

**HQ MADRAS ENGINEER GROUP AND CENTRE, BANGALORE**  
**EMPLOYMENT NOTICE**

**LAST/CLOSING DATE FOR RECEIPT OF APPLICATIONS AT MADRAS ENGINEER**  
**GROUP AND CENTRE, BANGALORE : 01 OCTOBER at 5 P.M.**

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 **Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Sivan Chetty Garden Post, Bangalore - 560042.**

Ser No	Name of the post	No of vacancies	Reserved for	Pay Band (PB)/ Grade Pay (GP)/ Group	Minimum educational / technical qualifications
1.	Lower Division Clerk (LDC)	02	SC - 01 Gen - 01	PB-1 – Rs 5200-20200/- GP - Rs 1900/- General Central Services, Group 'C', Non-Gazetted, Ministerial (Non- Gazetted)	<b><u>Essential</u></b> (a) 12 <sup>th</sup> Class <b><u>or</u></b> equivalent qualification from a recognised Board <b><u>or</u></b> University; (b) Must have a speed of <b>35 words per minute</b> in English Typing <b><u>or</u></b> <b>30 words per minute</b> in Hindi Typing on <b>Computer</b> .
2.	Store Keeper - III (SK-III)	02	Gen-02	PB-1 – Rs 5200-20200/- GP - Rs 1900/- General Central Services, Group 'C', Non-Gazetted, Ministerial (Non- Gazetted)	<b><u>Essential</u></b> Higher Secondary pass <b><u>or</u></b> its equivalent <b><u>Desirable</u></b> (a) Minimum one year experience in Similar work (b) Knowledge of computers in MS Word (c) Certificate course in Store keeper/store Management

Ser No	Name of the post	No of vacancies	Reserved for	Pay Band (PB)/ Grade Pay (GP)/ Group	Minimum educational / technical qualifications
3.	<b>Civilian Trade Instructor (CTI)</b> in the following trades:-			<b>PB-1 – Rs 5200-20200/- GP - Rs 1900/-</b>  <b>General Central Services, Group ‘C’, Non-Gazetted, Ministerial (Non- Gazetted)</b>	<u><b>Essential</b></u>  (a) Matriculation <u>or</u> equivalent with Industrial Training Institute/National Certificate of Trade & Vocational Training in the concerned trade.  (b) Should have adequate skill and knowledge of imparting training to recruits.
(a)	Surveyor Field <b>(Regimental surveyor) (Tech)</b>	<b>03</b>	<b>ESM (SC) - 1</b> <b>Gen – 1</b> <b>OBC - 1</b>		
(b)	Painter & Decorators	<b>03</b>	<b>P/H (Ortho)-1 (UR)</b> <b>Gen – 1</b> <b>OBC -1</b>		
(c)	Carpenter & Joiners (Artisan Wood work)	<b>04</b>	<b>Gen - 2</b> <b>OBC - 1</b> <b>ESM (OBC) -1</b>		
(d)	Mason (Artisan Construction )	<b>04</b>	<b>Gen - 3</b> <b>OBC - 1</b>		
(e)	Plant Driver	<b>04</b>	<b>Gen - 3</b> <b>OBC - 1</b>		
(f)	Operator Excavatory Machinery/ ARTEM (OEM)	<b>04</b>	<b>Gen - 1</b> <b>OBC - 1</b> <b>ESM (Gen) -2</b>		

Ser No	Name of the post	No of vacancies	Reserved for	Pay Band (PB)/ Grade Pay (GP)/ Group	Minimum educational / technical qualifications
	<b>Civilian Trade Instructor (CTI)</b> in the following trades:-				<p><b><u>Essential</u></b></p> <p>(a) Matriculation <b>or</b> equivalent examination with Industrial Training Institute/National Certificate of Trade &amp; Vocational Training in the concerned trade.</p> <p>(b) Should have adequate skill and knowledge of imparting training to recruits.</p>
(g)	Draughtsman Field (Regimental surveyor) (Tech)	<b>01</b>	<b>Gen - 01</b>	<p><b>PB-1 – Rs 5200-20200/-</b> <b>GP - Rs 1900/-</b></p> <p><b>General Central Services, Group ‘C’, Non-Gazetted, Ministerial (Non- Gazetted)</b></p>	
(h)	Artisan (Metallurgy)	<b>02</b>	<b>ESM</b> <b>Gen – 01</b> <b>OBC - 01</b>		
(j)	Printer and Compositor	<b>02</b>	<b>Gen -01</b> <b>SC - 01</b>		
(k)	Fitter	<b>02</b>	<b>Gen - 01</b> <b>SC - 01</b>		
(l)	Machinist	<b>01</b>	<b>SC - 01</b>		
(m)	Electrician	<b>01</b>	<b>SC – 01</b>		
(n)	Engineer Artificer	<b>02</b>	<b>Gen - 01</b> <b>SC - 01</b>		
<b>Total</b>		<b>33</b>			

