

EMBARKATION HEADQUARTERS, MUMBAI
EMPLOYMENT NOTICE

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 complete in all respect along with all the requisite documents **and all documents duly attested by a Gazetted Officer**, should be addressed to **The Commandant, Embarkation Headquarters, 2nd Floor, Nav Bhavan Building, R K Marg, Ballard Estate, Mumbai – 400001.**

Ser No	Name of the post	No. of vacancies	Reserved for	Pay Band / Grade Pay/ Group	Minimum qualification / technical qualification
1	Lower Division Clerk	05	SC – 03 OBC – 02 (01 post is reserved for Ex-Ser)	PB-1 – Rs 5200-20200/- GP - Rs 1900/- General Central Services, Group 'C', Non-Gazetted, Ministerial	Essential a) 12 th Class or equivalent qualification from a recognised Board or University. b) Must have a speed of 35 words per minute in English Typing or 30 words per minute in Hindi Typing on Computer.
2	Tally Clerk	13	Gen – 08 SC – 01 ST – 01 OBC – 03 (02 posts are reserved for Ex-Ser)	PB-1 – Rs 5200-20200/- GP - Rs 1900/- General Central Services, Group 'C', Non-Gazetted, Ministerial	Essential 12 th Class or equivalent qualification from a recognised Board or University. Desired 03 Years experience in Shipping Work. Note:- Candidate should be capable of carrying out strenuous work due to operational requirements, the selected candidates will also have to perform odd hours duties and also sometimes overnight duty. No concession/exception on these working conditions will be granted to the selected candidate on any ground.
3	Steno Gde III	02	Gen – 01 OBC – 01	PB 1 - Rs.5200 – 20200 GP - Rs.2400/- General Central Services, Group 'C', Non-Gazetted, Ministerial	a) 12 th Class or equivalent qualification from a recognised Board or University. b) 80 words per minute in short hand in English and 35 w.p.m. in English Typewriting on computer.
4	Asstt Acctt	02	Gen – 01 OBC – 01	PB 1 - Rs.5200 – 20200 GP - Rs.2400/- General Central Services, Group 'C', Non-Gazetted, Ministerial	a) B.Com from recognised university. b) Training in Accounts work. c) 3 years experience in Shipping and custom work.

5	Reg Lab	05	ST – 01 OBC – 04 (02 posts are reserved for Ex-Ser)	PB 1 - Rs.5200 – 20200 GP - Rs.1800/- General Central Services, Group 'C', Non-Gazetted, Ministerial	a) SSC / Matriculation or its equivalent
6	Watchman	01	OBC – 01	PB 1 - Rs.5200 – 20200 GP - Rs.1800/- General Central Services, Group 'C', Non-Gazetted, Ministerial	a) SSC / Matriculation or its equivalent
7	Washerman	01	Gen – 01	PB 1 - Rs.5200 – 20200 GP - Rs.1800/- General Central Services, Group 'C', Non-Gazetted, Ministerial	a) SSC / Matriculation or its equivalent
8	Carpenter	01	OBC - 01	PB-1 – Rs 5200-20200/- GP - Rs 1900/- General Central Services, Group 'C', Non-Gazetted, Ministerial	a) SSC / Matriculation or its equivalent
9	Messenger	01	Gen – 01	PB 1 - Rs.5200 – 20200 GP - Rs.1800/- General Central Services, Group 'C', Non-Gazetted, Ministerial	a) SSC / Matriculation or its equivalent

2. **Scheme of Examination** : The written test will comprise of four parts as per the details mentioned below:-

(For Lower Division Clerk, Tally Clerk, Steno, Assistant Accountant)

One Paper	Subject (All parts will be Objective Multiple Choice Type)	No. Of Questions	Marks	Total Duration
Part – I	General intelligence	50	50	2 hours
Part – II	English language (Basic knowledge)	50	50	
Part – III	Numerical Aptitude (Basic arithmetic skill)	50	50	
Part – IV	General Awareness	50	50	
	Total	200	200	

