

HQ MADRAS ENGINEER GROUP & CENTRE BANGALORE : EMPLOYMENT NOTICE

Last/Closing Date for Receipt of Application at Madras Engineer Group & Centre, Bangalore is **27th day** from the date of publication of this advertisement including the day of publication.

1. Applications are invited for the following posts from citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below on prescribed format, as a Defence Civilian Employee. Applications duly completed in all respects alongwith all the requisite documents **duly attested by a Gazetted Officer or self attested**, should be addressed to **The Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Sivan Chetty Garden Post, Bangalore – 560 042** and the envelope containing application be marked on **TOP** as “FOR THE POST OF _____ UNDER CIVILIAN DIRECT RECRUITMENT” and sent through Registered Post or dropped at ‘Drop Box’ kept at reception room at main gate of HQ MEG & Centre, Bangalore.

Ser	Name of the post	No of vacancies incl fresh & anticipated vacs		Total	Vertical reservation				Total	Horizontal Reservation (out of vac given in Column vii)			Pay Band and Grade Pay with Classification (As per 7 th CPC)	Minimum Educational/Technical Qualifications required	
		Fresh	Anticipated vacs		Gen	SC	ST	OBC		ESM	PH	MSP			
															(iii)
(i)	(ii)													(xi)	(xii)
(a)	Lower Division Clerk (LDC)	01	-	01	01	-	-	-	01	-	-	-	Basic Pay : Rs 19900/- General Central Services, Group 'C', Non-Gazetted, Ministerial	Essential : (a) 12 th Class pass or equivalent qualification from a recognised Board or University. (b) Typing speed of 35 words per minute in English on computer or typing speed of 30 words per minute in Hindi on computer (35/30 words per minute correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word).	
(b)	Storekeeper – III (SK-III)	01	01	02	-	-	-	02	02	-	-	01	Basic Pay : Rs 19900/- General Central Services, Group 'C', Non- Ministerial, Non-Gazetted	Essential : Higher Secondary pass or its equivalent. Desirable : (a) Minimum one year experience in Similar work. (b) Knowledge of computers in MS Word. (c) Certificate course in Store Keeping/ Store Management.	
(c)	Typewriter/Computer Mech	01	-	01	01	-	-	-	01	-	-	-	Basic Pay : Rs 19900/- General Central Services, Group 'C', Non- ministerial, Non-Gazetted	Essential : (a) Matriculation pass or equivalent from a recognised Board. (b) Should have minimum one year experience in the field of Typewriter/Computer Mechanic. (c) Should be conversant with Mechanism of all types of typewriter/Computer machines and be able to rectify Mechanical defects of Typewriter/Computer machines by repairs or otherwise.	
(d)	Civilian Trade Instructors (CTIs) :-														Corresponding Trades in NTC/NAC
	(i)	Painter & Decorator			-	01	01	-	02	11	02	-	Basic Pay : Rs 19900/- General Central Services, Group 'C', Non-Ministerial, Non-Gazetted	Essential : (a) Matriculation or equivalent with Industrial Training Institute/ National Certificate of Trade & Vocational Training in the concerned trade. (b) Should have adequate skill and knowledge of imparting training to recruits.	(a) Painter (General)
	(ii)	Mason (Artisan Construction)			01	-	-	02	03						(b) Mason (Building Constructor)
	(iii)	Plant Driver			01	-	-	-	01						(c) Mechanic (Heavy Vehicle)/ Construction Machinery (Mechanic-cum-Operator)
	(iv)	Regimental Surveyor Tech	10	01	11	01	-	-	01						(d) Surveyor
	(v)	Carpenter & Joiner (Artisan wood work)			02	-	-	-	02						(e) Carpenter, Furniture & cabinet maker
	(vi)	Engine Artificer			01	-	-	-	01						(f) Mechanic (Diesel) / Diesel Mechanic
	(vii)	Fitter			01	-	-	-	01						(g) Fitter
(e)	Cook	04	88	92	48	04	07	33	92	09	02(OH)	-	Basic Pay : Rs 19900/- General Central Services, Group 'C', Non- Industrial, Non- Ministerial	Essential : (a) Matriculation or equivalent. (b) Must have knowledge of Indian Cooking and proficiency in trade.	
(f)	Boot Maker	-	19	19	10	03	-	06	19	02	-	-	Basic Pay : Rs 18000/- General Central Services, Group 'C', Industrial, Non- Ministerial	Essential : (a) Matriculation or equivalent. (b) Should be able to carry out all canvas, textile and leather repair and replacement of the equipment and boots.	
(g)	Lascar	07	-	07	04	-	-	03	07	03	-	-	Basic Pay : Rs 18000/- General Central Services, Group 'C', Industrial, Non- Ministerial	Essential : Matriculation pass or equivalent from a recognised Board. Desirable : Conversant with the duties of the Lascar with one year's experience in the concerned trade viz., Lascar as applicable.	

Ser	Name of the post	No of vacancies incl fresh & anticipated vacs		Total	Vertical reservation				Total	Horizontal Reservation (out of vac given in Column vii)			Pay Band and Grade Pay with Classification	Minimum Educational/Technical Qualifications required
		Fresh	Anticipated vacs		Gen	SC	ST	OBC		ESM	PH	MSP		
(h)	Multi Tasking Staff (MTS) :-												Basic Pay : Rs 18000/- General Central Services, Group 'C', Non Industrial, Non-Ministerial	Essential : Matriculation pass or equivalent from a recognised Board. Desirable : Conversant with the duties of the Watchman/Gardener/Civilian Messenger/Safaiwala with one year's experience in the concerned trade viz., Watchman/Gardener/Civilian Messenger, Safaiwala as applicable.
(i)	Watchman	06	-	06	02	-	01	03	06	-	01(OH)	-		
(ii)	Gardener	02	-	02	-	-	-	02	02	-	01(PD)	-		
(iii)	Civ Messenger	05	-	05	02	-	-	03	05	-	01(PD)	01		
(iv)	Safaiwala	04	43	47	29	-	04	14	47	04	02(PB)	-		
(j)	Washerman	-	27	27	05	04	03	15	27	02	01(PD)	-	Basic Pay : Rs 18000/- General Central Services Group 'C', Non-Industrial, Non-Ministerial	Essential : Matriculation pass or equivalent from a recognised Board. (ii) Must be able to wash Military/civilian clothes thoroughly well.
(k)	Barber	-	27	27	04	07	04	12	27	02	-	-		
(l)	Tailor	-	02	02	02	-	-	-	02	-	-	-	Basic Pay : Rs 18000/- General Central Services Group 'C', Industrial, Non-Ministerial	Essential : (a) Matriculation pass or equivalent from a recognised Board. (b) Should be proficient in his trade.
Total			249	249					249	-	-	-		

Note :- The pay details are approximate.

Abbreviations Used : **Gen** – General. **SC** - Scheduled Caste. **ST** - Scheduled Tribe. **OBC** - Other Backward Classes. **ESM** - Ex-Servicemen. **MSP** - Meritorious Sports Person. **PH(PD)** - Physically Handicapped (Partially Deaf). **PH (OH)** - Physically Handicapped (Orthopedically handicapped). **PH (PB)** - Physically Handicapped (Partially Blind). All PH candidates must be having 40% or more disabilities.

