

Government of India  
Ministry of Home Affairs  
Directorate General Border Security Force  
(Personnel Directorate: Rectt Section)

### ADVERTISEMENT

Applications are invited from male/ female Indian citizens for appointment to the post of **Assistant Sub Inspector (Stenographer) and Head Constable (Ministerial)** in Border Security Force, Ministry of Home Affairs, Government of India in the pay scale as mentioned against each post plus DA and other allowance as admissible to the member of the Force from time to time as well as accommodation, uniform, LTC and medical facilities etc. The posts are temporary but likely to become permanent.

#### FOR THE POST OF ASI (STENO)

Category	Direct Entry	Departmental	Total
General(UR)	43	09	52
OBC	12	02	14
SC	02	-	02
ST	12	02	14
<b>TOTAL</b>	<b>69</b>	<b>13</b>	<b>82</b>

#### FOR THE POST OF HC(MIN)

Category	Direct Entry	Departmental	Total
General(UR)	167	76	243
OBC	26	11	37
SC	-	-	-
ST	17	07	24
<b>TOTAL</b>	<b>210</b>	<b>94</b>	<b>304</b>

- Note:**
- (a) 10% vacancies are reserved for Ex-servicemen.
  - (b) Vacancies are subject to change (may increase or decrease).
  - (c) SC candidates not claiming any relaxation may also apply against the vacancies of unreserved category.

#### 2. SCALE OF PAY

- (i) ASI(Steno) - Rs.5200 - 20200 with grade pay Rs.2800/- in Pay Band-1.
- (ii) HC(Min) - Rs.5200 - 20200 with grade pay Rs.2400/- in Pay Band-1.

3. ELIGIBILITY CONDITIONS3.1 DIRECT RECRUITMENT

(a)	Educational qualification for <b>ASI(Steno) &amp; HC(MIN)</b>	:	Senior Secondary School Certificate (10+2) examination or Intermediate Or equivalent examination from a Recognized Board of Education or University  <b>OR</b>  Matriculation with three years Diploma in Secretarial Practice or Modern Office Practice or Commercial Practice from a recognized Board of Technical Education.
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- (b) **Typing/Short Hand speed**  
For ASI(Steno) : A minimum speed of Shorthand 70 WPM in English OR in Hindi for 10 minutes. Transcribe of dictation in English in 60 minutes on computer & transcribe of dictation in Hindi in 75 minutes on computer.
- For HC(Min) (Typing Test) : (i) **30 w.p.m in English or 25 w.p.m in Hindi on computers.** (30 w.p.m. and 25 w.p.m. correspond to 9000 KDPH/ 7500 KDPH on an average of 5 key depressions for each word). Time-10 minutes.

(c) PHYSICAL STANDARD FOR ASI(STENO) & HC(MIN)FOR MALE CANDIDATES OF ASI(STENO) & HC(MIN)

- (i) Height : **165 cms** (for all the General Category, the scheduled castes, the scheduled Tribes and other backward classes of the candidates of all States).
- (ii) Chest : Unexpanded – 77 CMs  
Expanded - 82 CMs
- (iii) Weight : Corresponding to Height.

**NOTE :**

- (1) The minimum standard so far as it relates to height may be relaxed to 162.5 cms to Adivasis of all State Governments and Union Territories including Mizos and Nagas.
- (2) The minimum standard so far as it relates to chest measurements may be relaxed from 77 cms unexpanded and 82 cms expanded to 76 cms unexpanded and 81 cms expanded respectively for Adivasis or Mizos or Nagas

**FOR FEMALE CANDIDATES OF ASI(STENO) & HC(MIN)**

- (i) Height : 157 CMs  
(ii) Chest : Not applicable.  
(iii) Weight : Corresponding to Height.

**NOTE :**

- (1) The minimum standard so far as it relates to height may be relaxed to 155 CM in respect of persons belonging to races namely Garhwalis, Kumaonese, Gorkhas, Dogras, Sikkimies, Marathas, persons hailing from Leh & Ladakh, Kashmir Valley, North Eastern States and the state of Himachal Pradesh.
- (2) The minimum standard so far as it relates to height may be relaxed to 152.5 CMs in respect of Adivasis/ Tribals including Mizos and Nagas.

(d) Candidate should be medically fit in all respects. (Visual standard should be 6/6 to right eye and 6/12 left eye or 6/9 both eyes without optical device.

(e) Candidate should not have knock knee/ flat foot/ squint/ colour blindness or any other defect which may render him/ her unfit for service in BSF.

