# OFFICE OF THE INSPECTOR GENERAL, BIHAR SECTOR, CENTRAL RESERVE POLICE FORCE, ASHIYANA-DIGHA ROAD, P.O.- ASHIYANA NAGAR, PATNA (BIHAR) :: 800 025

#### **ADVERTISEMENT**

1. Recruitment for the post of Constable (General Duty) for **Male** candidates who are permanent resident of Aurangabad, Gaya and Jamui districts of Bihar State will be carried out through special rally system for filling up vacancies in CAPFs, i.e., **BSF, CISF, CRPF, SSB & ITBP** at following recruitment centres:-

Name of District	Full Address of Rally Centre where rallies will be held
Auragabad	Block Office, Navi Nagar, Aurangabad
Gaya	Raj Samposit High School, At-Barachatti, Gaya
Jamui	215 Bn, CRPF, Distt Police Line, Jamui

#### 2. SCHEDULE OF RECRUITMENT PROCESS:

The recruitment rally will commence from **27/5/2013**. The candidates belonging to particular block in each district are required to report at the rally centre at **0700 hours** on the date as mentioned below for registration:

Name of the district – Aurangabad:-

<u> </u>	nsiler 7terangabaa:
Date of registration	Name of block from which candidates are to be registered
27/05/2013	Aurangabad and Barun
28/05/2013	Daudnagar, Deo and Goh
29/05/2013	Rafiganj, Haspura and Kutumba
30/05/2013	Madanpur, Nabinagar and Obra

Name of the district – Gaya:-

Date of	Name of block from which candidates are to be registered
registration	
27/05/2013	Belaganj, Imamganj, Khizirsarai, Konch, Mohra & Tekari,
28/05/2013	Dobhi, Dumaria, Gaya Town, Gurua, Tankuppa & Wazirganj
29/05/2013	Amas, Atri, Bathani, Fathepur, Mohanpur & Paraiya
30/05/2013	Banke Bazar, Barachatty, Bodhgaya, Guraru, Manpur &
	Sherghati

#### Name of the district - Jamui :-

Date of registration	Name of block from which candidates are to be registered
27/05/2013	Chakai, Jhajha & Sono
28/05/2013	Barhat, Gidhaur & Laxmipur
29/05/2013	Islam Nagar Aliganj, Sikanddra & Khaira
30/05/2013	Jamui

On reporting of the candidates at the recruitment centre, their application form (as per **Appendix-A**) will be collected by the recruitment board and their name will be registered by giving them a registration slip for appearing in the recruitment process. Recruitment process will continue thereafter till completion of review medical examination. Necessary announcement in this regard will be made by the recruitment board on day to day basis for the information of candidates.

#### **3.** District & category wise vacancies for each CAPF are as under :-

LWE	В	SF		C	SF			C	RPF		S	SB	IT	BP		GRA	ND	TOTA	۸L
DISTRICT	ST	TO	G	0	ST	TO	Ŋ	0	SC	TO	SC	TO	SC	TO	G	0	S	S	TO
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AURANGABAD	170	170	04	10	01	15	10	05	69	84	07	07	80	80	14	15	84	171	284
GAYA	170	170	04	10	01	15	10	05	69	84	07	07	08	80	14	15	84	171	284
JAMUI	170	170	04	10	01	15	10	05	69	84	07	07	80	80	14	15	84	171	284
TOTAL	510	510	12	30	03	45	30	15	207	252	21	21	24	24	42	45	252	513	852

#### Note:-

(1)	10% vacancies are reserved for Ex-servicemen in each category.
(2)	Vacancies are subject to variation i.e., increase/decrease. The posts are

temporary but likely to be permanent.

#### 4. DISTRICT OF DOMICILE:-

The candidates belonging to Aurangabad, Gaya and Jamui districts of Bihar State will only be considered for recruitment at respective recruitment centre on production of valid Domicile certificate issued by the competent authority so authorized by the concerned State authority. No candidate belonging to other districts including other L.W.E. districts of Bihar State will be allowed to participate in the rally. The recruitment rally is being organised only for the candidates belonging to above 03 Naxal affected districts. Category wise vacancies will be filled up from amongst the suitable candidates belonging to particular district.