Ser No	Name of the post	No of vacancies	Reserved for	Pay Band (PB)/ Grade Pay (GP)/ Group	Minimum educational / technical qualifications
4.	Safaiwala <b><u>MULTI-TASK-STAFF</u></b>	07	ESM (Gen) – 6 ESM - PH (OH) - 1	PB-1 – Rs 5200-20200/- GP - Rs 1800/- General Central Service Group ‘C’ (Erstwhile Group ‘D’) Non-Industrial, Non-Ministerial.	<b><u>Essential</u></b> Matriculation pass <b><u>or</u></b> equivalent from a recognised Board. <b><u>Desirable.</u></b> Conversant with the duties of a Safaiwala with One year experience in the trade.
5.	Gardener <b><u>MULTI-TASK-STAFF</u></b>	11	ST - 1 Gen - 5 ESM (Gen) - 1 ESM (OBC) -3 OBC - 1	PB-1 – Rs 5200-20200/- GP - Rs 1800/- General Central Service Group ‘C’ (Erstwhile Group ‘D’) Non-Industrial, Non-Ministerial.	<b><u>Essential</u></b> Matriculation pass <b><u>or</u></b> equivalent from a recognised Board. <b><u>Desirable.</u></b> Conversant with the duties of a Gardner with One year experience in the trade.
6.	Watchman <b><u>MULTI-TASK-STAFF</u></b>	06	Gen – 3 ESM (Gen) - 3	PB-1 – Rs 5200-20200/- GP - Rs 1800/- General Central Service Group ‘C’ (Erstwhile Group ‘D’) Non-Industrial, Non-Ministerial.	<b><u>Essential</u></b> Matriculation pass <b><u>or</u></b> equivalent from a recognised Board. <b><u>Desirable.</u></b> Conversant with the duties of a Chowkidar with One year experience in the trade.
7.	Civilian Messenger <b><u>MULTI-TASK-STAFF</u></b>	03	ESM Gen - 1 ESM (OBC)- 2	PB-1 – Rs 5200-20200/- GP - Rs 1800/- General Central Service Group ‘C’ (Erstwhile Group ‘D’) Non-Industrial, Non-Ministerial.	<b><u>Essential</u></b> Matriculation pass <b><u>or</u></b> equivalent from a recognised Board. <b><u>Desirable.</u></b> Conversant with the duties of a Messenger with One year experience in the trade.

Ser No	Name of the post	No of vacancies	Reserved for	Pay Band (PB)/ Grade Pay (GP)/ Group	Minimum educational / technical qualifications
8.	Lascar <b><u>MULTI-TASK-STAFF</u></b>	06	ESM (Gen) - 4 ESM (OBC)- 2	PB-1 – Rs 5200-20200/- GP - Rs 1800/- General Central Service Group ‘C’ (Erstwhile Group ‘D’), Industrial.	<b><u>Essential</u></b> Matriculation pass <b><u>or</u></b> equivalent from a recognised Board. <b><u>Desirable.</u></b> Conversant with the duties of a Lascar with One year experience in the trade.

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

(a) **FOR LOWER DIVISION CLERK ONLY :**

One Paper	Subject (All parts will be Objective Multiple Choice Type)	No of Questions	Marks	Minimum Passing Marks	Total Duration/ Timing of Examination for General Candidates	Total Duration/ Timing for visually Handicapped Candidates
Part – I	General Intelligence (Objective Multiple Choice Type)	50	50	<b>66 Marks</b>	<b>2 Hours  11.00 A.M. to 01.00 P.M.</b>	<b>2 Hours and 20 Minutes  11.00 A.M. to 01.20 P.M.</b>
Part –II	English language (Basic Knowledge) (Objective Multiple Choice Type)	50	50			
Part - III	Numerical Aptitude (Basic arithmetic skill) (Objective Multiple Choice Type)	50	50			
Part - IV	General Awareness (Objective Multiple Choice Type)	50	50			
<b>Total</b>		<b>200</b>	<b>200</b>			

**(b) FOR GROUP 'C' (ERSTWHILE GROUP 'D') EMPLOYEES ONLY (MULTI TASK STAFF)**  
**(Safaiwala, Gardner, Watchmen, Civilian Messenger and Lascar only)**

