35 years for departmental candidates/central government employees who have rendered not less than three years continuous service on regular basis (and not on ad-hoc basis) as on the closing date. As for SCs & STs in respect of the vacancy reserved for each category will be 30+5+5 years respectively. These are subject to furnish of duly filled in certificate as per the format given in Appendix-V & III of the Notice as applicable.

(ii) In respect of SCs & STs vacancy, the normal upper age is relaxable by 5 years subject to production of requisite certificates in prescribed format as shown in Appendix-III of the notice.

(iii) Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir:

UR.....5 years. OBC.....8 years. SC/ST.....10 years.

(iv) Widows/Divorced Women/Women judicially separated and who are not remarried:

UR.....Upto 35 years of age. OBC.....Upto 38 years of age. SC/ST.....Upto 40 years of age

NOTE-1: The advertised post in respect of UR vacancy, the benefit of relaxation in age in respect of OBC/SC/ST will not apply. However, they may apply if they fulfilled all the eligibility criteria for the UR vacancy as advertised. SCs/STs are, however, exempted from payment of the examination fee.

NOTE-2: Central Government Civilian Employees claiming the benefit of age-relaxation rendering not less than 3 years continuous service on regular basis (and not on ad-hoc basis) would be required to submit a Certificate as per Appendix-V issued by the 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 latest by the closing date. Applications shall be rejected if received late and/or not complete in all respects as provided in rules.

NOTE-3: The closing date for receipt of application or the date of the interview will be treated as the date for OBC status of the candidate and for assuring that the candidate does not fall in the Creamy Layer. The OBC certificate's validity is three years counting from the year of issued till the date for closing of the application. Otherwise, he/she will be treated in UR category.

6.3: Age concession for Ex-Servicemen: (a) For appointment in Group B(Non-Gazetted), Group C or Group D posts in Central Government, an ex-serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

The format of certificates/undertaking to be submitted by the candidates claiming the benefits/concessions of Ex-Servicemen, are given in **Appendix I & II** of the notice.

Note-I: Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ExS for their re-employment are NOT eligible for Fee concession or claiming benefits of reservation under EXS category. However, they are eligible for age relaxation.

Note-II: The period of "Call up Service" of an Ex-Servicemen in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

Note-III: For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-servicemen and/or is in a position to re-establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from Armed Forces within the stipulated period of one year from the Closing date i.e.24.06.2013.

Note-IV: Age concession is not admissible to Sons, Daughters and Dependents of Ex-Servicemen.

Explanation: An Ex-Servicemen 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 (a) who either has been retired or relieved from such service after earning his/her pension; or (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or (c) who has been released from such service as a result of reduction in establishment.; or (ii) who has been released from such service after completing the specific period of engagement, 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, namely, pension holders for continuous embodied service or broken spells of qualifying service; or (iii) Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or (v) Gallantry award winners of the Armed forces including personnel of Territorial Army; or (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED SHALL IN NO CASE BE RELAXED. FOR CODES FOR SEEKING AGE-RELAXATION COMMISSIONS WEBSITE <http://ssc.nic.in> MAY BE REFERRED TO.

6.4: The crucial date for determining Age, EQ & certificates, etc. will be the closing date for receipt of applications i.e. 08.12.2013.

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 at the top of the application in the space provided for the purpose. These Recruitment fee stamps 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 concerned Regional Office of the Commission in the usual manner after completing other formalities.

(i) Fee once paid will not be refunded under any circumstances.

(ii) Fee paid by cash, Bank Draft or Pay Order, Indian Postal Order will NOT be ACCEPTED.

8. Vacancy mentioned above is subject to variation.

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

10. Canvassing in any form will disqualify the candidate.

11. The job requirements of the post indicated below the details of the post is 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:

(1) The documents/certificates for EQ are to be furnished by the candidates along with their applications.

Otherwise, their candidature is liable to be rejected summarily at any stage of the recruitment process.

(2) Only attested photocopies of certificates and mark sheets from Matriculation onwards should be submitted alongwith the application. The same will be verified from the Original Certificates/Mark sheets to be brought with by the candidates at the time of interview/proficiency test or whatsoever.

13. All candidates in Government 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. The candidate 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 Application through proper channel, they must ensure that the application complete in all respects reaches 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.