2. Category-wise number of vacancies mentioned above incl ESM/PH/Sports Person vac is purely **provisional and subject to variation i.e may increase or decrease without notice**. Anticipated vacancies will only be filled on availability of NAC against them. All vacancies/posts are subject to 'All India Service Liability'.

3. Reservation for **SC/ST/OBC/ESM/PH/Meritorious Sports Person** will be governed as per existing Govt of India's rules in force.

4. Application Forms, other format/forms, **General Instructions, requisite documents** required are available on "**Indian Army**" Website at <http://indianarmy.nic.in>. Same can be viewed and down-loaded. **However, candidates must read the General Instructions before submitting/filling the Application Forms.**

5. Application not accompanied by filled copy of Admit Card in duplicate, attested photograph, attested copies of civil educational certificates or incomplete application form/mandatory forms/certificate and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.

6. **Language of Question Paper-cum-Answer Sheet for all Categories/Trades as mentioned at Para 1 above. The Question Paper-cum-Answer Sheet of Written Test will be bilingual i.e, in English and Hindi. However, the question on the portion of English Language will be in English only.**

7. Written exam for all the posts may be held concurrently on the same day. However, Individuals applying for more than one post may do so at their own risk but should submit separate application for each post. For MTS category, candidates can apply only one of the four trades/posts given i.e either for Watchman or Gardener or Civ messenger or Safaiwala.

8. **Selection Process:-**

- (a) Where the number of applications received in response to an advertisement is large and it will not be convenient or possible for the Deptt to call all the candidates for written test, the Deptt at its discretion may restrict the number of candidates, to a reasonable limit on the basis of marks obtained in the examination for essential qualification given. In case of grading system, the candidates must furnish conversion formula duly approved by the respective Board/Institute.
- (b) **Selection process will comprise of Written Test & Skill Test.** Candidates who pass Written Exam will **be issued with Call Up letter to appear in Skill Test** for all categories. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for skill test. **THE NUMBER OF CANDIDATES CALLED FOR SKILL TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES** based on the merit/marks obtained in the written test.
- (c) **For LDC only** The candidates applying for LDC will undergo Typing Test on computer as their skill test.
- (d) Skill Test/Trade Test will be qualifying in nature and over all merit will be based on marks of written test only, except for the vac/posts reserved for Meritorious Sports Persons where skill test comprising of sports trials and achievement in the concerned sports (winning of medals & participation at various level) may involve award of marks and merit drawn on the basis of performance in written test & skill test as per discretion of appointing authority

NOTE : List of selected candidates will be uploaded on the website given at Para 4 above. No queries regarding rejection of application form, failing in written test/Skill test, not coming up in merit or any other information will be entertained.

9. **Age limit** :- (a) 18-25 years for all posts, (b) The crucial date for determining the age limit shall be the last/closing date of receipt of application which will be twenty seventh day from the publication of this advertisement considering the day of publication as 1st day, for e.g. if published in Employment News (which is a weekly) for the week **20 Nov 2016** to **26 Nov 2016** then the last date of application & crucial date for determining the age will be **16 Dec 2016** by **2359 hrs**, (c) The age relaxation will be applied only in case of candidates who produce the valid certificates of caste/category. **OBC candidates should also produce non-creamy layer certificate**, (d) Candidates should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate **or** equivalent certificate available on the date of submission of application only will be accepted by HQ MEG & Centre, Bangalore for determining the age, eligibility and no subsequent request for its change will be considered **or** granted, (e) **For Ex-Serviceman only**. The date of birth as recorded in discharge book and PPO will only be considered as final.

10. **Admit Card**. Candidates must bring their Admit Card issued by MEG & Centre to appear for **written test and skill test** otherwise they will **Not be permitted** to appear for these tests.

11. **GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES FOR DIRECT RECRUITMENT OF DEFENCE CIVILIAN EMPLOYEES BY SELECTION AT HQ MADRAS ENGINEER GROUP AND CENTRE, BANGALORE**

Citizenship

(a) **A Candidate must be either** :-

- (i) a citizen of India or, (ii) a subject of Nepal, or (iii) a subject of Bhutan, or (iv) a Tibetan refugee who came to India before 1st January 1962 with the Intention of permanently settling in India, or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zair Ethiopia and Vietnam, with the intention of permanently settling in India.

Provided that a candidate who belongs to categories (ii), (iii), (iv) and (v) above shall be person in whose favour a certificate for eligibility has been issued by the Govt of India.

Note : The application of candidate in whose case a certificate of eligibility is necessary, may be considered by the Deptt and if recommended for appointment, the candidates may also be provisionally appointed subject to necessary certificate being issued in his favour by the Govt of India.

(b) **HOW TO APPLY**

- (i) Candidates must apply in the application as per the format published in this advertisement (**ANNEXURE-1**) and fill up the columns in their own hand writing in **BLOCK capital letters**.
- (ii) Applications on formats other than the one indicated will be summarily rejected.
- (iii) If wrong entries are made by the candidates in the application form, their application will be rejected and HQ MEG & Centre will not be responsible for such rejection. No representations against such rejection will be entertained.
- (iv) Application filled in on the format used for previous recruitment **or** some other advertisement will not be considered. The candidates should further note that Application Form will **NOT** be supplied by HQ MEG & Centre. Same can be downloaded from "Indian Army" website at <http://indianarmy.nic.in>.

(v) Candidates claiming reservation Concessions against SC/ST/OBC/Ex-Serviceman/Disability/Meritorious Sports Person and other reserved categories shall ensure that attested copy of the certificate as issued by the competent authority is enclosed as per the format/forms mentioned against each:-