<b>One Paper</b>	<b>Subject (All parts will be Objective Multiple Choice Type)</b>	<b>No of Questions</b>	<b>Marks</b>	<b>Minimum Passing Marks</b>	<b>Total Duration/ Timing of Examination for General Candidates</b>	<b>Total Duration/ Timing for visually Handicapped Candidates</b>
Part – I	General Intelligence & Reasoning <b>(Objective Multiple Choice Type)</b>	25	25	<b>50 Marks</b>	<b>2 Hours</b>  <b>11.00 A.M. to 01.00 P.M.</b>	<b>2 Hours and 20 Minutes</b>  <b>11.00 A.M. to 01.20 P.M.</b>
Part – II	General Awareness <b>(Objective Multiple Choice Type)</b>	50	50			
Part - III	General English <b>(Objective Multiple Choice Type)</b>	50	50			
Part - IV	Numerical Aptitude <b>(Objective Multiple Choice Type)</b>	25	25			
<b>Total</b>		<b>150</b>	<b>150</b>			

**(c) FOR STORE KEEPER –III ONLY**

<b>One Paper</b>	<b>Subject (All parts will be Objective Multiple Choice Type)</b>	<b>No of Questions</b>	<b>Marks</b>	<b>Minimum Passing Marks</b>	<b>Total Duration/ Timing of Examination for General Candidates</b>	<b>Total Duration/ Timing for visually Handicapped Candidates</b>
Part - I	General Knowledge and Computer Basic Knowledge <b>(Objective Multiple Choice Type)</b>	50	50	<b>66 Marks</b>	<b>2 Hours</b>  <b>11.00 A.M To 01.00 P.M</b>	<b>2 Hours and 20 Minutes</b>  <b>11.00 A.M To 01.00 P.M</b>
Part - II	General ability Test <b>(Objective Multiple Choice Type)</b>	50	50			
Part –III	Mathematics <b>(Objective Multiple Choice Type)</b>	50	50			
Part - IV	Trade Test Store Keeping /Store Management <b>(Objective Multiple Choice Type)</b>	50	50			
<b>Total</b>		<b>200</b>	<b>200</b>			

3. **Scheme of Examination** : The written test will comprise of **SIX PARTS** and will have **Paper I and Paper II** as per the details mentioned below :-

(a) **FOR CIVILIAN TRADE INSTRUCTORS (CTIs) ONLY**

<b>One Paper</b>	<b>Subject (All parts will be Objective Multiple Choice Type)</b>	<b>No of Questions</b>	<b>Marks</b>	<b>Minimum Passing Marks</b>	<b>Total Duration/ Timing of Examination for General Candidates</b>	<b>Total Duration/ Timing for visually Handicapped Candidates</b>
<b>Common to all Categories of Civilian Trade Instructors (CTIs)</b>						
<b>Paper – I : Part - I to V Basic Subjects</b>						
Part – I	Mathematics <b>(Objective Multiple Choice Type)</b>	40	40	<b>66 Marks</b>	<b>3 Hours</b>	<b>3 Hours and 20 Minutes</b>
Part – II	Physics <b>(Objective Multiple Choice Type)</b>	25	25			
Part - III	Chemistry <b>(Objective Multiple Choice Type)</b>	15	15			
Part – IV	Computer Science <b>(Objective Multiple Choice Type)</b>	10	10			
Part – V	Current Affairs & General Knowledge <b>(Objective Multiple Choice Type)</b>	10	10			
<b>Paper II (Part VI) for particular trade (Objective Multiple Choice Type) Special skill in particular Trade i.e., Surveyor Field, Draughtsman Field, Painter &amp; Decorators, Carpenter &amp; Joiner, Mason, Plant Driver , Operator Excavatory Machinery/ ARTEM , Printer &amp; Compositor, Electrician , Fitter, Machinist, Artisan (Metallurgy) and Engine Artificer</b>		50	100			
<b>Total</b>		<b>150</b>	<b>200</b>		<b>11.00 A.M. to 02.00 P.M.</b>	<b>11.00 A.M. to 02.20 P.M.</b>

