



Government of India
Ministry of Defence
ADVT No. 01/2017

Recruitment of Civilian Personnel in Indian Navy-2017 at Headquarters Western Naval Command, Mumbai

1. Indian Navy invites eligible Indian citizens to apply **ONLINE** through website **www.hqwncrecruitment.com** (link available in **www.indiannavy.nic.in** also) for the below mentioned posts of **Western Naval Command and its outlying units** (Application in other forms of mailing will not be accepted). Selected candidates will have to serve in the units under the administrative control of Western Naval Command. They can also be posted anywhere in India, in Naval units / formations as per administrative requirement.

(ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED)

(a) **MULTI TASKING STAFF (NON-INDUSTRIAL) POSTS-** Classified as per 7th CPC in Group 'C' (Non-Gazetted) Level in the Pay Matrix- Level 1 (Rs. 18000– 56900) :-

Sl. No.	Name of Post	Distribution of vacancies (* Subject to variation) #						
		UR	SC	ST	OBC	Total	Horizontal Reservation	
							PwDs\$	ESM
(i)	MTS (Non-Ind) Mali	09	02	01	05	17	01 for OH 01 for VH	02
(ii)	MTS (Non-Ind) Dhobi	03	-	-	02	05	02 for OH 01 for HH	02
(iii)	MTS (Non-Ind) Barber	-	01	-	-	01	01 for OH	
(iv)	MTS (Non-Ind) Masalchi	01	-	-	-	01		
(v)	MTS (Non-Ind) Ward Sahayika (for Women only)	04	-	-	02	06	01 for HH 01 for VH	
(vi)	MTS (Non-Ind) Laboratory Attendant	01	-	-	01	02		
(vii)	MTS (Non-Ind) Medical Attendant	01	-	-	01	02		

(b) **OTHER NON-INDUSTRIAL POSTS-**

S. No.	Name of Post (Classification with Pay Scale as per 7th CPC)	Distribution of vacancies (* Subject to variation) #						
		UR	SC	ST	OBC	Total	Horizontal Reservation	
(i)	Library & Information Assistant Classified as Group 'B' (NG) Level in the Pay Matrix- Level 6 (Rs. 35400– 112400)	01	-	-	-	01	Nil	
(ii)	Cameraman Classified as Group 'C' (NG) (NI) Level in the Pay Matrix- Level 5 (Rs. 29200– 92300)	01	-	-	-	01	Nil	
(iii)	Radiographer Classified as Group 'C' (NG) (NI) Level in the Pay Matrix- Level 4 (Rs. 25500– 81100)	01	-	-	-	01	Nil	
(iv)	Boxing Instructor Classified as Group 'C' (NG) (NI) Level in the Pay Matrix- Level 4 (Rs. 25500– 81100)	01	-	-	01	02	Nil	
(v)	Bugler Instructor Classified as Group 'C' (NG) (NI) Level in the Pay Matrix- Level 2 (Rs. 19900-63200)	01	-	-	-	01	Nil	
(vi)	Photo Printer Classified as Group 'C' (NG) (NI) Level in the Pay Matrix- Level 2 (Rs. 19900-63200)	01	-	-	-	01	Nil	
(vii)	Cinema Projectionist Grade-II Classified as Group 'C' (NG) (NI) Level in the Pay Matrix- Level 2 (Rs. 19900-63200)	02	-	01	-	03	01-ESM	
(viii)	Civilian Motor Driver Ordinary Grade Classified as Group 'C' (NG) (NI) Level in the Pay Matrix- Level 2 (Rs. 19900 – 63200)	11	02	01	8	22	02-ESM	
(ix)	Despatch Rider Classified as Group 'C' (NG) (NI) Level in the Pay Matrix- Level 2 (Rs. 19900– 63200)	01	01	-	01	03	Nil	

* Subject to variation of vacancies.

Includes Backlog vacancies

\$ Suitability for PwDs– As per posts identified by Ministry of Social Justice & Empowerment. PwD candidates may apply for the specific posts accordingly.

