



**THE FERTILISERS AND CHEMICALS TRAVANCORE LTD.
a schedule 'A' multi-divisional Central PSU**

**Requires
Management Trainees (Technical & Non Technical),
Officer(Legal Services) and Asst Manager(Finance).**

The details regarding No. of posts, Qualification and experience requirements are as follows :

Category No	Discipline/Name of the post	Number of vacancies	Reservation #	Requisite Qualification & Experience
MANAGEMENT TRAINEE				
1	Chemical	8	6 UR & 2 OBC(NCL)	Bachelor Degree in Engineering in Chemical /Petrochemical / Chemical Technology / Petrochemical Technology/Petroleum Refining & Petrochemical Engg./ Polymer Technology
2	Mechanical	7	5UR & 2 SC	Bachelor Degree in Engineering in Mechanical /Production/ Manufacturing Engg./Manufacturing Science & Engg.
3	Electrical	3	1UR, 1 ST & 1 OBC(NCL)	Bachelor Degree in Engineering in Electrical / Electrical & Electronics /Electrical & Instrumentation
4	Instrumentation	3	1 UR & 2 OBC(NCL)	Bachelor Degree in Engineering in Instrumentation / Instrumentation & Control / Electronics & Instrumentation / Electrical & Instrumentation
5	Electronics&Communication	3	3 UR	Bachelor Degree in Engineering in Electronics & Communication

6	Civil	1	1 SC	Bachelor Degree in Engineering in Civil
7	Computer Science	2	1 UR & 1 OBC(NCL)	Bachelor Degree in Engineering in Computer Science / Computer Science and Engineering
8	Administration	5*	3UR & 2 OBC(NCL)	MBA/ MSW /PG Degree/ P G Diploma (2 years) in Management. Candidates with specialization in Personnel/ Materials/ Marketing alone will be considered.
9	Marketing	12	8UR, 1 SC, 1 ST & 2 OBC(NCL)	BSc Agriculture from a recognized University/Institute PLUS 2 years` PG Degree/PG Diploma in Management Candidates shall have working knowledge of at least one of the languages viz. Malayalam, Tamil, Telugu, Kannada, in addition to English.
LEGAL				
10	Officer(Legal Services)	1	1 UR	Should have passed LLB and 2 years post-qualification experience in the field.
FINANCE				
11	Asst Manager(Finance)	5	4 UR & 1 OBC(NCL)	CA/ICWA with 3 years post qualification experience in the field.

*** - Out of the 5 in Category no.8, one is reserved for PWD (Persons With Disability) under OH (Orthopaedically handicapped)**

- Reservation eligibility of candidates shall be as per applicable rules in vogue and based on documents evidencing the same.

UR-Unreserved; SC-Scheduled Caste; ST-Scheduled Tribe; OBC-(NCL) Other Backward Community(Non-Creamy Layer).

1. **Essential Qualification:**

- 1.1 Minimum essential educational qualifications required for each Post shall be as indicated above against each post. Engineering Degree can be B.E. / B.Tech. / B.Sc. Engg. Candidates having 5 years B.E / B. Tech. + M.E / M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered in the case of posts under Category no.1 to 7.
- 1.2 Only Full time Regular courses will be considered. This shall include School examinations (Class X and XII) , Graduation and Post Graduation as specified under the qualifications column in Table above.
- 1.3 All qualifications must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions / concerned statutory council (wherever applicable).

1.4 **Percentage of Marks**

- 1.4.1 Minimum 60% marks in aggregate in all the qualifying examinations for Category no.1 to 9 . (Relaxations as per para 2 below)
- 1.4.2 Minimum percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters/years to be calculated taking average of all semesters/years, irrespective of the weightages given to any particular semester/year by the Institute/University.
- 1.4.3 Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes.
- 1.5 Candidates awaiting results of qualifying examination for posts as per Category no. 1 to 9 may also apply, if they have secured the required qualifying percentage in aggregate up to the last semester examination at the time of applying. However, they should produce the marklist of all the semesters / years of the course, with the required qualifying percentage, at the time of interview & Group Discussion or by 30th September 2013 whichever is later, failing which their candidature will not be considered, even if they clear the written test.
- 1.6 Employees of the Company who have the required qualifications shall be considered subject to rules in this regard, as per Company`s internal notification.