(f) **AGE LIMIT FOR ASI(STENO) & HC(MIN)**

- (i) Between 18 to 25 years (Relaxable for the Government Servants, the Scheduled Caste and the Scheduled Tribes, other backward classes and Ex-serviceman in accordance with the instructions and orders issued by the Central Government from time to time.

**Note:-**The crucial date for determining the age limit shall be closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman, Nicobar Islands and Lakshadweep.

- (ii) Upper age limit is relaxable by 05 years for SC/ST, 03 years for OBC candidates and upto 05 years for Govt. Servants in accordance with the instructions or orders of the Central Government.

- (iii) The age limit for departmental BSF candidates for the post of ASI(Steno) & HC(Min) only for which vacancies are advertised are as under:-

- (a) General Category - Up to 40 years  
(b) Other Backward Class - Up to 43 years  
(c) SCs/ STs - Up to 45 years.

- (iv) The upper age limit will be further relaxable upto 05 years to candidates of Jammu and Kashmir who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989.(Any person intending to avail of the aforesaid relaxation shall submit the certificate from either District Magistrate within whose jurisdiction he had ordinarily resided or any other authority so designated in this behalf by the Govt of J&K to the effect that he had ordinarily been domiciled in the State of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989.

- (v) The relaxation in upper age limit of 05 years shall also be admissible to the children and dependent family members of those who were killed in the communal riots of the year 1984 and Gujrat of the year 2002. For getting this benefit, the children and dependent family members of those killed in the riots should produce a certificate to that effect from the concerned District Collectors. A candidate can apply against vacancies in any State/ UT if he fulfills other conditions, however, to avail of the present relaxation he/ she has to produce the certificate from the District, wherein the

victim was killed. SC/ST/OBC relaxation, as per Govt. instructions will be in addition.

### 3.2 ELIGIBILITY CONDITIONS FOR DEPARTMENTAL(BSF) CANDIDATES

The following categories of BSF personnel would be eligible to appear in the said test as departmental candidates against the reserved vacancies:-

- (a) **FOR THE POST OF ASI(STENO)**- By selection amongst HC(Ministerial) & Constable including Constable(Daftries) of BSF with five and ten years of regular service respectively in the grade and Constable(Tradesman) of BSF with ten years regular service in the grade possessing educational and other qualifications as prescribed under column-3.1. Candidates should be in Medical Category SHAPE-ONE.
- (b) **FOR THE POST OF HC (MIN)** - Amongst Constables including CT(Daftries) of BSF with five years of regular service respectively in the grade and Constable(Tradesman) of BSF with five years regular service in the grade and possessing qualification prescribed in column-3.1. Candidates should be in Medical Category SHAPE-ONE.
- (c) An employee serving in the same rank will not be entitled to apply. However, Constables of BSF/CAPFs who are drawing next grade pay i.e. Rs.2400/- under MACP scheme are entitled to apply for the post of HC(M)/ ASI(Steno).
- (d) Application of Govt. servants(Direct Entry)/ BSF candidates(Departmental) will not be entertained without NOC from their Head of Office.

### 3.3 STANDARD/ CONDITIONS FOR EX-SERVICEMEN

- (a) Physical Standard : Relaxable, Ex-Servicemen with less than two years break after retirement will be given total relaxation in physical standards.
- (b) Educational Qualification : Matriculate. Ex-Servicemen having put in not less than 15 years of service in allied cadre in Army/ Navy/ Air Force will be eligible to compete the test against the vacancies reserved for them.
- (c) Character Certificate : Minimum requirement will be good category certificate.
- (d) Medical Category : SHAPE- ONE
- (e) Age : Relaxable to the extent of military service plus 3 years as provided in DOP&T Notification No.39016/ 10179-Rectt(c) dated 15.12.1979.
- (f) Break in service : Ex-servicemen with service break of more than two years can be recruited only after physical and medical examination and prior verification of character and antecedents like any other candidate from open market. It will not be possible to extend the concession provided to those Ex-Servicemen with less than two years break after retirement, to others having more than two years break in service. (In case of an ex-serviceman who got discharged from Army at own request before completing 5 years of service will not be eligible for recruitment).
- (g) Rank : Equivalent

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#### 4. APPLICATION FORM, FEES AND CENTRE OF EXAMINATION

- 4.1 Proforma of application form has been given as **Annexure-I** to this advertisement.
- 4.2 Each application should be accompanied by a crossed Bank Draft/Postal Order for **Rs.50/- (fifty) as examination fee in favour of authority** to whom the application is addressed, payable at respective SBI/Post office at the location or nearby station. However, SC/ST and Departmental (BSF) candidates are not required to submit examination fee. **Women candidates are exempted from payment of examination fees.**
- 4.3 Candidates willing to appear at any one of the centre mentioned below may apply on the following address of respective centres. Departmental candidates applying for the post will submit the application through proper channel. However, no request for change of selection centre will be entertained on subsequent stages.