S. No.	Name of Post	Categories of disabled suitable for the Job	Physical Requirement
(i)	MTS (Non-Ind) Mali	HH,OL,LV	S,ST,KC,F,PP,L,F,SE
(ii)	MTS (Non-Ind) Dhobi	OL,OA,OAL,B,LV,HH	S,ST,KC,F,PP,L,F,SE
(iii)	MTS (Non-Ind) Barber	OL,HH	S,ST,MF,SE
(iv)	MTS (Non-Ind) Masalchi	OL,OH	S,ST,W,BN,MF,SE,C
(v)	MTS (Non-Ind) Ward Sahayika (for females only)	OL,LV,HH	S,ST,W,L,B,BN,MF,SE,H,RW
(vi)	MTS (Non-Ind) Laboratory Attendant	OL,HH,LV	S,ST,W,F,PP,L,KC,B,S,E,H,RW

S. No.	Name of Post	Categories of disabled suitable for the Job	Physical Requirement
(vii)	MTS (Non-Ind) Medical Attendant	OL,HH	S,ST,PP,B,SE,H,RW
(viii)	Library & Information Assistant	OA,OL, B, B,LV,HH	S,BN,SE,RW,MF,OA
(ix)	Cameraman	OL,BL,HH	S,ST,W,BN,W,MF,SE
(x)	Radiographer (Hospital)	OA,OL,BL,HH	S,RW,BN,MF,SE,ST
(xi)	Photo Printer	OL,BL,HH	S,ST,W,BN,MF,SE
(xii)	Cinema Projectionist Grade-II	OL,HH	S,SN,SE,RW,MF,ST,W
(xiii)	Despatch Rider	OL	S,ST,W,MF,BN

Note:- Applicants must be in possession of disability certificate issued by the Competent Authority prior to applying Online, in the format given in Annexure-I of GOI/DOP&T OM 36035/3/2004-Estt.(Res) dated 29 Dec 2005 (**Annexure 4**).

2. Abbreviations used:- **Gen-** General, **UR-** Unreserved, **SC-** Scheduled Caste, **ST-** Scheduled Tribes, **OBC-** Other Backward Class, **ESM** – Ex-Servicemen, **PwDs-** Persons with Disabilities, **VH-** Visually Impaired, **HH-** Hearing Impaired, **MTS-** Multi Tasking Staff, **OL-** One Leg, **B-** Blind, **LV-** Low Vision, **OA-** One Arm, **OAL-** One Arm & One Leg, **S-**Sitting, **ST-** Standing, **W-** Walking, **BN-** Bending, **PP-** Pulling & Pushing, **L-** Lifting, **KC-** Kneeling & Crouching, **H-** Hearing, **MF-** Manipulation by Fingers, **RW-** Reading & Writing, **SE-** Seeing and **C-** Communication.

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

4. Age & Essential/Desirable Qualifications

S. No.	Posts (Refer Para 1)	Age	Essential/Desirable Qualifications
(a)	All MTS posts mentioned at S. No. (a) (i) to (vii)	Between 18-25 Years	Essential- Matriculation & Proficiency in relevant trade.
(b)	Library & Information Assistant	Not exceeding 30 years	Essential- (i) Bachelor's Degree in Library Science or Library and Information Science of a recognised University or Institute; (ii) Two years' professional experience in a Library under the Central or State Government or Autonomous or Statutory Organization or Public Sector Undertaking or University or Recognised Research or Educational Institution. Desirable- Diploma in Computer Application from recognized University or Institute. Note : Qualifications are relaxable at the discretion of the competent authority for reasons to be recorded in writing in the case of candidates otherwise well qualified.
(c)	Cameraman	20 to 35 years	Essential- (i) Matriculation or equivalent. (ii) Diploma or Certificate in Printing Technology awarded after at least two years course or training from a recognised Institute. (iii) 5 years' experience of operating process cameras. OR 10 years' experience as a Cameraman or photographer in Military Survey, Survey of India or other photo-litho establishment of repute. (for Ex-Servicemen)
(d)	Radiographer (Hospital)	Between 18-25 years	Essential- (i) Intermediate or equivalent with Diploma in Radiography or with Physics as one of the subject from a recognized University or equivalent qualifications. (ii) Two years' experience in a metallurgical laboratory or experience in operation of Industrial radiographic equipment. Desirable- Degree in Science or Ex-serviceman of the Armed Force Medical Service who had held the rank of Petty Officer or equivalent in the Defence Services have passed Radiography and/or Class-II Course.