2.0 **RELAXATION IN MINIMUM PERCENTAGE OF MARKS IN EDUCATIONAL QUALIFICATIONS :**

- 2.1 Relaxation in minimum percentage of marks in essential qualification will be provided in respect of SC, ST and PWD Candidates as per following -

Wherever minimum percentage of marks have been specified as 60 %, relaxed minimum percentage of marks in educational qualification in respect of SC, ST and PWD candidates is 50 %.

- 2.2 Eligibility of candidates for relaxation in marks shall be as per applicable rules in vogue and based on documents evidencing the same.

3.0 **AGE LIMIT & RELAXATION IN UPPER AGE LIMIT:**

- 3.1 The upper Age Limit is **26 years** as on **01.07.2013** for the posts of Management Trainees in Category no.1 to 8 . The upper Age Limit is **28 years** as on **01.07.2013** for the posts of Management Trainee (Marketing), Officer (Legal Services) and Assistant Manager (Finance).

- 3.2 The upper age limit is relaxable by 2 years for post graduates in Engineering/Technology /Agriculture. Further relaxation in age by 5 years for SC/ST candidates and 3 years for OBC (Non-Creamy Layer) candidates. It is relaxable by 10 years for PWD-General, 15 years for PWD-SC/ST and 13 years for PWD-OBC candidates.

- 4.0 Application fee: Rs 800/- for Unreserved and OBC candidates. (No fee for SC/ST/ PWD candidates)

5.0 **Method of Selection:**

- 5.1 Selection will be made based on written test, group discussion and interview for Category No.1-10. For Category No.11, selection will be based on Interview at Kochi, Kerala.

- 5.2 For Category No 1to10, on the basis of details given in the application, all eligible candidates will be called for a written test of three hours duration on **date that will be notified in our website..** For Category 1 to 9, written test is proposed to be held at New Delhi, Kolkota, Mumbai, Hyderabad, Chennai and Kochi **For Category No 10, written test will be held at Kochi only.** The Company reserves the right to cancel any of the centres if sufficient number of candidates are not available in that centre and in that event candidates will be directed to take the examination at any of the other centres.

- 5.3 The test will consist of 2 parts. Part 1–Management Aptitude consisting of Aptitude, General English and General Knowledge and Part 2–Technical Aptitude / subject knowledge in the respective discipline. The questions will be multiple-choice, objective type and prepared in English. Based on the test score, candidates not less than five times the number of vacancies in each discipline will be called for group discussion and personal interview at Kochi, in the order of merit.
- 5.4 At the time of Group Discussion and Interview candidates will have to produce original documents/ certificates in English or Hindi to prove qualification, Age, Caste, Eligibility for age/marks relaxations etc. Candidates found to be not meeting the eligibility criteria as declared in the online application, on verification of the original documents/ certificates will not be allowed to attend the Group Discussion/Interview.
- 5.5 Candidates called for group discussion and interview, who meet the eligibility criteria on verification of the original documents/ certificates will be paid 2nd class to and fro railway fare in the shortest route as per rules, on production of documentary proof of expense.

6.0 **Emoluments:**

6.1 (Category 1 to 9):

6.1.1 Candidates selected will be offered appointment as Management Trainees on Training for a period of 2 years.

6.1.2 Stipend: Appointed Management Trainees will be paid a consolidated pay of ₹ **23,000/-** per month during first year and ₹ **28,000/-** per month during second year of training.