#### 5. PAY AND ALLOWANCES AND OTHER FACILITIES :-

Pay scale for the post of Constable (General Duty) will be Rs.5200-20200 plus Grade Pay Rs.2000/-. In addition, the post will carry dearness allowances / Ration Money as admissible from time to time, free accommodation, free uniform, free medical facilities, free leave pass once in a year during leave as admissible under rules in the Force.

#### 6. **ELIGIBILITY CRITERIA**:-

#### (A) NATIONALITY / CITIZENSHIP

A candidate must be a citizen of India.

#### (B) EDUCATION QUALIFICATION

The candidate must have passed matriculation examination or its equivalent from a Board or university recognized by the Central or State Govt.

#### (C) AGE LIMIT

Between 18 to 23 years as on 01/01/2013.

#### Note:-

- 1) The upper age limit is relaxable for SC, ST & OBC in accordance with the Government orders on the subject on producing the caste certificate issued by the competent District authority as per attached Appendix-B (for SC/ST) & Appendix-C (for OBC) respectively.
- 2) Candidates should note that only the date of birth as recorded in the Matriculation / secondary Examination certificate or an equivalent certificate available on the date of appearing in recruitment alongwith application will be accepted by the Board for determining the age and no subsequent request for its change will be considered or granted.
- 3) The age relaxation available to different category of eligible candidates as on the date of reckoning are as under:-

Category	Age-relaxation permissible beyond the Upper age limit
SC/ST	05 years
OBC	03 years
Ex-Service- men (Genl)	03 years after deduction of military service rendered from the actual age as on the date of reckoning.
Ex-Service- men (OBC)	06 years (03 years + 03 years) after deduction of military service rendered from the actual age as on the date of reckoning.
Ex-Service- men (SC/ST)	08 years (03 years + 05 years) after deduction of military service rendered from the actual age as on the date of reckoning.

## (D) PHYSICAL STANDARDS TEST:

SI	State	Hei-	Chest	Weight
No		ght		
1.	For all except	170	80 Cms (Unexpanded)	Proportionate
	ST category	Cms	(Minimum expansion 05	to height and
			Cms)	age as per
2.	ST	160	76 Cms (Unexpanded)	medical
	candidates	Cms	(Minimum expansion 05	standard
			Cms)	

#### (E) PHYSICAL EFFICIENCY TEST:

05 KMs race to be completed within 24 minutes. No PET will be held for Ex-Servicemen. However, they will be required to qualify in the medical examination.

#### (F) EYE SIGHT :-

- (i) The minimum distance vision should be 6/6 & 6/9 of both the eyes without correction, i.e., without wearing of glass.
- ii) Further, colour blindness will be a disqualification for the post and if at any stage of their service career, if they are found to be colour blind, they will be boarded out as per SHAPE Policy in vogue.
- iii) The candidates must not have knock knee, flat foot, varicose vein or squint in eyes. They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties. They should conform to the medical standards prescribed by the Force and should be declared fit by the Medical Officers of CAPFs. The medical certificate obtained from elsewhere will not be entertained.

## (G) <u>EX-SERVICEMEN</u>:

Ex-serviceman means a person, who has served in any rank whether as combatant or non-combatant in regular Army, Navy and Air Force of the Indian union and:

- (a) Who either has been retired or relieved or discharge from such service whether at his own request or being relieved by the employer after earning his or her pension or
- (b) Who has been released from such service on medical grounds attributable to military service / circumstances beyond his control and awarded medical or other disability pension or
- (c) Who has been released, otherwise than on his own request from such service as a result of reduction in establishment: or
- (d) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity and include personnel of the Territorial Army of the following categories namely:-
  - (i) Pension holders for continuous (embodied) service.
  - (ii) Persons with disability attributable to military service : and
  - (iii) Gallantry award winner.