Continued

S. No.	Posts (Refer Para 1)	Age	Essential/Desirable Qualifications
(e)	Boxing Instructor	Between 18-25 Years	Essential- (i) Matriculation or equivalent from recognized Board/Institution. (ii) Diploma in Coaching in Boxing Discipline from Sports Authority of India or National Institute of Sports or recognized University.
(f)	Bugler Instructor	Between 18-25 Years	Essential- (i) Matriculation or equivalent from recognized Board/Institution. (ii) Knowledge of music from staff notation. (iii) Four years' experience as a Bugler Cornet or Trumpet Player in the Army, Navy or Air Force.
(g)	Photo Printer	Between 20-30 Years	Essential- (i) Matriculation or equivalent. (ii) Two years experience of operating developing use of photo chemicals and plate making and allied duties.
(h)	Cinema Projectionist Grade-II	Between 18-25 Years	Essential- (i) Matriculation or equivalent from recognised Board/Institution. (ii) Must be in possession of licence prescribed by respective State Government/ Municipal Corporation etc. (iii) Two year's experience in the appropriate field/trade.
(i)	Civilian Motor Driver (Ordinary Grade)	Between 18-25 Years	Essential- (i) Matriculation from recognized Board/ Institution and knowledge of first line maintenance. (ii) Must possess a driving license for Heavy Motor Vehicles (HMTVs) and Motor Cycles. (iii) One year practical experience in Heavy Motor Vehicle (HMTVs) driving.
(j)	Despatch Rider	Between 18-25 Years	Essential- (i) Matriculation from a recognized Board or Institution and knowledge of first line maintenance. (ii) Must possess driving license for Heavy Motor Vehicles (HMTVs) & Motor Cycles. (iii) Two years' practical experience in Heavy Motor Vehicle (HMTVs) driving

Note: The qualification(s) regarding experience is/are relaxable at the discretion of Competent authority in the case of candidates belonging to the Scheduled Caste/Scheduled Tribes, if at any stage of selection the Competent Authority is of the opinion that sufficient numbers of candidates from these communities possessing the requisite experience are not likely to be available, to fill up the vacancies reserved for them.

5. Job Profile. Indicative duties & responsibilities of the Multi-Tasking Staff are listed as follows, for other posts the duties will be related to the nature of post :-

- (a) Physical maintenance of records of Section.
- (b) General cleanliness & upkeep of the Section/Unit.
- (c) Carrying of files & other papers within the building.
- (d) Photocopying, sending of FAX etc.
- (e) Other non-clerical work in the Sections/Unit.
- (f) Assisting in routine office work like diary, dispatch etc. including on computer.
- (g) Delivering of Dak (inside & outside the Section/Unit)
- (h) Watch & ward duties.
- (i) Opening, closing & cleaning of rooms.
- (j) Dusting of furniture etc.
- (k) Cleaning of building, fixture etc.
- (l) Upkeep of parks, lawns, potted plants etc.
- (m) Any other work assigned by superior authority.

6. Age relaxation and Crucial Dates

(a) Age relaxation

S. No.	Category	Age relaxation permissible beyond the upper age limit
(i)	SC / ST	05 Years
(ii)	OBC	03 Years
(iii)	PwDs	UR -10 Years, OBC -13 (10+03) Years, SC/ST-15 (10+05) Years, etc.
(iv)	ESM	UR -03 Years after deduction of the Military service rendered from actual age as on the closing date. Similarly for OBC -06 (03+03) Years, SC/ST-08 (03+05) Years
(v)	Meritorious Sports person	UR- 05 Years, OBC- 08 (05+03) Years, SC/ST–10 (05+05) Years
(vi)	Departmental Candidates with 03 yrs continuous service in Central Government	UR- upto 40 years and SC/ST – 45 (40+05). This concession is subject to the conditions that the past service rendered in the department will be useful for efficient discharge of duties in the categories of posts.

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

(b) Crucial Dates.The Crucial date for determining the age limit and experience will be the closing date for receipt of online applications. Only matriculation/ SSC/ Birth certificate issued by concerned Education Board/ Competent Authority will be considered as proof of Date of birth.

8. Mode of Selection

(a) Shortlisting of Applications. Where the number of application received is too large (for posts with Matriculation as Educational qualification) in proportion to the vacancies and it is not convenient or possible for the department to call all the candidates for the written test, Indian Navy at their discretion may restrict the number of eligible candidates, whose applications are registered online, by shortlisting as per merit in the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment / post i.e. Matriculation or equivalent from a recognized Board. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

Note:- No shortlisting will be carried for the post of Library & Information Assistant and Radiographer (Hospital).

(b) Scheme of Written Examination. All shortlisted/eligible candidates will have appear in the written examination consisting of objective type questions based on the Essential/Desirable qualifications, as mentioned at para 4 above and bilingual in both English & Hindi (except for General English) covering aspects as below:-

Part	Subject	Maximum Marks
(i)	General Intelligence/Awareness and Reasoning	20
(ii)	General English	20
(iii)	Numerical Aptitude	20
(iv)	Information on relevant Trade/Post	40

(c) Syllabus for Examination

(i) General Intelligence/Awareness & Reasoning. It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relation concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include question design to test the candidate abilities to deal with abstract ideas and symbols and their relationship, and other analytical functions. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economics scene, general policy including Indian Constitution and scientific research etc. These questions will be such that they do not require special study of any discipline.