6.1.3 Absorption: On successful completion of training of 2 years and subject to performance assessment, the Management Trainees will be absorbed in the Managerial cadre in E2 grade of pay (₹ 20600 - 46500) as Engineer/ Officer/Senior Sales Officer. At the start of the scale E2, an Engineer/Officer/ Senior Sales Officer will get around ₹ 39,000/- (Basic+DA+HRA). On absorption, they will be eligible for other perks like medical reimbursement, accommodation in township, local travel allowance for those maintaining vehicles / transport subsidy, subsidized meals, etc. as per rules. Cost to the Company(CTC) at current rates is ₹ 6.30 lakhs approximately.

6.2 Category No.10 – Officer (Legal Services) :

On selection, appointment will be offered in the minimum of the E2 grade of ₹ 20,600 - 46,500 as Officer (Legal Services), on probation for a period

of 1 year. At the start of the scale E2, an Officer will get around ₹ 39,000/- (Basic+DA+HRA). They will be eligible for other perks like medical reimbursement, accommodation in township, local travel allowance for those maintaining vehicles / transport subsidy, subsidized meals, etc. as per rules. Cost to the Company(CTC) at current rates is ₹ 6.30 lakhs approximately.

On successful completion of probation of 1 year and subject to performance assessment, the he/she will be confirmed in the Managerial cadre in E2 grade of pay (₹ 20600 - 46500) as Officer (Legal Services).

6.3 Category No. 11- Assistant Manager (Finance):

6.3.1 On selection, appointment will be offered in the minimum of the E3 grade of ₹ 24,900 – 50,500 as Assistant Manager (Finance), on probation for a period of 1 year. At the start of the scale E3, an Officer will get around ₹ 48,000 /- (Basic+DA+HRA). They will be eligible for other perks like medical reimbursement, accommodation in township, local travel allowance for those maintaining vehicles / transport subsidy, subsidized meals, etc. as per rules. Cost to the Company(CTC) at current rates is ₹ 8.00 lakhs approximately.

On successful completion of probation of 1 year and subject to performance assessment, the he/she will be confirmed in the Managerial cadre in E3 grade of pay (₹ 24,900- 50,500) as Assistant Manager (Finance).

6.4 All the above benefits will be governed by the policy of the Company in force and as amended from time to time.

7.0 **PLACEMENT / ASSIGNMENTS:**

During the Training/ Probation period and/or after absorption, the candidates may be posted at any of the installations/ projects/ offices, etc. of FACT Limited or any of the subsidiaries/ Joint Ventures of FACT Limited or deputed to any Department of Govt. of India/ other PSUs, etc. as per requirement of the Company. The selected candidates may be assigned jobs/functions/assignments as per the business requirements of the company including shift operations.

8.0 **SERVICE AGREEMENT BOND (applicable only to Management Trainees)**

Selected candidates will have to execute a bond to serve the Company for a minimum period of 5 years including training or to pay Rs 1,00,000/- as compensation to the Company for which the candidate will have to furnish a surety bond to be executed by parents/guardian/reliable surety. No

bond is proposed in the case of SC/ST. In the event of a Trainee/Employee under Bond obligation to serve the company for 5 years would like to leave, the liquidated damages may be retrieved in the manner as detailed below:

<u>Period of Training/Service completed under bond obligation</u>	<u>Liquidated damages to be paid</u>
During training period	₹ 1 lakh
Minimum service of 1 year after training period but less than 2 years	₹ 75,000/-
Minimum service of 2 years after training period, but less than 3 years	₹ 50,000/-

9.0 HEALTH/MEDICAL FITNESS:

Appointment to the posts of Management Trainee, Officer (Legal) and Asst. manager (Finance) will be subject to the candidate being medically fit as per the Standards prescribed for the post by the Company.

Every candidate appointed to the post of Management Trainee/ Officer(Legal Services), Asst Manager (Finance) in the Company shall be required to obtain medical fitness certificate before being considered for appointment to the Services of the Company. The opinion of the Medical Officer authorized by the Company in this regard shall be final.