(For Watchman, Washerman, Regular Labourer, Carpenter and Messenger)

One Paper	Subject (All parts will be Objective Multiple Choice Type)	No. Of Questions	Marks	Total Duration
Part – I	General intelligence	25	25	2 hours
Part – II	English language (Basic knowledge)	50	50	
Part – III	Numerical Aptitude (Basic arithmetic skill)	25	25	
Part – IV	General Awareness	50	50	
	Total	150	150	

3. **Language of Question-Paper-cum-Answer Sheet for all Categories/trades.** The Question-Paper-cum-Answer Sheet of Written Test will be bilingual i.e, in English and Hindi. However, the questions on the portion of English Language will be in English only.

4. The selection will be made strictly on the basis of merit. The selection process will comprise of Written Test, skill test and interview.

5. **Interview** :- Candidates who pass in Written Exam will be issued with Call Up letter to appear in Skill Test and Interview for all categories. Candidates will bring their Admit Card issued by Embarkation Headquarters, Mumbai to appear for written test/skill test/interview. Candidates NOT found in possession of Admit Card will NOT be permitted.

6. Final merit will be decided on the basis of marks obtained in the Written Test, Skill Test and Interview, subject to availability of vacancies in particular categories/trades. Thereafter, candidates will be short listed on the basis of merit in overall and as per the vacancies available in particular category.

Note:- Last date of receipt of applications will be 21 days from publication of advertisement including the date of advertisement. All applications should be sent by Normal Post. All applications received by other means will be discarded.

**GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES FOR DIRECT
RECRUITMENT OF DEFENCE CIVILIAN EMPLOYEES BY SELECTION AT
EMBARKATION HEADQUARTERS, MUMBAI**

Applications of the Candidates who does NOT fulfill the eligibility criteria will be REJECTED out right and NO intimation in this regard will be given to the candidates.

Minimum Qualification

1. All applicants must fulfill the educational requirements of the post, age and other conditions as stipulated in advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualification laid down for relevant post. No enquiry for advice regarding eligibility will be entertained.

Note – I. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for written examination.

Note – II. 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 for written test all the candidates, the Deptt at their discretion may restrict the number of candidates, to a reasonable limit based on the marks obtained in the qualifying examination. In case of grading system, the candidate must furnish conversion formula duly approved by the respective Board/Institute.

2. The candidate should mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested copies of the certificate in support thereof.

HOW TO APPLY

3. Candidates must apply in the application in the format published in this advertisement and fill up all the columns in their own hand in **BLOCK letters** in the prescribed format as per **Annexure 1**.

4. Applications on formats other than the one indicated will be summarily rejected.

5. If wrong entries are made by the candidates in the application form, their applications will be rejected and Embarkation Headquarters, Mumbai will not be responsible for such rejection. No representation against such rejection will be entertained.

6. Candidates claiming reservation Concessions against SC/ST/OBC shall ensure that attested copy of the certificate as issued by the competent authority is enclosed as per the format/forms mentioned against each :-

- (a) Format of SC/ST Certificate as per **Annexure 2**.
- (b) Form of Certificate to be produced by OBC classes candidates as per **Annexure 3**.
- (c) Declaration/Undertaking certificate for OBC Candidates only as per **Annexure 4**.
- (d) Form of Certificate to be submitted by Central Government Civilian Employees seeking age relaxation as per **Annexure 5**.

7. Certificates to be Attached. Candidates should ensure that they should attach with their application following documents duly attested by Gazetted Officer.

- (a) Matriculation **or** Equivalent certificate in support of the declaration of age.
- (b) All Educational /technical qualification Certificates
- (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 (wherever applicable) in the prescribed form issued by the competent authority (Original to be produced at the time of Interview/ skill test).

8. Individual who has furnished wrong information in the application form, false certificate to avail benefits/ reservation, false/wrong information in the application form regarding relatives **or** who have fully 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

9. The candidates finally selected for appointment will be under the Ministry of Defence (Govt of India) and are likely to be posted under Embarkation Headquarters, Mumbai 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.