- (aa) Format of SC/ST Certificate as per **ANNEXURE-2**.
- (ab) Form of certificate to be produced by OBC classes candidates as per **ANNEXURE-3**.
- (ac) Declaration/Undertaking certificate for OBC Candidates only as per **ANNEXURE-4**.
- (ad) Form of undertaking to be given by Ex-Serviceman as per **ANNEXURE-5**.
- (ae) Form of Certificate for Defence Personnel as per **ANNEXURE-6**.
- (af) No Objection Certificate from OIC Records in terms of AO 78/79, in case serving Army Personnel who does not falls under the category as mentioned at Para 1 to AO 78/79.
- (ag) Form of Certificate to be submitted by Central Government Civilian Employees seeking age relaxation as per **ANNEXURE-7**.
- (ah) Disability Certificate as per **ANNEXURE-8**.
- (aj) **Meritorious Sports Persons :-**
 - (i) Sports Persons who have represented a State or the Country in a National or International competition in any of the games/sports mentioned in the list at **Annexure-9**.
 - (ii) Sports Persons who have represented the University in the Inter-University Tournaments conducted by the Inter-University sports Board in any sports/games shown in the list at **Annexure-9**.
 - (iii) Sports Persons who have represented the State school teams in the National sports/games for schools conducted by all India school games federation in any of the games/sports shown in the list at **Annexure-9**.
 - (iv) Sports Persons who have been awarded National awards in physical efficiency under the National physical efficiency drive.
 - (v) No such appointments can be made unless the candidate is, in all respects, eligible for appointment to the post applied for. Educational qualification or experience should also conform to those prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of a class/category of persons to which the applicant belongs.
 - (vi) Categories of sports persons specified in para 11 (aj) (i to v) above may be allowed relaxation of upper age-limit up to a maximum of 5 years (10 years in the case of SC/ST) for the purpose of appointment in Gp 'C' and 'D' Cadres with the approval of the Headquarters office. This concession will be admissible only to those sports persons who satisfy all other eligibility conditions relating to educational qualifications, etc.
- (k) **Order of preference:-**
 - (i) First preference to those candidates who have represented the country in an international competition with the clearance of the department of Youth Affairs and Sports.
 - (ii) Next preference may be given to those who have represented a State/U.T. in the Senior or Junior level national Championships organised by the National Sports Federation recognized by Department of Youth Affairs and Sports or National Games organised by Indian Olympics Association and have won medals or positions upto 3rd place. Between the candidates participating in Senior and Junior National Championships/ games, the candidates having participated and won medal in Senior National Championship will be given preference.
 - (iii) Next preference may be given to those, who have represented a University in an Inter-University competition conducted by Association of Indian Universities/Inter-University Sports Board and have won medals or positions upto 3rd place in finals.
 - (iv) Next preference may be given to those, who have represented the State Schools in the National sports/games for Schools conducted by the All India School Games Federation and have won medals or positions upto 3rd place.
 - (v) Next preference may be given to those, who have been awarded National Award in physical efficiency drive.
 - (vi) Next preference may be given to those, who represented a State/Union Territory/University/State Schools teams at the level mentioned in categories (ii) to (iv) but could not win a medal or position, in the same order of preference.
- (l) **Certificate of Sports Achievements to be attached:-**
 - (i) For representing India in an International Competition in one of the recognised Games/Sports as per **ANNEXURE-10**.
 - (ii) For representing a State in India in a National Competition in one of the recognised Games/Sports as per **ANNEXURE-11**.
 - (iii) For representing a University in the Inter-University Competition in one of the recognised Games/Sports as per **ANNEXURE-12**.
 - (iv) For representing a State School Team in the National Games for School in one of the recognised Games/Sports as per **ANNEXURE-13**.
 - (v) For the awardees in Physical Efficiency performances conducted by the Ministry of Education and Social Welfare as per **ANNEXURE-14**.
 - (vi) Candidates should ensure that the seal of the attesting officer clearly indicates rank and office to which he is attached. The competent authorities for issue of Caste Certificate are indicated below :-
 - (a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Magistrate/Extra Assistant Commissioner.
 - (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (c) Revenue Officer not below the rank of Tahsildar'.
 - (d) Sub Divisional Officer of the area where the candidate and/or his family normally resides.

Disqualifications

12. Individual who, having a spouse living, has entered into **or** contracted a marriage with any other person, shall not be eligible for appointment to the said post.

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

13. Individual who has furnished wrong information in the application form, enclosed false certificate to avail benefits/reservation, disclosed false/wrong information in the application form regarding relatives **or** who have suppressed any material information, shall be liable to cancellation of candidature at any stage of recruitment process and/or termination of service, if the candidate has been selected.

Service Conditions

14. The candidates finally selected for appointment will be under the Ministry of Defence (Govt of India) and are likely to be posted to any faculty under HQ MEG & Centre generally in the State of Karnataka but will be liable to be appointed/transferred to anywhere in India with All India Transfer Liability and also for Field Service Liability (Civilian in Defence) as applicable.

15. **Probation.** The person selected for appointment will be on probation for a period of **two years**, which may further be extended at the discretion of Appointing Authority i.e, Commandant, HQ MEG & Centre, Bangalore.

16. **Health.** A candidate must be in a sound mental and physical health and free from physical illness, which is likely to interfere with the efficient discharge of his/her duties. A candidate, who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined. **The candidate has to be declared medically fit for field service by the competent authority.**

17. **Certificate to be attached.** Candidates should ensure that they should attach with their application following documents duly attested by **Gazetted Officer or self attested.**

- (a) Matriculation **or** Equivalent certificate in support of the declaration of age.
- (b) All Educational/technical qualification certificate.
- (c) If the qualification **or** Diploma possessed by the candidate is equivalent, then the authority (whichever is applicable) under which it has been so treated must be indicated.
- (d) An attested copy of a certificate in support of any claim/relaxation (whichever is applicable) in the prescribed form issued by the competent authority (Original to be produced at the time of Interview/Skill Test).

Action against candidates found Guilty of Misconduct

18. Candidates are warned that they should not furnish any particulars that are false **or** suppress any material information while filling up the application form. Candidates are also warned that they should in no case tamper with entry in documents **or** its attested/certificate copy submitted by them nor should they submit tampered/fabricated documents. If there is any inaccuracy **or** any discrepancy between two **or** their attested/certified copies, an explanation regarding the discrepancy should be submitted.

19. A candidate who is **or** has been declared by the Department to be guilty of the act/omission specified above including attempt to commit, **or** abetting, as the case may be, of all **or** any of the acts specified in the under mentioned clauses may, in addition to rendering himself/herself liable to criminal prosecution, will be liable :-

- (a) To be disqualified by the Department from selection for which he/she is a candidate, and/**or**
- (b) To be debarred either permanently **or** for specified period :-
 - (i) By the Department from any examination **or** selection held by them.
 - (ii) By the Central Government from any employment under them, and
 - (iii) If he/she is already in service under Government, disciplinary action under the appropriate rules.

20. The acts/omissions which will invite the prosecution mentioned in Para above are:-

- (a) Obtaining support of his/her candidature by any means, **or**
- (b) Procuring impersonation by any person, **or**
- (c) Impersonating, **or**
- (d) Submitting fabricated documents **or** documents which have been tampered with, **or**
- (e) Making statements which are incorrect of false **or** suppressing material information, **or**
- (f) Resorting to any other irregular **or** improper means in connection with his/her candidature for the selection.
- (g) Using unfair means during test, **or**
- (h) Writing irrelevant matter including obscene **or** pornographic matter, in the scripts (s), **or**
- (j) Misbehaving in any other manner in the examination hall, **or**
- (k) Mobile phone/communication device in the examination hall/interview room/skill test room.
- (l) Harassing **or** doing bodily harm to the staff employed by the Deptt for the conduct of their test, **or**
- (m) Canvassing in any form.