(e) For recruitment of Ex-servicemen for the post of Constable (General Duty) in CAPFs:-

(a) Physical Standard : Total relaxation(b) Medical Category : SHAPE-1 (One)

(c) Character : Exemplary / Very Good / Good

(d) Education : Total relaxation.

(e) Age limit :

Age concession for Ex-servicemen will be allowed in accordance with the orders issued by the Govt. of India from time to time and they will be allowed to deduct Military service from their actual age and such resultant age should not exceed the prescribed age limit by more than three years.

- (f) PET will not be held for Ex-servicemen. However, they will be required to qualify in medical examination.
- (g) In case vacancies reserved for Ex-servicemen remained unfilled due to non-availability of eligible or qualified candidates, the same shall be filled by candidates from "non-Ex-Servicemen category".

#### 7. APPLICATION :-

Application form will be submitted by the candidates direct to the Board at the recruitment centre in the prescribed format as per **Appendix-A.** The candidates should ensure that they fulfill all the eligibility conditions for the post. Their admission at all the stages of the examination will be purely provisional, subject to satisfying prescribed eligibility conditions. If on verification, at any time before or after the written test and medical examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

#### 8. APPLICATION FEE:-

No application fee from any candidate will be charged.

#### 9. **BOARD'S DECISION FINAL**

The decision of the Recruitment Board in all matters relating to eligibility, acceptance or rejection, penalty for false information, mode of selection, conduct of examination(s), and selection will be final and binding on the candidates and no appeal/enquiry/correspondence will be entertained in this regard.

### 10. HOW TO APPLY

The recruitment will be conducted by special rally system at all the identified Districts of LWE State at the respective places as stated in para-1. Candidates are required to report at the recruitment centre with a duly filled application form as per proforma attached in **Appendix-A.** The application should be typewritten or neatly hand written on one side of foolscap plain paper. Application is required to be accompanied by photographs of following documents:-

- (a) Two recent passport size photograph (one should be pasted on the application form. The other photograph will bear the name and signature of the candidate on the reverse).
- (b) Copies of Matriculation certificate as proof of educational qualification and date of birth.
- (C) A valid "Domicile Certificate" issued by the competent authority so authorized by the concerned State.
- (d) Any other certificate in support of additional qualification.
- (e) Those candidates who wish to claim relaxation on the basis of caste should produce relevant documents as per Appendix- "B & C" in support thereof, viz. caste certificate in respect of candidates belonging to SC/ST/OBC from a revenue Officer not below the rank of Tehsildar. OBC candidates will also submit a certificate of competent authority whether he is in the creamy layer of OBC category or not.
- (f) Those candidates who wish to claim relaxation under the Ex-servicemen category should produce documents in support thereof.
- (g) Candidates should also bring original documents with them in addition to attested copies and should be produced on demand.

#### 11. SELECTION PROCEDURE

#### (1) <u>REGISTRATION</u>

On reporting of candidate at Rally Centre, Application will be collected and name will be registered by allotting Roll Number on the spot. For accessing to rally ground, identity proof, i.e., Domicile Certificate, Adhar No., Voter ID Card and Ration Card etc. could be accepted. The details scrutiny of the eligibility will not be undertaken by the board at the time of PET/PST and candidates prima-facie eligible will be allowed to appear in PET/PST.

#### (2) (A) HEIGHT BAR TEST

At the very beginning, candidate will be asked to go through the height bar and thereby ineligible candidates with lesser height will get eliminated.

#### (B) <u>RACE (05 KMs)</u>

Candidates who are found eligible on height parameters will undergo PET (race) which shall consist of 05 kilometers race to be completed within 24 minutes which will be of qualifying nature.

#### (C) <u>IDENTIFICATION</u>

Those who qualify in the race will be subjected to the modern biometric methods to obviate impersonation by the candidates. The biometric methods will be used at all stages of the recruitment (in the absence of computer based biometric equipments, thumb impression, digital photograph and any specific identifying mark in the body will be used).