CENTRE	CENTRE CODE	TO WHOM APPLICATION TO BE SENT
SRINAGAR	11	The Inspector General, Ftr HQ BSF, Srinagar Sanatnagar, Opp. Indl Estate, Srinagar (J&K)-190003
JAMMU	12	The Inspector General, Ftr HQ BSF, Palaura Camp, Jammu (J&K)-181124
JALANDHAR	13	The Inspector General, Ftr HQ BSF, Jalandhar, BSF Campus, Jalandhar Cantt (Punjab) Pin-144006
JODHPUR	14	The Inspector General, Ftr HQ BSF, Jodhpur, Mandore Road, Jodhpur, Rajasthan-342026
GANDHI NAGAR	15	The Inspector General, Ftr HQ BSF, Gandhinagar, (Gujrat) Pin -382042
DELHI	16	The Commandant, 25 Bn BSF, Chhawla Camp, Najafgarh, New Delhi-110071
BAREILLY	17	The Commandant, 25 Bn BSF, Chhawla Camp, Najafgarh, New Delhi-110071
BANGALORE	18	The Inspector General, Ftr HQ BSF Bangalore, PO-Yelahanka, Bangalore, Karnataka-560064
INDORE	19	The Deputy Inspector General, CSWT BSF Indore, Bijasan Road, Indore (MP)-452005
TEKANPUR	21	The Director, BSF Academy Tekanpur, Gwalior (MP)-475005
HAZARIBAGH	22	The Deputy Inspector General, BSF TC&S Hazaribagh, Meru Camp, Hazaribagh (Jharkhand) – 825317
KOLKATA	23	The Inspector General, Ftr HQ BSF, South Bengal, 2-B, Lord Sinha Road, Kolkata (West Bengal) – 700071
KADAMTALA	24	The Inspector General, Ftr HQ BSF, North Bengal, PO- Kadamtala (Siliguri), Distt- Darjeeling (West Bengal)-734433
GUWAHATI	25	The Inspector General, Ftr HQ BSF Guwahati, PO- Azara, Dist-Kamrup, Guwahati, Assam-781017
IMPHAL	26	The Inspector General, Ftr HQ BSF M&C, Masimpur, PO- Arunachal, Distt- Cachar (Assam) – 788025
AGARTALA	27	The Inspector General, Ftr HQ BSF, Salbagan, Agartala- 799012.
LATUR	28	The Deputy Inspector General, STC BSF Chakur, PO-Chakur, Distt – Latur (Maharashtra) Pin 413513

## 5. SUBMISSION OF APPLICATION

The candidates may utilize the application format given with this advertisement and send the application so as to reach at the above mentioned centers on or before 30 days after publication of this advertisement in Employment News. Last date for receipt of applications in respect of candidates belonging to far flung areas of Himachal Pradesh, Jammu & Kashmir and North Eastern States will be on or before 45 days after publication of this advertisement in Employment News. The applications should be accompanied with attested copies of certificates of proof of age, education qualification, caste, tribe/ hill areas(domicile), wherever applicable.

## 6. SELECTION PROCEDURE FOR ASI(STENO) & HC(M)

The selection shall be held in two phases as under:-

### (a) First Phase

(i) Written Examination:

### (b) Second Phase

- (i) Physical Measurement (PST)
- (ii) Short Hand Test (**only for ASI/Steno**)
- (iii) Typing Speed Test (**only for HC/Min**)
- (iv) Documentation (Checking of Documents)
- (v) Medical Examination.

There shall be sufficient gap between two phases of the tests.