21. **Important instructions to the candidates/applicants:-**

- (a) Dates of examination will be intimated to the eligible candidates later on through call letter/Admit Card.
- (b) **Candidates will endorse the category/caste under which reservation sought in bold letters.**
- (c) Person working in Central/State Govt/PSU must apply through proper channel alongwith the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection. However, their candidature will be subject to receipt of application on due date.
- (d) Persons already in Government service, whether in permanent **or** temporary capacity **or** as work charge employees other than **or** daily rated employees are required to submit the application through proper channel. However, their candidature will be subject to receipt of application by due date.
- (e) Defence Civilian Employees already in HQ MEG & Centre, Bangalore, whether in permanent **or** temporary capacity other than casual are required to submit the **application through proper channel**. The date for determining the eligibility of all candidates in every respect shall be the normal closing date prescribed for receipt of application.
- (f) Candidates whose application are found to be complete in all respect alongwith all necessary documents and found eligible only be called for **Written Test through Call Up Letter and Admit Card**.
- (g) New entrants to Govt Service, entering on **or** after 01st Jan 2004 are governed by the New Defined Pension System (known as National Pension System).
- (h) Application received after last date due to postal delay **or** any other reason will be summarily rejected. Madras Engineering Group and Centre, Bangalore will not be responsible for any postal delay in respect of any communication.
- (j) Candidates should note that only one date of birth as recorded in the Matriculation, Higher Secondary examination certificate will be accepted.
- (k) **Application not accompanied by Admit Card in duplicate, attested photograph, attested copies of civil education certificates or incomplete application form and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.**
- (l) **Original certificates should not be sent with the application. These should be produced at the time of Skill Test alongwith one set of attested photocopies for depositing with Madras Engineering Group and Centre, Bangalore.**
- (m) **The Commandant, Madras Engineering Group and Centre, Bangalore reserves the right to change the number of vacancies, if necessary as and when required.**
- (n) The candidates must clearly super scribe "APPLICATION FOR THE POST OF " _____ " UNDER CIVILIAN DIRECT RECRUITMENT" **on** the Top of the envelope in **BLOCK CAPITAL** letters.
- (o) Ex-Serviceman certificate should have been issued by the Competent Authorities. Photocopy of Discharge Certificate and PPO should also be enclosed duly attested by a Gazetted Officer alongwith application form.
- (p) Certificate regarding Sports achievements should have been issued by the competent authorities.
- (q) Two recent passport size photographs of 4cms x 5cms will be attached separately alongwith application. One recent passport size photograph of 4cms x 5cms will be pasted on the application form in the space provided duly attested by a Gazetted Officer. Signature and Stamp of Gazetted Officer should NOT be affixed on the face of the candidate's photo.
- (r) The Ex-Serviceman candidate also have to give an undertaking in the format as per **Annexure-5**.
- (s) Candidates applying against a reserved post must enclose supportive documents viz., Caste certificate, Disability certificate, Non-creamy layer certificate in case of OBC etc in support of their claim belonging to the reserved category. Only attested copies of certificates (from Gazetted Officer or self attested) in support of Educational Qualification/Technical Qualifications/Sports achievements, Experience, Caste, Date of Birth, PH, Sportsmen and Ex-Serviceman are to be enclosed with the application.
- (t) Incomplete and unsigned applications and without Left/Right Thumb Impression **or** applications not accompanied by attested copies of certificates **or** applications received at HQ MEG & Centre after the last date for receipt of applications **or** without two additional photograph will be summarily rejected without any intimation to the candidate and no correspondence with this regards will be entertained.
- (u) **The applications will be filled by the candidates in English only.**
- (v) **CLOSING DATE The applications duly completed in all respects along with its concerned documents should be sent by registered post or dropped at 'Drop Box' kept at reception room located at Main Gate of HQ MEG & Centre, Bangalore; in a cover addressed to The Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Bangalore, Siven Chetty Garden Post, Bangalore -560 042 so as to reach within 27 days from the date of publication in the daily news paper including the day of publication. However, candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and residing abroad. Application duly completed in all respect must reach within 31 days from the date of publication. APPLICATION RECEIVED LATE WILL NOT BE ENTERTAINED.**
- (w) Candidates living with more than one spouse **or** married another spouse while the first is alive; are not eligible to apply.
- (x) **Perks and benefits** : Besides Basic Pay, DA, CGHS facilities, the posts carry usual allowances and other benefits which includes HRA **or** Govt accommodation (subject to availability), travelling allowance etc.

22. **Skill Test** Candidates who pass in **Written Exam** will be issued with Call Up letter to appear in **Skill Test**. **THE NUMBER OF CANDIDATES CALLED FOR SKILLED TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES** based on the merit/marks obtained in the written test. Candidates will bring their Admit Card issued by MEG & Centre to appear for **written test and skill test**. **Candidates NOT found in possession of Admit Card will NOT be permitted.**

23. Any other documents supporting their candidature i.e, Sports/Cultural activities duly attested by the Gazetted Officer or self-attested will also be attached alongwith application form.

24. Specific benefits for Women Employees :-
- 180 days Maternity leave upto two children.
 - 45 days leave for miscarriage including abortion.
 - 730 days child care leave upto two children.
 - Rs 1000/- Per Month special allowance to women with disabled children for two years upto two children.
 - Posting of Husband and wife at the same station, subject to approval by Integrated HQ of MoD (Army) and availability of vacancy.
25. **Documents.** All Original documents/certificate alongwith ONE sets of photocopy duly attested by Gazetted Officer or self attested will be brought by the Candidates at the time of Skill Test.
26. **DECISION** : The decision of the Commandant, HQ MEG & Centre in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and Skill test, allotment of examination centres, selection and allotment of trades/posts to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
27. **COURTS JURISDICTION** : Any dispute in regards to this recruitment will be subject to **courts/ tribunals located at Bangalore only.**
28. **For Ex-Servicemen Only** :-
- The period of "Call up service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.
 - For any servicemen of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the post/service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date.
 - Explanation – I** : An Ex-Serviceman **means** a person who has served in any rank of whether as combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union and
 - Who retired from such service after earning his/her pension? This would also include persons who are retired/retire at their own request but after having earned their pension; or
 - Who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
 - Who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or
 - 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 of the following categories, namely :-
 - Pension holders for continuous embodied service.
 - Persons with disability attributable to military service; and
 - Gallantry award winners.
 - Explanation – II** : The persons serving in the Armed Forces of the Union, who on retirement from Service, would come under category of "Ex-Serviceman" may be permitted to apply for Re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Serviceman but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of Union.
 - AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMAN.**
 - Service personnel in the **last year** of their colour service in the Armed Forces.
 - As per Supreme Court direction dated 24.02.1995 in appeal No 731-69 of 1994, age relaxation will be available for the Group 'C' Posts in the C/o the RGI (Registrar General of India) for retrenched census employees as under :-
 - Age relaxation by 3 years plus length of service rendered by them in connection with census, before retrenchment,
 - Weightage of past service.
29. **GENERAL INFORMATION TO THE CANDIDATES** :-
- Venue, date and time of the Written Examination will be intimated to the eligible candidates later on through Call Up letters and Admit Cards.**
 - Venue, date and time of the Skill Test will be intimated to the candidates who pass in Written Examination later on through Call Up letters.**
 - Written Examination Centre for all the above posts/vacancies will be **KENDRIYA VIDYALAYA, MEG & CENTRE, ST. JOHN'S CHURCH ROAD, BANGALORE – 560 042 ONLY.** However, the same is subject to change as per discretion of the appointing authority.
 - Candidates will have to attend all the tests/selection pertaining to the above recruitment process at their own cost. No **TA/DA** will be paid to them for Written Test and Skill Test.
 - Any injury/incident/accident to the Candidates during the whole process of testing, this organisation will not be responsible for any claims thereto.
 - Candidates living with more than one spouse or married another spouse while the first is alive, are **NOT** eligible to apply.
 - HQ MEG & Centre** will not be responsible for non receipt of applications due to any postal delay. Application recd after the due date will not be considered for any reasons and will be rejected without any intimation.
 - HQ MEG & Centre** reserves the rights to cancel or modify this notification without assigning any reasons thereof.
 - Canvas in any form shall disqualify the candidates. No enquiry/correspondence will be entertained.
30. **Caution to all Applicants** : Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the HQ MEG & Centre through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.