#### (D) PHYSICAL STANDARD TEST

Those who are found eligible on Bio-metric identification will be subjected to height, chest and weight measurement. Relaxation in height & chest (as the case may be) will be permissible only on production of required certificate.

#### (E) APPEAL

Appeals from candidates who are not satisfied with their physical measurement will be accepted. If candidate is found to be within the prescribed PST standard, they will be forwarded to next selection process in continuation.

# (3) WRITTEN EXAMINATION: 100 MARKS

- (a) The candidates who qualify in the PST & PET will be required to appear in written test.
- (b) The written test will be conducted on non-OMR based system consisting of **objective type multiple choice questions** to be answered using a pen. The question paper will be of 100 marks comprising of at least **100 questions** for **02 hours** duration.
- (c) The question paper will be set to assess the General awareness, General knowledge, knowledge of elementary mathematics, analytical aptitude and ability to observe and distinguish patterns and to test the basic knowledge of the candidate in English/Hindi.

- (d) All questions will be of objective multiple choice type. Questions will be set bilingually in Hindi and English. Accordingly, the papers can be answered in any of these languages.
- (e) While all the question papers in an examination may contain the same set of questions, the question papers may be in different series, which will have the questions in different order.
- (f) The cut off percentage of marks for qualifying in written examination will be as under:-

General and Ex-servicemen : 35% SC/ST/OBC : 33%

#### (4) MEDICAL EXAMINATION.

- (a) Only those candidates who have scored above the cutoff marks fixed in written examination will be called to appear in the medical examination. The number of candidates to be declared qualified in written test will be equal to number of vacancies, increased by average failure rate during last medical examination determined on the basis of past experience.
- (b) The candidates will be medically examined to assess their physical & medical fitness as prescribed in the eligibility conditions.
- (c) Medical tests (X-Ray & Laboratory) shall be conducted by Medical Officers of CRPF as prescribed in eligibility criteria only for such candidates who are found fit. No appeal will lie if the candidate is declared unfit in X-Ray or in other test/examination.
- (d) The medical officer while carrying out medical examination will declare the candidate "FIT" or "UNFIT". In no case, a candidate will be declared "temporary unfit".
- (e) The testimonials/certificate of the candidate will be checked at the medical examination stage by the Board.

#### (5) REVIEW MEDICAL EXAMINATION.

(a) However, the candidates declared medically unfit may file an appeal /representation within 15 days of rejection by the Medical Officer in prescribed proforma (enclosed as Appendix-'D). The appeal panel shall decide their appeal within a period of one month of the date of rejection. If found medically fit by appeal panel, the candidate will be recruited subject to availability of vacancies and subject to his making merit criteria fixed for final selection.

(b) Declaring a candidate fit in medical examination will not be a guarantee for appointment as final selection is made in order of merit and limited to availability of vacancies in respective categories.

#### 12. DRAWAL OF FINAL MERIT LIST

- (1) After completion of review medical examination, district / category wise merit list in each category namely General, SC, ST, OBC & Ex-servicemen will be drawn separately on the basis of the aggregate marks obtained in written test by the candidate.
- (2) As per Govt. of India policy for reservation and concession, SC, ST and OBC candidates who are selected on their own merit without relaxed standards alongwith candidates belonging to general category, will not be adjusted against the reserve share of vacancies. Such SC, ST and OBC candidates will be accommodated against the general / unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs and OBCs candidates which will, thus, comprise of SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.
- (3) In case tie in marks in written examination, the merit list will be prepared in the following order:-
  - (a) The candidate older in age will get preference.
  - (b) If the tie still persists, it will be finally resolved by referring to the alphabetical order of names, i.e., a candidate whose name begins with the alphabet which comes first in the alphabetical order will get preference.
- (4) Appointment to the candidates will be given only after securing place in merit list limited to availability of vacancies in respective categories.