(ii) English Language. In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. His/her writing ability would also be tested.

(iii) Numerical Aptitude. This paper will include question on problems relating to number systems, computations of whole number, decimal and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages, interests, profit and loss, discount, time and distance, ratio and time, time and work etc.

(iv) Information on relevant Trade/Post. The test will include questions relating to Trade/Post, as per the essential/desirable qualification specified at para 4 above.

(d) Date of Examination. Exact date, time and venue of written examination will be communicated on the Admit Card issued to the shortlisted candidates. Indian Naval websites www.indiannavy.nic.in may also be referred from time to time for any further instructions/ amendments.

(e) Skill/ Practical Test. Skill/Practical test may be conducted to test the proficiency / Knowledge and suitability of the candidates for relevant trade/posts as specified in the relevant Recruitment Rules. The skill test will be of qualifying in nature. Exact date, time and venue will be communicated to the eligible candidates on registered e-mail IDs or by post.

(f) Provisional Appointment Letter. The appointment of provisionally selected candidates will be strictly based on the merit position in the written examination and qualifying in the Skill Test (if applicable); subject to satisfaction of document verification, medical examination and other requirement as specified by the Government of India and Appointing Authority.

(g) Document Verification. All relevant documents pertaining to **registration of application**, age, education, identity, address, category, caste validity certificate etc. will be scrutinized and verified prior to provisional appointment as per extant DOP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates on their registered e-mail IDs and by post.

(h) Scribe. Visually Handicapped (VH) candidates with visual disabilities of more than 40 percent and cerebral palsy candidates can avail the assistance of a scribe in the written examination subject to such request of scribe being made in the application form. Further, they will be allowed **compensatory time** in the examination in accordance with extant regulations. The other facilities will also be extended, as per Dept. of Disability Affairs OM **F. No. 16-110/2003-DD.III dated 26 Feb 2013.**

9. Opening and Closing date for Online Application

Online registration of applications (Opening date)	On the fourth day of publication in Employment News.
Last date of registration (Closing date)	Twenty First day from Online registration Opening date (upto 1700 hrs).

10. Guidelines for filling Online Application

(a) Candidates are required to apply online using the website **www.hqwncrecruitment.com**. Before filling online application form, applicants are advised to download online **Information Guidelines** containing detailed instructions for filling up online application form.

(b) The applicant must possess the required criteria and educational qualification as mentioned in the advertisement. Similarly, candidates who have passed from a recognized Board / Institution which has **‘Grade Point’** system need to get their grade point converted into percentage of marks by appropriate authorities before applying.

(c) Before start of filling up of online application, a candidate must have his / her photograph and signature duly scanned in **jpg** format in such a manner that the size of photograph should be maximum 35 KB & minimum 20KB and the size of signature should be maximum 30 KB and minimum 15 KB.

(d) Applicants need not send copy of application form or any document to this office. However candidates are to take a printout of Application Form for his / her personal record. **REGISTRATION / APPLICATION FORM AND E-ADMIT CARD IS TO BE BROUGHT TO THE VENUE OF EXAMINATION ALONGWITH COPIES OF REQUISITE CERTIFICATES / TESTIMONIALS IN SUPPORT OF AGE, EDUCATIONAL**

QUALIFICATION DULY SELF ATTESTED, FAILING WHICH THE APPLICATION OF THE CANDIDATURE WILL NOT BE CONSIDERED AS VALID.

(e) If the candidates commit any mistake in filling the online application form, **it cannot** be corrected by this office. This office will take no responsibility of any kind for such forms.

(f) The applicants must ensure that while filling their application form, they are providing their valid and active e-mail IDs and mobile number as Indian Navy may use either mode of communication for contacting them at different stages of recruitment process. **No change in the e-mail ID will be allowed once entered.** Management will not be responsible for non-receipt of email and loss of their e-mail ID password.

(g) Candidates are requested to remember the password given by them during registration as it is important for further login.

(h) Candidates are strongly advised to apply online well in time without waiting for the last date for submission of online applications.

(i) Applicants should not submit multiple applications. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he / she must ensure that the application with higher registration number is complete in all respects, which is the only one to be considered.

(j) Please keep scanned copy (preferably JPG/PDF format) of the following documents ready before proceeding to fill up the online application:-

(i) Passport size colour photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes, Size of the file should be maximum 35 kb and minimum 20 kb.

(ii) Candidate's signature should be on a plain white paper with black ink. The signature should not be digitalized. It should be scanned copy of your own signature on paper with pen. Size of the file should be maximum 30 kb and minimum 15 kb.