## PHASE-I

### (a) WRITTEN EXAMINATION

The written examination will be conducted at the Selection Centres on the date and time fixed by Pers Dte(Rectt Section) HQ DG BSF which will be communicated on completion of the scrutiny. Admission in written examination will be purely on production of call letter/ admit card dispatched to the eligible candidate by the concerned centres. Written examination will consist of the following five parts:-

PART-I	-	Hindi/ English language.	20 Marks
PART-II	-	General Intelligence	20 Marks
PART-III	-	Numerical Aptitude	20 Marks
PART-IV	-	Clerical Aptitude	20 Marks
PART-V	-	Basic Computer Knowledge	20 Marks
<b>TOTAL</b>			<b>100 Marks</b>

There will be one composite paper for **one hour and forty minutes** duration consisting of above five parts and will be "OMR BASED OBJECTIVE TYPE WITH MULTIPLE CHOICE". Question paper will be printed bilingual i.e. in English and Hindi both. The minimum qualifying marks of written test are as under:-

- i) General Category - 35%
- ii) OBC/SC/ST - 33%

However, number of candidates to be qualified in written examination for 2<sup>nd</sup> phase examination may be restricted to ten times of the number of vacancies.

Note :- There will be no Re-evaluation of OMR sheets.

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6.2 **PHASE-II**

- (a) The candidates declared successful in written examination will be called to appear in the second phase of selection separately
- (b) The candidates found eligible after physical measurement will only be allowed to appear in typing (for HC/M) and Stenography speed test (for ASI/Steno) which will be qualifying in nature and to be cleared separately in each stage.
- (c) **Documentation** (checking of documents) :- Candidates will produce all their original documents of Age proof, Educational qualification, caste certificate & other testimonials/ certificates required for above posts during documentation.
- (d) **Medical Examination:-** The candidates qualifying in PST/typing/ Stenography as the case may be, will be subjected to detailed medical examination so as to assess their fitness for appointment in BSF as per laid down standard. The medical examination will be held immediately after completion of typing/Stenography test.
- (e) The validity of medical examination will be one year.

7. **GENERAL INSTRUCTIONS**

- (a) The application form (**Annexure-I**) must be filled by the candidate in his own handwriting/ typewritten. Correction, if any should be legible and attested by the candidate.
- (b) The envelope containing the application must be super scribed in bold letters as “APPLICATION FOR THE POST OF ASSISTANT SUB INSPECTOR(STENOGRAPHER) OR HEAD CONSTABLE (MINISTERIAL) IN BORDER SECURITY FORCE – 2012.
- (c) Candidates applying for the post of ASI(Steno) and HC(Ministerial) will have to fill up separate form for each post.
- (d) Candidate serving in Government/ Semi Government/ Public Sector undertakings should apply through proper channel alongwith No Objection Certificate from their employer. Same is also required to be submitted at the time of Documentation (checking of documents).
- (e) BSF Departmental candidates will also submit a Service Certificate of qualifying service in present rank & Disc-Vigilance clearance certificate.
- (f) All eligible candidates who apply in response to this advertisement before the closing date will be assigned Registration/ Roll numbers. They will be communicated through call letter for appearing in written examination.
- (g) Incomplete applications or without signature/ NOC & seal of H.O.O.(in case of serving candidates), are liable to be rejected summarily.
- (h) The decision of the selection board with regard to the matters connected with this recruitment will be final in all respects.

- (j) The appointment will be subject to the conditions that the candidates are medically as well as physically Fit. The selected candidates will have to undergo Basic Training at any of the Training Institutions of BSF. The services of those candidates who fail to complete the training successfully are liable to be terminated.
- (k) Government strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
- (l) Women candidates are exempted from payment of examination fees.**
- (m) Selected candidates are liable to be governed by BSF Act and Rules.
- (n) Selected candidates shall be liable to serve any where in India or out side
- (o) Specimen of the application can also be downloaded from BSF website-  
**www.bsf.nic.in.**

## **CHECK LIST**

Following documents should be attached with the application forms:-

- (i) Attested copy of matriculation certificate as a proof of age
- (ii) Attested copies of Educational certificates.
- (iii) Attested Caste certificate in case of SC/ST/OBC candidates. ( As per Proforma given in this advertisement).
- (iv) NOC in case of candidates, serving in BSF/ Central/ State Govt/ Public Sector undertaking.
- (v) Service Certificate of qualifying service in present rank & Disc-Vigilance clearance certificate in respect of BSF departmental candidates.
- (vi) Three latest identical passport size photographs duly attested by a Gazetted Officer (one on application form and admit card each and one to be attached with application)
- (vii) Two self addressed envelopes size 25cms x 12 cms duly affixed postage stamps worth Rs.27/- on each envelop.
- (viii) Application and Admit Card signed by the candidate.
- (ix) Examination fee.
- (x) Copy of discharge certificate in respect of Ex-servicemen.
- (xi) Copy of certificate in support of claim of Adivasis/ Hill areas/ Tribes etc.