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 a 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 concerned Regional Office of the Staff Selection Commission where the candidate has submitted the application i.e. Staff Selection Commission(NER), Guwahati, Assam.
- 18.** The application complete in all respects should reach the Regional Office, SSC(NER), Guwahati, positively by 08.12.2013. Application received after the aforesaid closing date will not be entertained but stands rejected outright.
- 19.** The envelope containing the application must be superscribed in bold letters as 'APPLICATION FOR THE POST OF _____ ADVERTISED VIDE CATEGORY **NO.NER** _____ OF **ADVT. NO.** _____
- 20.** The Commission will have the 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 test/skill test for certain posts and therefore, VH candidates should fill in columns 16 and 16.1.
6. Column No.12.1-The category code for filling up this column is available in the Commission's website <http://ssc.nic.in>.
7. Column No.12.2- The age should be indicated as on closing date for receipt of applications i.e. 08.12.2013.
8. Column No.13: relating to preference for posts may be left blank.
9. **Column No.17 Educational Qualification:** The list of Educational Qualification and subjects mentioned in Appendix VII is not exhaustive. Candidates who possess any educational qualification or studied any subject other than those mentioned in the list at Appendix VII may use '**Others**' for qualification and/or subject code.
10. Candidates should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfill the same. **Documents in support of Essential Qualifications should invariably be furnished along with the application failing which the applications 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 ball pen. Do not forget to write 6 digit PIN in the boxes.
12. **Column No.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[ph.
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.

APPENDIX-I

**Form of certificate for serving Defence Personnel
(Please see Para 6.3 of this 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:
Date:

Signature of Commanding Officer
Office Seal.

APPENDIX-II

(Undertaking to be given by the candidates covered under Para 6.3 of this Notice)

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to 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-Servicemen 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 Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place:
Date:

Signature of Candidate.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belongs to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/her 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/her parents (or surviving parents) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his/her 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/her own education.

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

This is to certify that Shri/Shrimati/Kumari _____ son/daughter of Shri _____ of village/Town/District/Division _____ of the State/Union Territory _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Caste/Scheduled Tribe under:-

The Constitution (Schedule Castes) Order, 1950 _____

The Constitution (Scheduled Tribes) Order, 1950 _____

The Constitution (Schedule Castes) Union Territories Order, 1951 _____

The Constitution (Schedule Tribes) Union Territories Order, 1951 _____.

As amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956, the Bombay Organisation Act 1960 & the Pubjab 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 & Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra & 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) orders (Amendment) Ordinance,1996

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Smti _____ Father/mother _____ of Shri/Smti/Kum. _____ of village/town* _____ in the District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Smti/Kum _____ 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 that 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 Peoples Act, 1950.

List of authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate/Addl. Dist. Magistrate/Collector/Dy. Commissioner/Addl. Dy. Commissioner/Dy. Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his/her family normally resides.

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

(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 _____ son/daughter of _____ of
Village _____ 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 the 10th September, 1993, published in the Gazette of India Extraordinary-Part I, Section I, No.186 dated 13th September, 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 20th October, 1994.
- iii) Resolution No.12011/7/95-BCC dated the 24th May, 1995 published in the Gazette of India Extraordinary-Part I, Section I, No.88, dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated the 9th March, 1996.
- v) Resolution No.12011/44/96-BCC dated the 6th December, 1996, published in the Gazette of India Extraordinary-Part I, Section I, No.210, dated 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated the 6th December, 1999, published in the Gazette of India Extraordinary-Part I, Section I, No.270, dated 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India Extraordinary-Part I, Section I, No.71, dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India Extraordinary-Part I, Section I, No.210, dated 21.9.2000.

Shri _____ 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 Govt. of India, Deptt. of Personnel & Training O.M. No.36033/3/2004-Estt.(Res) dated 09.03.2004 & 14.10.2008.

Dated:

District Magistrate or
Deputy Commissioner etc.