31. **GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES DURING THE WRITTEN EXAMINATION :-**

- (a) **A consolidate chart of candidates indicating Roll Numbers, From – To with allocation of Room Number at prominent places in the KENDRIYA VIDYALAYA, MEG & CENTRE, ST JOHN'S CHURCH ROAD, BANGALORE – 560 042** compound, such as Entry Gate, Notice Boards of each floor and also in the room of the Centre Superintendent will be available. This important information is to ensure that candidates do not face any difficulty.
- (b) Candidates will use only Blue/Black Ball Point Pen for writing the Question Paper-Cum-Answer Sheets and Attendance sheet for each paper. Use of pencil is strictly prohibited and will not be permitted in any case.
- (c) Roll Number Chart will be pasted in each room examination hall, showing the allotment of candidates in that room/examination hall.
- (d) Candidates will neither fold Answer sheet nor make any stray marks on it.
- (e) Candidates who are in possession of **call up letter and admit card affixed with Hologram** issued by MEG & Centre will only be permitted to appear in written examination.
- (f) Reporting time of the candidate is **0830 hrs at KENDRIYA VIDYALAYA, MEG & CENTRE, ST JOHN'S CHURCH ROAD, BANGALORE – 560 042.**
- (g) Candidates should be seated in the examination hall well before time so that examination is conducted as per the scheduled time. Candidates arriving late upto **30 minutes** will be permitted to appear in the examination.
- (h) Relative/friends of the candidates will not be allowed to move around the premises of the Examination Centre before and after the examination hours in order to avoid any security risks/hazards.
- (j) Candidates should maintain strict discipline while in the examination venue as well as in the premises of the Exam Centre failing which their candidature may be rejected at the discretion of the Presiding Officer.
- (k) Candidates will **NOT** be given any **TA/DA or** any other type of **allowance** for the journey performed by them for attending the examination. In case of any query from candidates, the same may be once again clarified accordingly.
- (l) Candidates will bring their own writing material such as pen.
- (m) Candidature of the candidates will be rejected, if found to be using any unfair means **or** violating the discipline in **or** around the examination centre.
- (n) Candidates will not carry any textual material, printed or written, bits of papers, calculators, side rules, log table, electronic watches with facilities of calculator, pager, mobile phone, electronic device or any material except the Call up letter and Admit Card inside the examination hall/room.
- (o) Candidates should leave books, notes **or** any other material outside the premises of the Examination Centre i.e, **KENDRIYA VIDYALAYA, MEG & CENTRE, ST JOHN'S CHURCH ROAD, BANGALORE – 560 042.**
- (p) Candidates written work/examination will be considered Null and void under the following conditions:-
- Quoting an incorrect name and other particulars.
 - Leaving identification or any sort **or** using answer sheet(s) with any identification mark/stamp of any kind of prohibited.
 - Use of ink other that colours Royal/Navy Blue **or** Black will be considered as an attempt to leave identification mark.
- (q) In case a candidate receive any such Question Paper-Cum-Answer Sheet mentioned above he/her must get it replaced immediately.
- (r) Using Question Paper-Cum-Answer Sheet which has not been stamped and initialled by the Invigilators is also prohibited.
- (s) Candidates must check that each Question Paper-Cum-Answer Sheet has the stamp and initial of the room invigilators with date. The initials with date should be on the Index Slip also.
- (t) Candidates are requested to sign twice in the Attendance Sheet at the time of receipt hand handing over the Answer Sheet to the invigilator before leaving the examinations room/hall. The candidates are also requested to put left/right hand thumb impression in the space provided in the Attendance Sheet in each paper.
- (u) On completion of the test, candidates must handover the Question Paper-Cum-Answer Sheet to the invigilator and will **not** take away with them.
- (v) Candidates are not allowed to use correction/white fluid on the Answer Sheet and Attendance Sheet.
- (w) Candidates should sit only on the allotted seats.
- (x) Whispering, murmuring and signalling amongst the candidates are NOT permitted.
- (y) Borrowing of stationery items amongst the candidates will NOT be permitted.
- (z) In case of any doubt candidate will only raise his/her hand to seek help of the Invigilators and will **NOT** shout/speak.

Name of the Candidate _____

08. **Category, Religion, Caste and Sub Caste (General/SC/ST/OBC)** : (a) Category (**General/SC/ST/OBC**) _____
 (b) Religion _____
 (c) Caste _____
 (d) Sub Caste _____

09. Category (Meritorious Sports Person/Ex-Serviceman/ Serving) : _____

(a) **For Meritorious Sports Person:-**

- (i) Games/Events represented _____
 (ii) Level at which represented _____
 (**International/National/State/District/University/College/School**)
 (iii) Period represented: **From** _____ **to** _____
 (iv) Position obtained _____

(b) **For Ex-Serviceman/ Servicemen :-**

- (i) Arms/ Services/ Number _____
- (ii) Date of Enrolment

--	--

--	--

--	--	--	--

Days Months Year
- (iii) Date of Retirement/ Discharge

--	--

--	--

--	--	--	--

Days Months Year
- (iv) Reason for the release/ discharge : _____
- (v) Medical Category : _____
- (vi) Award of decoration, if any : _____
- (vii) Registration Number with Zilla Sainik Board/ Employment exchange, if any : _____

10. **Whether Physically Handicapped? (Yes/No)** : _____

11. **If, Physically Handicapped state OH,HH,VH,PD,PB etc:** _____

Name of the Candidate _____

12. **Whether seeking Age relaxation? (Yes/No)** : _____

Write 'Yes' or 'No'. If yes, tick the appropriate boxes under which age relaxation are sought. In case candidate belongs to more than one category the same to be mentioned. Also attach necessary certificate in support. If candidate is seeking age relaxation and certificate to the effect are **NOT** found to be attached alongwith application duly attested by Gazetted Officer or self attested, candidature will be rejected without any intimation to the candidate.

SC		ST		OBC		DIVORCED/SEPARATED/WIDOW	
-----------	--	-----------	--	------------	--	---------------------------------	--

SPORTSPERSON		DEPARTMENTAL		J & K DOMICILED	
---------------------	--	---------------------	--	--------------------------------	--

EX-SERVICEMAN		PHYSICALLY HANDICAPPED		OTHERS (SPECIFY)	
----------------------	--	-----------------------------------	--	-----------------------------	--

13. Age of the candidate as on **last/closing date for receipt of application**

Days		Months		Year			

14. Indicate medium of Typing Test on Computer :
for the post of LDC (English/Hindi)

15. Whether belonging to Minority Communities? (Yes/No) : _____

16. Whether you were ever debarred or disqualified : _____
by SSC/ UPSC/ recruitment board from any of their
examination/ selection? (Yes/No)

17. Whether you have ever been convicted by any : _____
court for any offence? (Yes/No)

18. Whether you have ever been dismissed or : _____
removed from Govt Service or terminated
during probation? (Yes/No)

19. Do you have any relative working in HQ MEG & : _____
Centre or Madras Sappers? (Yes/No)

20. If Yes, give name, post, relation Name : _____
and official address of the Relative

Post : _____

Relationship : _____

Office Address : _____

Name of the Candidate _____

21. (a) **Academic Qualifications on the date of filling the application form (mention all education qualifications commencing from 10th class onwards) :-**