10.0 How to apply

10.1 Application should be submitted in" on-line "mode only. Applications received otherwise will not be considered.

10.2 Candidates should keep the necessary details/documents as follows, ready before trying to upload the application.

- Scanned (digital) image of his/her photograph in JPEG format not exceeding 50 KB
- Scanned (digital) image of his/her signature in JPEG format not exceeding 20 KB
- Scanned copy of caste certificate/OBC (NCL) certificate /disability certificate, in English or Hindi (PDF document in 300 dpi resolution, black and white not exceeding 75 KB in size) to prove eligibility for reservation and/or relaxation in age/marks, if applicable.

- Journal number, Branch code and Date of remittance, after payment of application fee if applicable, through chalan of SBI as detailed in this notification under 10.3.2 .
- Valid e-mail address.

10.3 Procedure for applying online:

10.3.1 Candidates should visit FACT's website www.fact.co.in , read the notification and instructions given therein, and open the link for the registration.

10.3.2 All candidates will have to register online to get their Registration Number. After registration, Unreserved/OBC(NCL) candidates will get a link to download the 3 part Chalan form with Registration Number etc. and fees printed in the Chalan form. Candidates will have to take the print out of the downloaded chalan form for remittance of application fee. Once the 3 part Chalan is downloaded, he/she can remit the prescribed fee of ₹ 800/- (plus bank charges) at any branch of State Bank of India till **1.00 pm on 10.08.2013**. The candidate should ensure that the Journal number, Branch code and date of remittance are entered in the chalan by the SBI official, as these are essential for online application. The candidates shall keep the candidate's copy and FACT's copy with them, to be submitted at a later date when called for.

10.3.3 Once the payment is made, candidates will have to login with the Registration Number and the Date of Birth to submit the application form. While filling the application form they need to enter the Journal number, the branch code, date of remittance etc. entered in the chalan form given by the Bank. The online application will not be valid unless the chalan payment details are entered correctly in the case of Unreserved and OBC candidates.

10.3.4 SC/ST/PWD Candidates should upload the scanned copy of their caste certificate/disability certificate in English or Hindi as the case may be, at the appropriate place prompted by the system. OBC(NCL) category candidates who avail age relaxation should upload the caste certificate in English or Hindi at the appropriate place prompted by the system. The online application will not be valid unless the candidate's caste certificate in the prescribed format is uploaded after completion of the entry in online mode. (formats for SC/ST and OBC(NCL) are appended for reference)

10.3.5 All candidates should upload their recent passport size photograph and signature at the appropriate place when prompted by the system. The online application will not be valid unless the candidate's photo and signature is uploaded after completion of the entry in online mode.

- 10.3.6 Once all the details are entered and the documents uploaded, the candidates will get "Application submitted successfully" prompt and he/she will be permitted to take print-out of the submitted application. An email will be sent automatically to the applicant regarding the status of the application.
- 10.3.7 On verifying the details and on receipt of application fee the web administrator will issue another email with noting 'Application accepted.'
- 10.3.8 Candidates should keep at least 6 copies of recent passport size photograph used for the online application, till the end of the selection process. Candidates shall use the same photograph wherever required in this selection process.
- 11.0 Interested candidates may apply online on or before **10.08.2013** as per instructions given in our website. Applications from Unreserved and OBC candidates without the requisite fee will not be entertained.
- 12.0 One candidate shall apply for any one of the notified posts only.
- 13.0 **Candidates who do not meet the specified requirements need not apply as their applications will be rejected and application fee forfeited.**
- 14.0 Last date for submitting application online is **10.08.2013**.
- 15.0 Applications submitted online through our website only will be considered. Applications submitted through any other mode will not be entertained and will be summarily rejected.
- 16.0 **OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:**
- 16.1 Request for change of Mailing address/ e-mail ID/ category/ discipline as declared in the online application /change in the examination center will not be entertained.
- 16.2 Candidates should possess a valid e-mail ID. Candidates are advised to keep the e-mail ID (to be entered compulsorily in the online application form) active for at least one year. No change in the e-mail ID given in the online application will be allowed once application is submitted online. All future correspondence with candidates shall be done through the email ID given in the online application only. Responsibility of receiving, downloading and printing of notifications, information/ communication etc. will be of the candidate. The company will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate.