#### 13. FINAL SELECTION

- (1) The final selection of the candidates will be made in order of merit in each category as per allotment of vacancies.
- (2) The cut off percentage of marks for appointment will be as under:-

General and Ex-servicemen : 35% SC/ST/OBC : 33%

(3) The list of finally selected candidates will be displayed on the notice board of recruitment centre and CRPF website.

- (4) Allocation of candidates to these CAPFs, i.e., BSF, CISF, CRPF, SSB & ITBP will be made in order of merit-cum-choice with reference to vacancy notified as above.
- (5) Offer of appointment will be issued as per the availability of vacancies in each category in order of merit by the respective CAPFs.
- (6) An undertaking shall be taken from all the selected candidates at the time of joining that if at any stage of their service career, they are found to be colour blind, they will be boarded out as per the SHAPE Policy in vogue and enclosed with their Service Records.

#### 14. OTHER CONDITIONS

- (1) Only **MALE** candidates can apply.
- (2) Before applying, candidates are advised to go through the detailed instructions contained in this notice of advertisement carefully.
- (3) Candidates belonging to the physically handicapped category are not eligible to appear in the recruitment rally.
- (4) Only single application will be entertained. Candidature in respect of multiple applications will be rejected outrightly without any notice to such candidates.
- (5) Canvassing in any form or bringing outside influence will disqualify the candidate concerned.
- (6) Candidates will have to appear for the selection at their own expenses and risk and no TA/DA will be admissible. They should also make their own arrangements for stay during recruitment.
- (7) The department will not be responsible for any accident or injury or loss sustained during the course of test.
- (8) Candidates appointed will be liable to serve within or outside the Territory of India.
- (9) In case of candidates appointed in CAPFs and thereafter seeking resignation or discharge as per rule shall be required to remit to the Govt. a sum of equal to three months pay and allowances or the cost of training imparted to him which is higher.

- (10) On appointment, candidate shall be governed under New Defined Contributory Pension Scheme effective from 01/01/2004.
- (11) Mobile phone & accessories and other electronic gadgets are banned within the premises of recruitment centre. Candidature of candidates in possession of such gadgets in the recruitment centre will be cancelled forthwith. The Board considers such possession as adopting unfair means.
- (12) The process of PST/PET shall be preferably video graphed.

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Sd/- 29-04-2013 ( **Sanjiv Sharma** ) *PMG* DIG(Adm) Bihar Sector, CRPF, Patna

# APPLICATION FOR RECRUITMENT TO THE POST OF CONSTABLE (GENERAL DUTY) IN CAPFS IN LWE AFFECTED DISTRICTS

Recent passport size photograph (approx 3.5 X 4.5 Cms)

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10.	Religion (Tick √the correct one)	Hindu	Muslim	Sikh	Christia	n Budhist	Others			
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11.	Educational qualification	n I			ediate Graduate Post					
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12.	Physical Standard:- (a) Height (in CMs) (b) Chest (in CMs) (c) Weight (in KGs)	: Une	•		Cms Ex	xpanded	Cms			
13.	Particulars of present en with post and service	mploym	ent if any							
14.	Are you Ex-servicemen				Yes/No -	-				
15.	Whether claiming age/	height r	elaxation		Yes/No -	-				
16.	Preference for CAPFs, (BSF-A, CISF-B, CRPF-C,	SSB-D, IT	BP-E)	Pref-	1 Pref-2	Pref-3 Pre	f-4 Pref-5			
		DEC	LARATION	<u>l</u>						
any in or after recruit by the examin conductor to have	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 ineligible being detected before or after the test, my candidature will stand cancelled and all my claims of the recruitment will stand forfeited. I also understand that if at any stage, I am found by the selection board to have used unfair means in the PET/PST/Written examination or to have violated any of the Rules/Regulations governing in the conduct of selection process, my candidature can be cancelled or be declared to have failed by the selection board at its sole discretion.									
Date	:				(		١			
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(Application not signed by the candidate will be rejected)

1.	Name of Rally centre	:	
2.	Registration No.	:	Date
3.	Roll No, allotted	:	
4.	Remarks	:	

# FORMAT FOR SC/ST CERTIFICATE

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

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/Scheduled Tribes Certificate issued to Shri/Shrimati\* .....