Ser No	Examination Passed	Subjects	Marks/ Grading obtained		% of Marks	Division	Year of Passing	Name of the Board/ University
			Marks/ Grade	Total Marks				
Total								

- (b) **Professional Qualification on the date of filling the application form :-**

Ser No	Examination Passed	Subjects	Marks/ Grading obtained		% of Marks	Division	Year of Passing	Name of the Board/ University
			Marks/ Grade	Total Marks				
Total								

- (c) **Certification (if any) on the date of filling the application form :-**

Ser No	Course/Certification	Field	Year of Passing	Name of the Board/University

22. **Details of work Experience/ Govt Service**

- (a) **Employment Records (Current Employment Record)**

Ser No	Organisation	Designation	Pay Scale, Grade Pay and Pay Band (attach CTC of Pay Slip/ Certificate)	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

Name of the Candidate _____

29. **Whether name registered with the Employment Exchange and if, so furnished the details** : _____
- (a) Registration No : _____
- (b) Name of the Employment Exchange/ State : _____
- (a) Valid upto : _____

DECLARATION

1. I have read the provisions contained in the Notice carefully and hereby undertake to abide to them.
2. I further declare that I fulfil all the conditions of eligibility regarding age limit educational qualifications, etc prescribed for admission to the examination. I have enclosed attested photographs of certificates in support of my claim for educational qualifications, age, category (SC/ ST/ OBC/Ex-Serviceman/Meritorious Sports Person/ Physically Handicapped and age relaxation :-
 - (a)
 - (b)
 - (c)
 - (d)
 - (e)
 - (f)
3. I also declare that I do not stand debarred by SSC/ UPSC as on date and have never been convicted by any court of law. I also declare that no charge sheet is pending against me in any court of law. Further declare that I have never been dismissed or removed from Govt Service or my service been terminated during probation.
4. **For Central Govt Civilian employees seeking age relaxation.**
 - (a) I declare that I am a Central Govt Employee and completed 3 years of regular service **or** regular length of service stipulated in the Notice of the examination on **or** before the date mentioned as last date for submitting application form given in the Notice.
 - (b) I am departmental Candidate and I have forwarded my application through proper channel.
5. **For Candidate belonging to OBC.**

I declare that I belong to the community which is recognised as a backward class by the Govt of India for the purpose of reservation in services as per order contained in Deptt of Personnel and Training Office Memorandum No 36012/22/93-Estt (SCT) dated 08.09.1993. I also declare that I do not belong to the person/ sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt of India DoPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate in the prescribed format given in the Notice of the examination.
6. **For Candidate belonging to Ex-Servicemen Category.**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/ false or incorrect **or** ineligibility being detected before **or** after the examination, my candidature/ appointment is liable to be cancelled.

Name of the Candidate _____

7. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in case the above particulars **or** information given therein are found false **or** incorrect my candidature for examination is liable to be rejected **or** cancelled and my services are liable to be terminated without any notice to me.

	Signature of candidate (UNSIGNED APPLICATION WILL BE REJECTED)
	Place : Date :
Left Thumb Impression of male candidate/ Right Thumb impression in case of female candidates	

Notes :-

1. Candidates should send TWO additional recent passport size photograph (4cm x 5cm) alongwith application form separately.
2. Name of the post applied and category (Gen/ OBC/ SC/ ST/ PH) should be mentioned at the top of the envelope.
3. Candidates should send THREE self-addressed envelopes duly affix the postal stamps.
4. ORIGINAL CERTIFICATE WILL NOT BE ATTACHED WITH THE APPLICATION. ONLY ATTESTED PHOTOCOPIES DULY ATTESTED BY THE GAZETTED OFFICER OR SELF ATTESTED TO BE ENCLOSED. DEPARTMENT WILL NOT BE RESPONSIBLE FOR LOSS OF ORIGINAL CERTIFICATES SO ENCLOSED WITH THE APPLICATION.
5. Candidate should fill two copies of admit card duly affixing his photographs, signature and thumb impression and enclose alongwith application form.

HQ MEG & CENTRE, BANGALORE

ADMIT CARD FOR WRITTEN EXAM FOR THE POST OF (_____)

To be filled by the Candidate in duplicate		To be filled by the Department	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Paste here firmly your recent photograph (4 cms x 5 cms) duly attested by a Gazetted Officer</div> Signature and stamp should NOT be on the face. Do not staple the photo	Name of the Candidate :	Category	
	Father/Husband's Name :	Roll No	
	Date of Birth :	Date of Examination	
	Sex (Male/Female) :	Centre of Examination	
	<u>Address</u> :-	Timings	
	House No/Village :	Hologram	
	Post/Street :		
	Location/Taluk :		
City/Town/Distt :			
State :			
Pin Code :			
(Delete whichever not required)			Round Stamp
Choice of language for question paper (English / Hindi)			
_____ (Left Thumb Impression of male candidate/ Right Thumb impression in case of female candidates)		_____ Signature of Presiding Officer	
_____ (Signature of the Candidate)			

DIRECTIONS FOR THE CANDIDATES

- 1. Please check the Admit Card carefully for your Name, Course, Date of Birth, Sex, Test Centre Name and Category. Question Paper shall be made available in English only.**
- 2. Candidates are advised to reach the venue at least 2½ hrs before the exam so as to complete the registration formalities well before the time. Registration desk will be closed 60 Minutes prior to the exam. No candidate, in any circumstances, will be allowed to enter the Examination Centre after the commencement of the exam.**
- 3. No candidate without Admit Card shall be allowed to sit in the Examination by the Centre Supdt.**
- 4. Candidates will not be allowed to leave the Examination Hall before the conclusion of the test.**
- 5. Candidates are not allowed to bring rough paper into the exam room. Blank paper will be provided for rough work in the exam hall. Candidate will not be allowed to leave the examination Centre without handing over the rough sheet to the Invigilator concerned after the end of the exam.**
- 6. Calculators, Log Table, Calculating Devices, Communication Device like Cellular Phone/Pager/Docu Pen etc and Textual materials are not allowed in the Examination Centre. Violation of this will lead to cancellation of candidature.**
- 7. Candidate must follow the instructions of the invigilator strictly.**
- 8. The Admit Card is issued provisionally to the candidates subject to his/ her satisfying conditions.**
- 9. Candidates are requested to carry any one photo identity proof (College ID Card, Driving Licence, Passport, Ration Card) to the Examination Centre.**
- 10. No candidate will be allowed to carry any baggage inside the Examination Centre.**
- 11. Smoking and eating is strictly prohibited in the examination room.**
- 12. Approach the Centre Supdt/Invigilator in the room for any technical assistance, first aid emergency of any other information during the course of examination.**
- 13. For any queries, please contact Tele No of CEO : 080-25577899.**

FORMAT FOR SC/ST CERTIFICATE

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

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

This is certify that Shri/ Smt/ Kumari* _____ Son/ daughter*
of _____ of Village/ Town* _____
District/ Divisional* _____ of State/ Union Territory* _____ belongs
to the _____ Scheduled Caste/ Scheduled Tribe* under :-

- * The constitution (Scheduled Castes) Order, 1950 _____
- * The constitution (Scheduled Tribes) Order, 1950 _____
- * The constitution (Scheduled Castes)(Union Territories) Order, 1951 _____
- * The constitution (Scheduled Tribes)(Union Territories) Order, 1951 _____