10. **Probation** . The persons selected for appointment will be probation for a period of two years, which may further be extended at the discretion of Appointing Authority i.e, Commandant, Embarkation Headquarters, Mumbai.

Action against candidates found Guilty of Misconduct.

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

12. A candidate who is **or** has been declared by the Department to be guilty of the acts/omissions 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 also 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.

13. 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 language **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 /Typing 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.

14. **Important instructions to the candidates/applicant :**

- (a) Dates of examinations 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) Persons working in Central/State Govt/PSU must apply through proper channel along with 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) Candidates whose applications are found to be complete in all respect along with all necessary documents and found eligible only will be called for **Written test through Call Letter and Admit Card.**
- (f) New entrants to Govt Service, entering on **or** after 01st Jan 2004 are governed by the New Defined Pension System (known as New Pension Scheme).
- (g) Application received after last date due to postal delay **or** any other reason will be summarily rejected. Embarkation Headquarters, Mumbai will not be responsible for any postal delay in respect of any communication.
- (h) Candidates should note that only one date of birth as recorded in the matriculation, Higher secondary examination certificate will be accepted.
- (j) **Application not accompanied by 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.**
- (k) **Original certificates should not be sent with the application. These should be produced at the time of Skill Test and Interview alongwith one set of attested photocopies for depositing with Embarkation Headquarters, Mumbai.**
- (l) The Commandant, Embarkation Headquarters, Mumbai reserves the right to change the number of vacancies, if necessary as and when required.

(m) The candidates must clearly super scribe “**Application for the post of “_____”**” on the Top of the envelope in Capital Letters along with category (UR/SC/ST/OBC) which should be clearly written in **BLOCK CAPITAL** letters on the top of envelope failing which application will be rejected.

(n) Two recent passport size photographs of 4 cms X 5 cms will be attached separately alongwith application. One recent passport size photographs of 4 cms X 5 cms will be pasted on the application form in the space provided duly attested by a Gazetted Officer. Signature and Stamp of the Gazetted Officer should NOT be affixed on the face of the candidate’s photo.

(o) Candidates applying against a reserved post must enclose supportive documents viz., Caste 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) in support of Educational Qualification/Technical Qualifications, Experience, Caste, Date of Birth, are to be enclosed with the application.

(p) Incomplete **or** unsigned applications and without Left/Right Thumb Impression **or** applications not accompanied by attested copies of certificates **or** applications received at Embarkation Headquarters, Mumbai 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.

(q) The applications will be filled by the candidates in English only.

(r) **CLOSING DATE. The applications duly completed in all respects along with its concerned documents should be sent by post in a cover addressed to the Comdt Embarkation Headquarters, 2nd Floor, Nav Bhavan Building, R K Marg, Ballard Estate, Mumbai – 400001 so as to reach within 21 days from the publication of advertisement.**

(s) **Separate application for each post will be forwarded by the Candidate.**

15. Age limit:

(a) (i) **18-30 for the post of Asst Acct as on last date of receiving of applications.**

(ii) **18-25 for all other posts as on last date of receiving of applications.**

(b) The crucial date for determining the age limit shall be the last date for receipt of application.

(c) The age relaxation will be applied only in case of candidates who produce the valid certificates of caste/category.

16. Age relaxation in various categories

(a) SC - 05 years (i.e. Below 30 years)

(b) ST - 05 years (i.e. Below 30 years)

(c) OBC - 03 years (i.e. Below 28 years)

APPLICATION FORM FOR THE POST OF : _____
(To be filled by candidate)

**(Please read instruction in the Notice carefully
before filling the application)**

To,
Commandant
Embarkation Headquarters
Civilian Recruitment Cell
2nd Floor, Nav Bhavan Bldg
10 R K Marg, Ballard Estate
Mumbai - 400001

Paste here firmly your recent photograph (4 cms X 5 cms) duly attested by a Gazetted Officer.