Father/mother*	of Shri/Shrimati/ Kumari*
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	in the State/Union Territory* issued by the dated
village/town*	and/or* his/her family ordinarily reside(s) in of District / Division* e State/Union Territory of
	Signature Designation ( with seal of Office)
Place	
Date	

Note: The terms ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

- \* Please delete the words which are not applicable
- \*\* Applicable in the case of SCs, STs persons who have migrated from one State/UT.

#### List of authorities empowered to issue caste/Tribe Certificate:

- i) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner /Additional Deputy Commissioner/ Dy. Collector/1st Class stipendiary Magistrate/Sub Divisional Magistrate/Extra Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii) Revenue Officers not below the rank of Tehsildar.
- iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

# FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVT. OF INDIA

	This is to certify thatson/daughter ofof age
i)	Resolution No. 12011/63/93-BCC dated 10 <sup>th</sup> September, 1993, published in the Gazette of India Extraordinary – Part 1, No. 186 dated 13 <sup>th</sup> September, 1993.
ii)	Resolution No. 12011/9/94-BCC dated 19 <sup>th</sup> October, 1994, published in the Gazette of India Extraordinary – Part 1, Section 1, No. 163 dated 20 <sup>th</sup> October 1994.
iii)	Resolution No. 12011/7/95-BCC, dated the 24 <sup>th</sup> May, 1995, published in the Gazette of India Extraordinary – Part 1, Section 1, No. 88 dated 25 <sup>th</sup> May, 1995.
iv)	Resolution No. 12011/96/44-BCC dated 9th March, 1996.
v)	Resolution No. 12011/44/96-BCC dated the $6^{th}$ December, 1996, published in the Gazette of India – Extraordinary - Part I, Section 1, No. 210, dated $11^{th}$ December, 1996.
vi)	Resolution No. 12011/13/97-BCC dated 3 <sup>rd</sup> December, 1997.
vii)	Resolution No. 12011/99/94-BCC dated 11th December, 1997.
viii)	Resolution No. 12011/68/98-BCC dated 27th October, 1999.
lx)	Resolution No. 12011/88/98-BCC dated 6 <sup>th</sup> December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No. 270, 6 <sup>th</sup> December, 1999.
x)	Resolution No. 12011/36/99-BCC dated 4 <sup>th</sup> April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No. 71 dated 4 <sup>th</sup> April, 2000.
xi)	Resolution No. 12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section –I, No. 210 dated 21.9.2000.
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Dated:

Seal

District Magistrate or

Deputy Commissioner etc.

- **Note-I** (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 Certificate are indicated below:-
    - 1) District Magistrate/Additional District Magistrate/ Collector/
      Deputy Commissioner /Additional Deputy Commissioner/ Dy.
      Collector/1st Class Stipendiary Magistrate/Sub Divisional
      Magistrate/Taluka Magistrate/Executive Magistrate/Extra
      Assistant Commissioner (not below the rank of 1st Class
      Stipendiary Magistrate).
    - 2) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/Presidency Magistrate.
    - 3. Revenue Officer not below the rank of Tehsildar.
    - 4) Sub-Divisional Officers of the area where the candidate and/or his family resides.

<u>NOTE-II:</u> The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs.

# **CERTIFICATE PROFORMA FOR REVIEW MEDICAL EXAMINATION**

i, Di Certify that i have examined		
Shri/Smt./Kumari		
who has been declared medically unfit due		
to for the recruitment of CT/GD in CAPFs. After		
careful examination and investigation, it is opined that Shri / Smt./Kumari		
is / is not suffering from		
2. The certificate is given in full knowledge of the fact that the candidate		
nas already been rejected being unfit for appointment by a Medical Officer.		
(Signature of the candidate with Roll No. and name)		

Signature of Medical Officer (with Name and seal)