  
(BRAJESH KUMAR)  
COMMANDANT(RECTT)  
HQ DG BSF NEW DELHI



**APPLICATION FOR THE POST OF ASI(STENO)/ HEAD CONSTABLE**  
**(MINISTERIAL) IN BSF:2012**  
(For office use only)

Registration No.

Roll No.

(This form should be filled in by the candidate in his own handwriting neatly and legibly in block capitals. It should be completed in all respect and should be accompanied by certified copies of testimonials)

Details of examination fee :-

IPO/DD No. with date \_\_\_\_\_

Amount :- Rs. \_\_\_\_\_

Payable at \_\_\_\_\_

Paste here a copy of your recent passport size photograph (Approx 3.5 x 4.5 cms) duly attested by a GO.

1. Applying for the post of \_\_\_\_\_  
(also tick (√) as applicable below)

	DE	DEPT	Ex-Serviceman
(a) ASI(Steno)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) HC(Min)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Full Name :- \_\_\_\_\_  
( in block letters)

3. Father's Name :- \_\_\_\_\_

4. Sex (Male/Female) : \_\_\_\_\_

5. Present Postal Address: \_\_\_\_\_  
with Telephone/Mob No. \_\_\_\_\_

6. Permanent Address : \_\_\_\_\_  
with Telephone/Mob No. \_\_\_\_\_

7. Nationality : \_\_\_\_\_

8. State : \_\_\_\_\_

9. Name of Centre opted :- \_\_\_\_\_

10. Date of birth (in Christian era, certified copy of Matriculation/ SSLC in support of age. D D M M Y Y  

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11. In case you claim age relaxation, mention the category i.e.SC/ST/OBC/Govt Servant/ resident of J&K, Victim of riots of 1984/ Gujrat-2002, Ex-Serviceman, etc  

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12. Category : 

GEN	SC	ST	OBC
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(tick (√) as applicable)  
(Copy of certificate to be enclosed)
13. Educational qualification : \_\_\_\_\_
14. Particulars of present employment if any with : \_\_\_\_\_  
post and service number/name of department etc. \_\_\_\_\_
15. Personal marks of identification: \_\_\_\_\_

**DECLARATION**

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test/ interview, my candidature will stand cancelled and all my claims for the recruitment forfeited. I also understand that if at any stage I am found by the Selection Board to have used unfair means in the written examination/ test or to have violated any of the Rules/ Regulation governing the conduct of selection process, my candidature can be cancelled or be declared to have failed by the selection board at its sole discretion.

Place : \_\_\_\_\_

Date : \_\_\_\_\_ ( \_\_\_\_\_ )  
Signature of candidate.

Note : Candidates already in Government Service including BSF must submit their application through proper channel with the following certificates duly signed by their employer agreeing to release them, in case finally selected in Border Security Force.

- a. Certified that Shri \_\_\_\_\_ holds a permanent/ temporary post under Central/ State Govt. since \_\_\_\_\_.
- b. Certified also that he has submitted his application to this department/ office on \_\_\_\_\_.
- c. Certified also that Shri \_\_\_\_\_ will be released in case of his selection for the post of ASI(Steno)/ HC(Min) in Border Security Force.

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature of Head of Office  
Department with Official Seal

**RECRUITMENT FOR THE POST OF ASI(STENO)/ HEAD CONSTABLE**  
**(MINISTERIAL) IN BSF:2012**

Regt No. \_\_\_\_\_

Roll No. \_\_\_\_\_

**( TO BE FILLED BY CANDIDATE )**

**ADMIT CARD**

Paste here a copy of your recent passport size photograph (Approx 3.5 x 4.5 cms) duly attested by a GO

1. Name of candidate : \_\_\_\_\_

2. Name of Post applied for : \_\_\_\_\_

3. Father's Name : \_\_\_\_\_

4. Date of Birth : \_\_\_\_\_

5. Correspondence Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Category : \_\_\_\_\_

7. Personal mark of Identification : \_\_\_\_\_

\_\_\_\_\_  
(Signature of Candidate)

**( TO BE FILLED BY OFFICE )**

8. Centre of Examination : \_\_\_\_\_  
(To be filled by the Office)

9. Date of written Examination : \_\_\_\_\_.

10. Duration : From \_\_\_\_\_ to \_\_\_\_\_

11. Time of reporting : \_\_\_\_\_.

Date	Signature	Signature of invigilator

**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. / Kum. \_\_\_\_\_ Son / 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 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.  
(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.  
(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.  
(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.  
(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.  
(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.  
(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.  
(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.  
(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.  
(x) 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.  
(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 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. 12011/4/2002-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. / Kum. \_\_\_\_\_ and / or his family ordinarily  
reside(s) in  
the \_\_\_\_\_ District / Division of \_\_\_\_\_ 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 08/09/93 which is  
modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004 & dated 14/10/2008.