Seal:

- NOTE-I:** (a) The term Ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
(b) The authorities competent to issue Caste Certificate are indicated below:-
- (i) District Magistrate/Addl. Dist. Magistrate/Collector/Dy. Commissioner/Addl. Dy. Commissioner/Dy. Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Extra-Assistant Commissioner(not below the rank of 1stClass Stipendiary Magistrate)/Taluka Magistrate/Executive Magistrate.
 - (ii) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate.
 - (iii) Revenue Officers not below the rank of Tehsildar.
 - (iv) Sub-Divisional Officers of the area where the candidate and/or his family 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 Shr..... resident of village/town/city.....district.....state..... hereby declare that I belong to the.....community which is recognized as 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 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 the4 above referred Office Memorandum, dated 8.9.1993 which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004-Estt.(Res), dated 9.3.2004 and 14.10.2008.

(Application not signed by the candidate will be rejected)

Place:

Signature of the candidate

Note:- 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 stipulated in the Notice.

APPENDIX-V

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES/DEPARTMENTAL CANDIDATES SEEKING AGE-RELAXATION
(To be filled by the Head of the Office or Department in which the candidate is working)
(Please see Para 6.2 of the Notice)**

It is certified that *Shri/Smt/Km._____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with 3 years regular service in the grade as_____.

Place:

Date:

Signature_____

(*Please delete the words, which are not applicable)

Name_____

Office Seal

Essential Educational Qualification Code			
Educational Qualification	Code	Educational Qualification	Code
Matriculation	01	B.Lib	20
Intermediate	02	B.Pharma	21
Certificate	03	ICWA	22
Diploma	04	CA	23
BA	05	PG Diploma	24
BA(Hons.)	06	MA	25
B.Com	07	M.Com	26
B.Com(Hons.)	08	M.Sc	27
B.Sc	09	M.Ed	28
B.Sc(Hons.)	10	LLM	29
B.Ed	11	ME	30
LLB	12	M.Tech	31
BE	13	M.Sc(Engg.)	32
B.Tech	14	MCA	33
AMIE(part A & part B)	15	MBA	34
B.Sc(Engg.)	16	5 years experience in Administration, Accounts works	35
BCA	17	Two years experience as a Dietician	36
BBA	18	OTHERS	37
Graduation issued by Defence (India Army, Air Force, Navy)	19		

Subject Code for Educational Qualification			
Subject of Educational Qualification	Code	Subject of Educational Qualification	Code
History	01	Kannada	44
Political Science	02	Tamil	45
Economics	03	Marathi	46
English Literature	04	Gujarati	47
Hindi Literature	05	Urdu	48
Geography	06	Soil Science	49
Commerce	07	Food Nutrition/Food Service Management and Dietetics	50
Law	08	Home Science	51
Physics	09	Home Science with Diploma in Dietetics	52
Chemistry	10	Aeronautical Engineering	53
Mathematics	11	Chemical Engineering	54
Statistics	12	Microbiology	55
Geology	13	Forensic Science	56
Geo-Physics	14	Space Engineering	57
Botany	15	Rocketry	58
Zoology	16	Telecommunication Engineering	59
Agricultural Chemistry	17	Social Work	60
Civil Engineering	18	Sociology	61
Electrical Engineering	19	Criminology	62
Mechanical Engineering	20	Bio-Physics	63
Electronics Engineering	21	Bio-Chemistry	64
Electronics & Power Engineering	22	Bio-Technology	65
Electronics & Communication Engineering	23	Communication	66
Electronics Instrumentation Engineering	24	Electronics	67
Agriculture Engineering	25	Radio Engineering	68
Computer Science	26	Radio Communication	69
Computer Application	27	Metallurgy	70
Information Technology	28	Textile Technology	71
Library Science	29	Rubber Technology	72
Applied Geophysics	30	Plastic Engineering	73
Meteorology	31	Polymer & Rubber Technology	74
Business Administration	32	Physical Education	75
Hydro-meteorology	33	Agronomy	76
Journalism	34	Plant Breeding	77
Mass Communication & Journalism	35	Genetics	78
Pharmacy	36	Automobile Engineering	79
Photography	37	Marine Engineering	80
Printing Technology	38	Naval Architecture	81
Nursing	39	Operations Research	82
Assamese	40	Instrumentation Engineering	83
Bengali	41	Wildlife Management	84
Malayalam	42	Administration & Accounts work experience	85
Telugu	43	Others	86