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the state of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002)

- * The constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- * The constitution (Andaman and Nicobar Island) Scheduled Tribes Order, 1959, as amended by the Schedule Castes and Scheduled Tribes (Amendment) Act, 1976
- * The constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962 @
- * The constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962
- * The constitution (Pondicherry) Scheduled Castes order, 1964@
- * The constitution (Uttar Pradesh) Scheduled Tribes order, 1967
- * The constitution (Goa, Daman and Diu) Scheduled Castes order, 1968@
- * The constitution (Nagaland) Scheduled Castes Tribes, 1970@
- * The constitution (Sikkim) Scheduled Castes order, 1978@
- * The constitution (Sikkim) Scheduled Tribes order, 1978@
- * The constitution (Jammu and Kashmir) Scheduled Tribes order, 1989@
- * The constitution (Scheduled Castes) Order (Amendment) Act, 1990@
- * The constitution (Scheduled Tribes) Order (Amendment) Act, 1991@
- * The constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991@
- * The constitution (Scheduled Tribes) Order (Amendment) Ordinance Act, 1996@

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

3. # This Certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes* Certificate issued to Shri/ Smt /Kumari* _____ father/ mother* of Shri/ Smt _____ of Village/ Town* _____ in District/ Division* _____ of the State/ Union Territory* _____ who belong to the Caste/ Tribe* which is recognised as a Scheduled Castes/ Schedule Tribes in the State/ Union Territory* _____ issued by the _____ dated _____

4. Shri/ Smt/ Kumari* _____ and/ or his/ her family ordinarily reside(s)** in Village/ Town* _____ of _____ District/ Division* of the State union Territory* of _____

Signature _____

Designation _____

(with Seal of the office)

Place : _____ State/ Union Territory _____

Date : _____

* Please delete the word (s) which is not applicable

@ Please quote specific presidential order

& Delete the paragraph, which is not applicable

Applicable in the case of SC/ ST who have migrated from another State/ UT

IMPORTANT NOTES

1. The term 'Ordinarily resides (s) ***' used here will have the same meaning as in section 20 of the Representation of the People Act 1950.

(a) Officers competent to issue Caste/Tribe Certificate :-

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

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

(iii) Revenue Officer not below the rank of Tahsildar.

(iv) Sub-Divisional Officer of the area where the candidate and/or his/her family reside (s).

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

2. **Certificate issued by any other authority will be rejected.**

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

This is to certified that Shri/ Smt/ Kumari* _____ Son/ Daughter*
of Shri/ Smt* _____ of _____
Village/ Town* _____ District/Division* _____ in the
_____ State belongs to the _____ Community, which is recognised as
a backward class under :-

- (i) Resolution No 12011/68/93-BCC(C) dated 10/09/1993 published in the Gazette of India Extraordinary Part I, Section I, No 186 dated 13/09/1993.
- (ii) Resolution No 12011/9/94-BCC dated 19/10/1994 published in the Gazette of India Extraordinary Part I, Section I, No 163 dated 20/10/1994.
- (iii) Resolution No 12011/7/95-BCC dated 24/05/1995 published in the Gazette of India Extraordinary Part I, Section I, No 88 dated 25/05/1995.
- (iv) Resolution No 12011/96/94-BCC dated 09/03/1996.
- (v) Resolution No 12011/44/96-BCCdated 06/12/1996 published in the Gazette of India Extraordinary Part I, Section I, No 210 dated 11/12/1996.
- (vi) Resolution No 12011/13/97-BCC dated 03/12/1997.
- (vii) Resolution No 12011/99/94-BCC dated 11/12/1997.
- (viii) Resolution No 12011/68/98-BCC dated 27/10/1999.
- (ix) Resolution No 12011/88/98-BCCdated 06/12/1999 published in the Gazette of India Extraordinary Part I, Section I, No 270 dated 06/12/1999.
- (x) Resolution No 12011/36/99-BCCdated 04/04/2000 published in the Gazette of India Extraordinary Part I, Section I, No 71 dated 04/04/2000.
- (xi) Resolution No 12011/44/99-BCCdated 09/09/2000 published in the Gazette of India Extraordinary Part I, Section I, No 210 dated 21/09/2000.
- (xii) Resolution No 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No 12011/9/2004-BCC dated 13/01/2004.
- (xv) Resolution No 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I, Section I, No 210 dated 16/01/2006.

Shri/ Smt/ Kumari _____ 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/ selections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No 36012/93-Estt (SCT) dated 08/09/1993, which is modified vide Department of Personnel & Training OM No 36033/3/2004-Estt (Res) dated 09/03/2004, further modified vide Department of Personnel & Training OM No 36033/3/2004-Estt (Res) dated 14/10/2008 or the latest notification of the Government of India.

Dated :
Seal

District Magistrate or
Deputy Commissioner, etc

* please delete the word (s) which are not applicable.

NOTE- I

1. The term 'Ordinarily reside (s)' used here will have the same meaning as in section 20 of the Representation of the People Act 1950.
2. The authorities competent to issue Caste Certificate are indicated below :-
 - (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector/ 1st Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar.
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family reside (s).

NOTE II

1. The closing date of receipt of application will be treated as the date reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the creamy layer.
2. The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice.

DECLARATION/UNDERTAKING – FOR OBC CANDIDATES ONLY

I, _____ Son/ Daughter of Shri _____ resident of Village/ Town/ City _____ District _____ State hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose reservation in services as per orders containing in Department of Personnel and Training Officer Memorandum No 36012/22/93-Estt (SCT) dated 08/09/1993. It is also declared that I do not belong to persons/ section (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 08/09/1993, which is notified vide Department of Personnel and Training Officer Memorandum No 36033/3/2004-Estt (Res) dated 09/03/2004 and further modified vide OM No 36033/3/2004-Estt (Res) dated 14/10/2004-Estt (Res) dated 14/10/2008 or latest notification of the Government of India.

I also declare that the condition of status/ annual income Creamy Layer of my parents is within prescribed limits as on financial year ending on Mar 31, 2014.

Signature of the candidate

Place :

Date :

Declaration/ undertaking not signed by Candidate will be rejected.

NOTE : *The admission is provisional and is subject to the community certificate being verify through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to the creamy Layer is false, his/ her admission will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Penal Code production of false certificates.*

*The last/ closing date for receipt of application will be treated as the date reckoning for OBC status of the candidate and also for assuming that the candidate in the format prescribed for Central Government jobs issued by the competent authority on **or** before the last/ closing date of application from the date of publication of advertisement as stipulated in the notice.*

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING
FOR CIVIL POSTS UNDER EX-SERVICEMAN CATEGORY**

1. I undersigned that, if selected on the basis of the recruitment/ examination to which this application relates, My appointment will be subject to my producing documentary evidence to the satisfactory of the Appointment Authority that I have been duly released/retire/ discharged from the Armed Forces and that I am entitled to the benefits to the admissible to Ex-Serviceman in terms of the Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that, I shall not be eligible to be appointed to a vacancy reserved for Ex-Serviceman in regard to the recruitment covered by this examination, if I have 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 the concession of reservation of vacancies admissible to Ex-Serviceman.