(iii) A copy of candidate's Caste Certificate, in case applying against a reserved post.

(iv) A copy of candidate's Birth Certificate/Matriculation certificate for Date of Birth.

(v) A copy of candidate's education qualification proof.

(vi) A copy of candidate's testimonial in support of candidate's experience/proficiency in case the candidate is applying against a post requiring experience/proficiency.

(vii) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority.

(viii) A copy of certificate showing disability for PwDs, if applicable.

11. General Instructions

(a) Only Indian national can apply for the above post.

(b) The applicant should ensure that he / she fulfils the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. If any false or incorrect information furnished by the applicant is detected at any stage, his / her candidature will be cancelled without prejudice to take legal action against him / her.

(c) The eligibility with respect to age, educational qualification etc. will be determined as on the closing date for online registration.

(d) In case, the candidates working in Central / State Govt etc. fails to produce the NOC when demanded, his / her candidature will not be considered (**Annexure 1**).

(e) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the application form.

(f) Indian Navy has the right of cancelling the candidature of any candidate found indulging in any malpractice/Unfair means or hiding any material information, misrepresenting facts or canvassing for candidature. Mobiles and other electronic gadgets are banned within the premises of the examination centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. All such candidates will be liable to be debarred from this examination as well as future examinations. A criminal proceeding may also be initiated.

(g) Candidates are also requested to check **www.indiannavy.nic.in** website regularly till completion of recruitment for updates / corrigendum and any further instructions.

(h) The SC/ST candidates should be in possession of a latest copy of caste certificate for claiming age / other relaxation and reservation and produce original certificate on demand (**Annexure 2**).

(i) In case of OBCs, the candidate is required to produce, on demand, a caste certificate (**valid for three financial years**), specifying that the candidate does not belong to “**Creamy layer**” The certificate should be as per format contained in GOI, DOP&T OM 36036/2/2013-Estt.(Res) dated 13 May 2014 and 36033/1/2013-Estt (Res) dated 27 May 2013 (**Annexure 3**).

(j) Armed Forces personnel applying for the posts should upload an undertaking as per GOI / DOP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation/ reservation (**Annexure 5**).

(k) The Persons with disabilities, who want to avail benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority in the format given in Annexure-I of GOI/DOP&T OM 36035/3/2004-Estt(Res) dated 29 Dec 2005 (**Annexure 4**).

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

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

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

(p) The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DOP&T OM dated 21 Jun 16. The option of opting out have to be exercised by candidate at the time of filling up the application.

(q) It is likely that the date, time and venue of examination for different posts may coincide. In such situation, the individual has to opt for a particular exam as per his choice.

FOR ANY TECHNICAL ASSISTANCE CONTACT - 08805037292

Annexure - 1

(Format of certificate to be submitted by Government Employees seeking age-relaxation)

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

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

Place: **Signature.....**

Date:..... **Name.....**

(*Please delete the words which are not applicable) **Office Seal**

Annexure - 2

FORMAT FOR SC/ST CASTE CERTIFICATE

It is certified that Shri/Smt/Kum..... is a Central Government Civilian employee holding the post of.....

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 /Kumari Father/ Motherof Shri/ Shrimati/ Kumariof village/town.....in District/Division.....of the State/Union Territorywho belong to theCaste/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.....

Place: **Designation.....**

(with seal of office)

Date : **State/Union Territory* of**

* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

List of authorities empowered to issue Caste/Tribe Certificates:

(i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner/ Additional Deputy Commissioner/ Dy. Collector/ 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

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

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

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

Annexure - 3

(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/Kumarison/ daughter ofof village/townin District/Divisionin the State/Union Territorybelongs to the.....community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No..... dated.....*.

Shri/Smt/Kumari..... and/or his/her family ordinarily reside(s) in the.....District/Division..... of the State/Union Territory. This is also to certify that he/she does not belong to the persons/section (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**.

District Magistrate

Deputy Commissioner etc.

Dated: **Seal**

* - The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note : - The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Continued on page 37

(Format of certificate to be produced by Persons with Disabilities applying for appointment to posts under the Government of India)

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:-

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.

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 YearsMonths. *

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.....)

Chairperson, Medical Board

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

* Strike out which is not applicable.

Annexure- 5

(Undertaking to be given by serving Armed Forces personnel who are due to be released within one year)

It is certified that Ser. No..... Rank Name..... whose date of birth is 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, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces
- b) Date of discharge
- c) Length of service in Armed Forces
- d) My last Unit / Corps

Signature and Name of Candidate

Place:

Date:

davp 10702/11/0229/1718

36/94/Defence/Recruitment/10th/18-25/Permanent/Other than Delhi