Signature and stamp should NOT be on the face.
Do not staple the photo

01. Candidate's Full Name.

[illegible]

Write in Capital Letters in English exactly as written in Matriculation Certificate. Leave one box blank between every two parts of the name

[illegible][illegible]

02. Father's/Husband's Name.

[illegible]

**Write in Capital Letters
in English. Leave one
box blank between every
two parts of the name**

[illegible][illegible]

03. **Mother's Name**

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**Write in Capital Letters
in English. Leave one
box blank between every
two parts of the name**

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04. **Date of Birth (in words)** : _____

05. **Date of Birth (in figures)**

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Days Month Year

06. **Gender (Male/Female)** : _____

07. **Nationality** : _____

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

Write 'Yes' or 'N'. 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 certificates to the effect are NOT found to be attached alongwith application duly attested by a Gazetted Officer, candidature will be rejected without any intimation to the candidate.

SC		ST		OBC		DIVORCED/SEPARATED/WIDOW	
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DEPARTMENTAL		J & K DOMICILED		OTHERS EX - SERVICEMAN	
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10. **Age of the candidate as on** _____

Years Months Days

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11. (a) Academic Qualifications on the date of filling the application form (mention all educational qualification starting from 10th class onwards) :-

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

12. Details of work Experience / Govt service

- (a) Employment Records (Current Employment Record)

Ser No	Organ-isation	Desig-nation	Pay Scale, Grade Pay and Pay Band (attach CTC of Pay Slip/Certificate)	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

(b) **Past Experience**

Ser No	Organ-isation	Desig-nation	Pay Scale, Grade Pay and Pay Band (attach CTC of Pay Slip/ Certificate)	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

13. **Maximum Qualification attained and total experience in years :** _____

14. **Any other information relevant to the job :**

15. **Write complete communication Address in English :**
(Write in Capital Letters in English. Leave one box blank between every two parts of the name)

(a) House No

(b) Village/Town

(c) Street/Mohalla

(d) Tehsil

(e) District

(f) Nearest Railway Station

(g) State

(h) Pin Code

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 fulfill all the conditions of eligibility regarding age limits, educational qualifications, etc prescribed for admission to the examination. I have enclosed attested photocopies of certificates in support of my claim for educational qualifications, age, category (SC/ST/ OBC/ and age relaxation :-

(a)

(b)

3. **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.

4. 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.

Place :

Date :

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

Notes:-

1. Candidate should send TWO additional recent passport size photograph (4 cms x 5 cms) alongwith application form separately.
 2. Name of the post applied and category (Gen/OBC/SC/ST) should be mentioned at the top of the envelope.
 3. ORIGINAL CERTIFICATE WILL NOT BE ATTACHED WITH THE APPLICATION. ONLY SELF ATTESTED PHOTOCOPIES TO BE ENCLOSED. DEPARTMENT WILL NOT BE RESPONSIBLE FOR LOSS OF ORIGINAL CERTIFICATE CERTIFICATES SO ENCLOSED WITH THE APPLICATION.
 4. 3 Self address envelope with stamps of Rs. 22/- or more on each will be attached with the application form. If any application is found without the envelopes or with stamps of lower denomination his application will be rejected.
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ADMIT CARD
(To be filled by the candidate)

1. Full Name (in block letters): _____

2. Father's name: _____

3. Date of Birth(in Christian era): _____

4. Post applied: _____

5. Category: Gen ☐ SC ☐ ST ☐ OBC ☐

6. Ex - Serviceman: ☐

Latest Photograph of the candidate

Paste here firmly your recent photograph (4 cms X 5 cms) duly attested by a Gazetted Officer.