- 16.3 Category **(SC/ST/OBC/PWD)** once filled in the online application form will not be changed and no benefit of other category will be admissible later on. The reserved category candidates and PWD candidates are required to submit original caste/ tribe/PWD certificate in the prescribed format of Government of India, issued by Competent Authority, in English or Hindi at the time of Group Discussion/Interview, failing which their candidature will be cancelled. Caste certificate is to be issued by competent authority not below the rank of Tahsildar in the case of SC/ST/OBC candidates and disability certificate issued by a Government Medical Board in the case of PWD candidates.
- 16.4 OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession and such candidates have to indicate their category as "General". The OBC (Non Creamy Layer) candidates are required to submit original certificate (latest) in English or Hindi in the prescribed format of Government of India issued by Competent Authority at the time of Interview, failing which their candidature will be cancelled. The name of the Caste and Community indicated in the OBC (NCL) Certificate must appear in the Central List of Other Backward Classes.
- 16.5 Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer)/PWD (Degree of disability 40% and above) as per Government Directives are applicable.
- 16.6 Candidates employed in Central/State Govt. / PSUs / Autonomous bodies must produce No Objection Certificate (NOC) at the time of Group Discussions/ Interview from their present employer, if they qualify for Group Discussions/ Interview. Candidates may take the requisite approvals from the employer before submitting application, so as to ensure that NOC can be produced at the time of Group Discussions / Interview .In case, the candidate fails to produce the NOC from his/her present employer at the time of Group Discussions / Interview, his/her candidature will be cancelled.
- 16.7 The Company reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever.
- 16.8 The prescribed qualifications and other eligibility conditions are the minimum and mere possession of the same does not entitle a candidate to appear in the selection process. The Company`s decision shall be final in this regard.
- 16.9 Eligibility for calling for written test will be based on the details furnished in the on-line application and declaration made by the applicant. The certificates submitted by the candidates who qualify for the Group

discussion and Interview, will be verified against original certificates produced at the time of the group discussion and interview. Those who do not meet the requirements as to age, qualification, eligibility etc. on verification of the original certificates, will not be considered for selection and no TA will be paid to them even though they qualify in the written test.

- 16.10 Appearing for Written test , Group Discussion and Interview will not confer any right on the applicant for selection. The Company reserves the right to debar/disqualify any candidate at any stage of selection proceedings for any reason whatsoever.
- 16.11 Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- 16.12 Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Kochi Court only.

17.0 Hall Tickets for written test

- 17.1 Hall Tickets will be generated online and eligible candidates shall download their Hall Tickets from our website **between dates that will be notified in our website.**
- 17.2 Candidates reporting without the downloaded hall ticket shall not be allowed to write the test.
- 18.0 Any further notifications regarding this recruitment will be published in our website www.fact.co.in only and will not be published in newspapers. **Candidates are required to check our website regularly to obtain updates on the dates for downloading of hall tickets , date of written test ,Group discussion/Interview, and any other notifications regarding this recruitment.**

CHIEF MANAGER (HR)
The Fertilisers and Chemicals Travancore Ltd.

Udyogamandal,
10.07.2013

**ON - LINE SUBMISSION OF APPLICATION FACILITY WILL BE MADE
AVAILABLE SHORTLY**

Form of Certificate to be produced by a candidate belonging to Scheduled Caste or Scheduled Tribe in support of his claim.