Dated: \_\_\_\_\_

District Magistrate / Deputy Commissioner / Competent Authority

Seal

NOTE:

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.  
(b) The authorities competent to issue Caste Certificates 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 family resides.

**DECLARATION BY OBC CANDIDATE REGARDING**  
**NON-CREAMY LAYER STATUS**

I, \_\_\_\_\_ Son of Shri \_\_\_\_\_ resident  
of village/town/city \_\_\_\_\_ district \_\_\_\_\_  
State \_\_\_\_\_ hereby declare that I belong to \_\_\_\_\_  
community which is recognized as a backward class by the Government of India for the purpose of  
reservation in services as per orders contained in DOP&T OM No. 36012/22/93-Estt. (SCT) dated  
08.09.93. It is also declared that I do not belong to persons /sections (**Creamy Layer**) mentioned in  
column 3 of the Schedule to the above referred Office Memorandum dated 08.09.93.

**Signature of the applicant (OBC Candidate)**

**ANNEXURE – ‘III’**

**FORM OF CERTIFICATE TO BE SUBMITTED BY THE CANDIDATES THOSE WHO  
INTEND TO AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT**

Certified that Shri \_\_\_\_\_ S/O Shri  
\_\_\_\_\_ is permanent resident of village  
\_\_\_\_\_ Post \_\_\_\_\_ Tehsil/Taluka \_\_\_\_\_ District  
\_\_\_\_\_ of \_\_\_\_\_ State.

**2. It is further certified that :-**

\* Residents of entire area mentioned above are considered as (Garhwalies, Kumaounies, Dogras, Marathas, Sikkimies) for relaxation in height and chest measurement for recruitment in the Para Military forces of the Union of India.

\* He belongs to Himachal Pradesh/Leh & Laddakh/Kashmir Valley/North Eastern States and is considered for relaxation in height and chest measurement for recruitment in the Para Military forces of Union of India.

\* He belongs to \_\_\_\_\_ Tribals/Adivasis Community and is considered for relaxation in height and chest measurement for recruitment in the Para military forces of the Union of India.

Dated :

Place :

Signature \_\_\_\_\_  
District Magistrate/  
Sub Divisional Magistrate/Tehsildar  
(with seal of office)

\* Delete/Strike of whichever is not applicable.

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO  
SCHEDULED CASTE OR SCHEDULED TRIBE APPLYING FOR APPOINTMENT TO  
POSTS UNDER THE GOVERNMENT OF INDIA

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the Sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or 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 in 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 certificates and not any other attested or true copy.

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

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognised as a Scheduled Castes/Scheduled Tribes\* 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 (Modification) Order, 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Reorganization Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976)

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956.

The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.

The Constitution (Dadra 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 (Uttar Pradesh) Scheduled Tribes Order 1967 @.

The Constitution (Goa, Daman & Diu) Scheduled Castes Order 1968 @.

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @.

The Constitution (Nagaland) Scheduled Tribes Order 1970 @.

The Constitution (Sikkim) Scheduled Castes Order 1978 @.

The Constitution (Sikkim) Scheduled Tribes Order 1978 @.

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989 @.

The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990 @.

The Constitution (Scheduled Tribes) Orders (Amendment) Ordinance, 1991 @.

The Constitution (Scheduled Tribes) Orders (Second Amendment) Act, 1991 @.

The Constitution (Scheduled Tribes) Orders (Amendment) Ordinance, 1996

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2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration. This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/Mother of Shri/ Shrimati/ Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimati/Kumari and /or\* his/her family ordinarily reside(s) in village/ town\* \_\_\_\_\_ of District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_.

Signature  
Designation  
(with seal of office)

Place \_\_\_\_\_  
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 People Act, 1950.

\*\* The authorities competent to issue Caste/Tribe Certificates:

a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
c) Revenue Officers not below the rank of Tehsildar.
d) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

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