Signature and stamp should NOT be on the face.
Do not staple the photo

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 other 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 to issue such a certificate. If both his parents are dead the officer signing the certificate should be of the district which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such 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/Division*
_____ 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 Islands) Scheduled Tribes Orders 1959, as amended by the Scheduled 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 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 (Scheduled Caste) Order(Amendment) Act, 1990@
- * The constitution (Scheduled Tribes) Order(Amendment) Act, 1991@
- * The constitution (Scheduled Tribes) Order(Second Amendment) Act, 1991@
- * The constitution (ST) Orders (Amendment)Ordinance 1996 @

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

3. # This Certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes* Certificate issued to Shri/Smt*_____ father/mother*of Shri /Smt/Kumari*_____ of Village/Town*_____in District/Division*_____of the State State/Union Territory* _____ who belong to the Caste/Tribe* which is recognised as a Scheduled caste/Scheduled 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 are not applicable

@ Please quote specific presidential order.

& Delete the paragraph which is not applicable

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

IMPORTANT NOTES

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.

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

(i) District Magistrate /Additional Magistrate/Collector/Deputy Commissioner / Additional Deputy Commissioner/Deputy Collector /Ist 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 Tehsildar,

(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 certify that Shri/Smt/Kumari* _____ on/Daughter * of
Shri/Smt* _____ of _____
Village/Town* _____ District/Division* _____
in the _____ State belongs to the _____ Community, which is
recognized as a backward class under :-

- (i) Resolution No 12011/68/93-BCC(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-BCC dated 06/12/96 published in the Gazette of india Extraordinary Part I, Section I, No.210 dated 11/12/1996.
- (v) Resolution No 12011/13/97-BCC dated 03/12/1997. (vi)
Resolution No 12011/99/94-BCC dated 11/12/1997. (vii)
Resolution No 12011/68/98-BCC dated 27/10/1999.
- (viii) Resolution No 12011/88/98-BCC dated 06/12/1999 published in the Gazette of india Extraordinary Part I, Section I, No.270 dated 06/12/1999.
- (ix) Resolution No 12011/36/99-BCC dated 04/04/2000 published in the Gazette of india Extraordinary Part I, Section I, No.71 dated 04/04/2000
- (x) Resolution No 12011/44/99-BCC dated 29/09/2000 published in the Gazette of india Extraordinary Part I, Section I, No.210 dated 21/09/2000.
- (xi) Resolution No 12015/9/2000-BCC dated 06/09/2001. (xii)
Resolution No 12011/1/2001-BCC dated 19/06/2003. (xiii)
Resolution No 12011/4/2002-BCC dated 13/01/2004.
- (xiv) 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/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M No 36012/22/93-Estt(SCT) dated 08/09/1993, which is modified vide Department of Personnel and Training OM No 36033/3/2004 Estt. (Res), dated 09/03/2004, further modified vide OM No 36033/3/2004-Estt(Res) dated 14/10/2008 or the latest notification of the Government of India.

Dated : _____ District Magistrate or

Seal _____ Deputy Commissioner, etc

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

NOTE :-

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 /Ist Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate /Executive Magistrate /Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate)
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar, and
 - (iv) Sub-Divisional Officer of the area where the candidate and /or his/her family resides.

NOTE : II

1. The closing date for receipt of application will be treated as the date reckoning for OBC status of the candidate and also, for assuming that the candidate does not fail 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 of reservation in services as per orders contained in Department of Personnel and Training Office memorandum No 36012/22/93-Estt(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/section (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is notified vide Department of Personnel and Training Office Memorandum No 36033/3/2004Estt(Res) dated 9/3/2004 and further modified vide OM No 36033/3/2004-Estt (Res) dated 14/10/2008 or latest notification of the Government of India.

I also declare that the condition of status /annual income for Creamy Layer of my parents is within prescribed limits as on financial year ending on Mar 31, 2013.

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 verified 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 for production of false certificates.

The closing date for receipt of application will be treated as the date reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the creamy layer. The candidate should furnish the relevant OBC certificate in the format prescribed for Central Government Jobs issued by the competent authority on or before the closing date _____ at 1700 hrs, as stipulated in the notice.

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)

1. It is certified that * Shri / Smt / Km _____ 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

Dated :

Name

(Office Seal)

*** Please delete the words which are not applicable.**