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Smt.*/Kumari*.....
 Son/daughter* of of village/town*
 In District/Division*of the
 State/Union Territory* belongs to the
 Caste/Tribe* which is recognized as a Scheduled
 Caste/Scheduled Tribe*.

Under :

- The Constitution (Scheduled Castes) Order, 1950.
- The Constitution (Scheduled Tribes) Order, 1950.
- The Constitution (Scheduled Caste) (Union Territories) Order, 1951.
- The Constitution (Scheduled Tribe) (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 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976).

- The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.
- The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1956.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967.
- The Constitution (Goa, Damon & Diu) Scheduled Castes Order, 1968.
- The Constitution (Goa, Damon & Diu) Scheduled Tribes Order, 1968.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Castes Order, 1978.
- The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

.....2/-

Application in the case of Scheduled Caste/Scheduled Tribe persons who have migrated
from one State/Union territory

This Certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe certificate issued to Shri/Smt.*.....father/mother of Shri/Smt.*.....of Village/Town*..... in District/Division*..... of the State/Union Territory*..... who belongs to the caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory*.....
Issued by the (name of the prescribed authority) vide their No..... dated.....

%3. 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 Office)

Place:State/Union Territory
Date :

- * Please delete the words which are not applicable.
- Please quote specific Presidential Order.
- % Delete the paragraph which is not applicable.

NOTE: The term 'Ordinarily reside(s)' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / 1st Class Stipendary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluk Magistrate / Executive Magistrate/ Extra Assistant Commissioner. (Not below the rank of 1st Class Stipendary Magistrate).
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer (Lakshadweep Islands).

**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

Sri/Smt./Kum.....Son/Daughter/Wife of

Sri/Smt.....

.....House,

..... Kara,

..... Village,

District, in the State belongs to the
.....Community

which is recognized as a Backward Class under the:

- (i) Resolution No.12011/68/93-BCC(C) dated 10.9.1993 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 10.10.1994, 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 the 24.05.1995, published in the Gazette of India, Extraordinary, Part-I, Section-I, No.88 dated 25.05.1995.
- (iv) Resolution No.12011/44/96-BCC dated 06.12.1996 published in the Gazette of India, Extraordinary, Part-I, Section-I, No.210 dated 11.12.1996.
- (v) Resolution No.12011/68/93-BCC, published in the Gazette of India, Extraordinary, No.129 dated 08.07.1997.
- (vi) Resolution No.12011/12/96-BCC, published in the Gazette of India, Extraordinary, No.164 dated 01.09.1997.
- (vii) Resolution No.12011/99/94-BCC, published in the Gazette of India, Extraordinary, No.236 dated 11.12.1997.
- (viii) Resolution No.12011/13/97-BCC, published in the Gazette of India, Extraordinary, No.239 dated 03.12.1997.
- (ix) Resolution No.12011/12/96-BCC, published in the Gazette of India, Extraordinary, No.166 dated 03.08.1998.
- (x) Resolution No.12011/68/93-BCC, published in the Gazette of India, Extraordinary, No.171 dated 06.08.1998.
- (xi) Resolution No.12011/68/93-BCC, published in the Gazette of India, Extraordinary, No.241 dated 27.10.1999.
- (xii) Resolution No.12011/88/98-BCC, published in the Gazette of India, Extraordinary, No.270 dated 06.12.1999.
- (xiii) Resolution No.12011/36/93-BCC, published in the Gazette of India, Extraordinary, No.71 dated 04.04.2000.

Sri/Smt./Kum..... and/or his/her family
ordinarily resides in the.....District/Division of
the

State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide the G.O.I., DOPT & T's O.M. No.36033/3/2004-Estt. (Res.) dated 14.10.2008.

Dated:

(Seal)

District Magistrate,
Deputy Commissioner, Tahasildar, etc.

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

Competent authorities to issue OBC Certificates are as under: -

- (a) The District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
- (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tahasildar; and
- (d) Sub-Divisional Officer of the area where the candidate and/or his family resides.