3. I further submit the following information :-

(a) Date of appointment in Armed Forces _____

(b) Date of Discharge

<input type="text"/>					
Days		Months		Year	

(c) Length of service in Armed Forces

<input type="text"/>					
Days		Months		Year	

(d) My last Unit _____

(e) My last Corps _____

Place :

(Signature of Candidates)

Date :

Name :

FORM OF CERTIFICATE FOR DEFENCE PERSONNEL

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

Place :

Signature of the Commanding Officer

Date :

(Office Seal)

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVT
CIVILIAN 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/ Kumari _____ is a Central
Govt Civilian Employee holding the post of _____ in the Pay Band No
_____ with Grade Pay of Rs _____ with three years regular service in
the grade as on _____ (closing date).

Place :

Signature _____

Date :

Name _____

(Office Seal)

*** Please delete the word (s), which is not applicable**

NAME AND ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No :

Date :

DISABILITY CERTIFICATE

1. This is to certify that Shri/ Smt/ Kumari _____

Son/ Wife/ Daughter of Shri _____ age _____ Sex _____

Identification marks (s) _____ is

suffering from permanent disability of following category :-

(A) Locomotors of 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 stood)

(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

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

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. The condition is progressive/ non-progressive/ likely to improve/ not likely to improve. Reassessment of the case is not recommended/is recommended after a period of _____ years _____ months.*

3. Percent age of disability in his/ her case is _____ Percent.

4. Shri/ Smt/ Kumari _____ meets the following physical requirement 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 _____)
Member, Medical Board

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

* Strike out which is not applicable.

Note : IMPORTANT REQUIREMENT OF PH CERTIFICATE

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

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

(iii) Accordingly the persons with Disabilities (Equal Opportunities Protection of Right and full Participation) Rules, 1066 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub – section (1) and (2) section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Right and full Participation) Act, 1995 (1 of 1996), authorised to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government may constitute a Medical Board consisting of at least three members out of which, at least one shall be Specialist in the particular field for assessing locomotors/visual including low vision/hearing and speech disability, retardation and leprosy cured, as the case may be.

LIST OF GAMES/SPORTS WHICH QUALIFY MERITORIOUS SPORTS PERSONS FOR CONSIDERATION FOR APPOINTMENT TO GP 'C' POSTS

Ser No	Games/Sports	Ser No	Games/Sports
01	Archery	23	Kabaddi
02	Athletics (including Track and Field Events)	24	Karate-DO
03	Atya-Patya	25	Kayaking and Canoeing
04	Badminton	26	Kho-Kho
05	Ball-Badminton	27	Polo
06	Basketball	28	Powerlifting
07	Billiards and Snooker	29	Rifle Shooting
08	Boxing	30	Roller Skating
09	Bridge	31	Rowing
10	Carrom	32	Softball
11	Chess	33	Squash
12	Cricket	34	Swimming
13	Cycling	35	Table Tennis
14	Equestrian Sports	36	Taekwondo
15	Football	37	Tennikoit
16	Golf	38	Tennis
17	Gymnastics (including Body-Building)	39	Volleyball
18	Handball	40	Weight-Lifting
19	Hockey	41	Wrestling
20	Ice-Hockey	42	Yachting
21	Ice-Skiing	43	Judo
22	Ice-Skating		

**FOR REPRESENTING INDIA IN AN INTERNATIONAL COMPETITION
IN ONE OF THE RECOGNIZED GAMES/SPORTS**

**NATIONAL FEDERATION/NATIONAL ASSOCIATION
OF-----**

**Certificate to meritorious sportsman for employment to Group 'C' and 'D'
Services under the Central Government**

Certified that Shri/ Smt/ Kumari _____ Son/Wife/Daughter of
Shri _____ resident of _____ (Complete address)
represented the Country in the game/event of _____ in
_____ competition/Tournament held at _____ from _____ to _____

The position obtained by the individual/team in the above said Competition/Tournament
was _____.

The certificate is being given on the basis of record available in the Office of National
Federation/National Association of _____.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Name of the Federation/National
Association _____

Address _____

Seal _____

**Note- This Certificate will be valid only when signed personally by the Secretary, National
Federation/National Association.**

**FOR REPRESENTING A STATE IN INDIA IN A NATIONAL COMPETITION
IN ONE OF THE RECOGNIZED GAMES/SPORTS**

**STATE ASSOCIATION OF -----IN THE GAME
OF-----**

**Certificate to meritorious sportsman for employment to Group 'C' and 'D'
Services under the Central Government**

Certified that Shri/ Smt/ Kumari _____ Son/Wife/Daughter of
Shri _____ resident of _____ (Complete address)
represented the State of _____ in the game/event of _____ in the National
competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament
was _____.

The certificate is being given on the basis of record available in the Office of the State
Association of _____.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Name of the State Association

Address _____

Seal _____

**Note- This Certificate will be valid only when signed personally by the Secretary of the State
Association.**

**FOR REPRESENTING A UNIVERSITY IN THE INTER-UNIVERSITY COMPETITION
IN ONE OF THE RECOGNIZED GAMES/SPORTS**

UNIVERSITY OF -----

**Certificate to meritorious sportsman for employment to Group 'C' and 'D'
Services under the Central Government**

Certified that Shri/ Smt/ Kumari _____ Son/Wife/Daughter of
Shri _____ resident of _____ Student of
_____ represented the University of _____ in the game/event of
_____ in Inter-University Competition/Tournament held at _____
from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament
was _____.

The certificate is being given on the basis of record available in the Office of Dean of Sports or
Officer in overall charge of Sports in the University of _____.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Name of University _____

Address _____

Seal _____

**Note- This Certificate will be valid only when signed personally by Dean/Director or other
Officer in overall charge of Sports in the University.**

FOR REPRESENTING A STATE SCHOOL TEAM IN THE NATIONAL GAMES FOR SCHOOL IN ONE OF THE RECOGNIZED GAMES/SPORTS

**DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION
OF THE STATE OF -----**

Certificate to meritorious sportsman for employment to Group 'C' and 'D' Services under the Central Government

Certified that Shri/ Smt/ Kumari _____ Son/Wife/Daughter of Shri _____ resident of _____ (Complete address) Student of _____ represented the _____ State School Team in the game/event of _____ in the National Games for School held at _____ from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament was _____.

The certificate is being given on the basis of records available in the Office of Directorate of Public Instructions/Education of _____.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Address _____

Seal _____

Note- This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instruction/Education of the State.

**FOR THE AWARDEES IN PHYSICAL EFFICIENCY PERFORMANCES
CONDUCTED BY THE MINISTRY OF EDUCATION AND SOCIAL WELFARE**

**GOVERNMENT OF INDIA/MINISTRY OF EDUCATION
AND SOCIAL WELFARE**

**Certificate to meritorious sportsman for employment to Group 'C' and 'D'
posts/services under the Central Government**

Certified that Shri/ Smt/ Kumari _____ Son/Wife/Daughter of
Shri _____ resident of _____ (Complete address)
represented the _____ School Team in the game/event of _____ in
the National Competition held at _____ from _____ to _____.

The certificate is being given on the basis of records available in the Ministry of Education and
Social Welfare.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Address _____

Seal _____

**Note- This Certificate will be valid only when signed personally by the Secretary or other
Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.**