4. Detailed syllabus for Written Examination of Lower Division Clerk (LDC), Storekeeper Grade – III (SK-III), Group ‘C’ (Erstwhile Group ‘D’) (Multi Task Staff ) (Safaiwala, Gardner, Watchmen, Civilian Messenger and Lascar), Paper I (Part I to IV), Civilian Trade Instructors (CTIs) Paper I (Part I to V) and Paper II (Part VI) for particulars trades of Surveyor Field, Draughtsman Field, Painter & Decorators, Carpenter & Joiner, Mason, Plant Driver, Operator Excavatory Machinery/ ARTEM, Printer & Compositor, Electrician, Fitter, Machinist, Artisan (Metallurgy) and Engine Artificer are available at “Indian Army” website on Internet having ID address <http://indianarmy.nic.in> and at HQ MEG & Centre Website on Internet having IP address <http://madrassappersassociation.org>. Same can be viewed and down loaded.
5. Language of Question-Paper-cum-Answer Sheet for all Categories/trades as mentioned at Para 2 and Para 3 above. 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.
6. The selection will be made strictly on the basis of merit. The selection process will comprise of Written Test, Typing Test (Only for LDC), skill test and interview.
7. Typing Test (Only for LDC), Skill Test and Interview Candidates who pass in **Written Exam** will be issued with Call Up letter to appear in **Typing Test (only for LDC) on computer, Skill Test and Interview** for all categories. Candidates will bring their Admit Card issued by MEG & Centre to appear for written test/skill test/interview. **Candidates NOT found in possession of Admit Card will NOT be permitted.**
8. Candidates who will qualify **Typing Test (Only for LDC) on Computer** will be called for **Interview on the same day on which Typing Test (Only for LDC) will be conducted.** Methodology adopted for conduct of **Typing Test (Only for LDC)** is available along with Syllabus of LDC on “Indian Army” website on Internet having ID address <http://indianarmy.nic.in> and at HQ MEG & Centre Website on Internet having IP address <http://madrassappersassociation.org>. Same can be viewed and down loaded. Candidates will bring their Admit Card issued by MEG & Centre to appear for **Written Test/Typing Test/Interview.** Candidates NOT found in possession of Admit Card will NOT be permitted.
9. Final merit will be decided on the basis of marks obtained in the **Written Test, Typing Test (Only for LDC) on computer, 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.



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

## **Citizenship**

### **1. A Candidate must be either :-**

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

Provided that a candidate who belongs to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate for eligibility has been issued by the Govt of India.

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

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

## **Minimum Qualification**

2. 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.

3. 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**

4. 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.**

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

6. If wrong entries are made by the candidates in the application form, their applications will be rejected and HQ MEG & Centre will not be responsible for such rejection. No representation against such rejection will be entertained.

7. Application filled in on the format used for previous recruitment **or** some other advertisement will not be considered. The candidates should further note that Application Form will **NOT** be supplied by HQ MEG & Centre. Same can be downloaded from **“Indian Army” website on Internet having ID address <http://indianarmy.nic.in> and HQ MEG & Centre website on Internet having IP address [“http://madrassappersassociation.org”](http://madrassappersassociation.org)** . Same can be viewed and down loaded.

8. Candidates claiming reservation Concessions against SC/ST/OBC/Ex-Servicemen/Disability and other reserved categories shall ensure that attested copy of the certificate as issued by the competent authority is enclosed as per the format/forms mentioned against each :-

- (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 Undertaking to be given by Ex-Servicemen as per **Annexure 5.**

- (e) Form of Certificate for Defence Personnel as per **Annexure 6.**
- (f) No Objection Certificate from OIC Records in terms of AO 78/79, in case of serving Army personnel who does not falls under the category as mentioned at Para 1 of AO 78/79.
- (g) Form of Certificate to be submitted by Central Government Civilian Employees seeking age relaxation as per **Annexure 7.**
- (h) Disability Certificate as per **Annexure 8.**
- (j) Form of Medical Certificate to be produced by the **PHYSICALLY HANDICAPPED CANDIDATES WHO SEEK EXEMPTION FROM APPEARING IN THE TYPEWRITING TEST FOR LOWER DIVISION CLERK** as per **Annexure 9.**

9. Candidates should ensure that the seal of the attesting officer clearly indicates rank and office to which he is attached. The competent authorities for issue of Caste Certificate are indicated below :-

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

### **Disqualifications**

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

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

11. 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**

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

13. **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, HQ MEG & Centre, Bangalore.

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

15. **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/Typing Test).

**Action against candidates found Guilty of Misconduct.**

16. 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.

17. 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.

18. 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 or 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.

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

- (a) Dates of examinations will be intimated to the eligible candidates later on through calling 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) Defence Civilian Employees already in HQ MEG & Centre, Bangalore, whether in permanent **or** temporary capacity other than casual are not required to submit the application through proper channel. The date for determining the eligibility of all candidates in every respect shall be the normal closing date prescribed for receipt of application.
- (f) Candidates whose 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 Up Letter and Admit Card.**
- (g) New entrants to Govt Service, entering on **or** after 01<sup>st</sup> Jan 2004 are governed by the New Defined Pension System (known as New Pension Scheme).

- (h) Application received after last date due to postal delay **or** any other reason will be summarily rejected. Madras Engineering Group and Centre, Bangalore will not be responsible for any postal delay in respect of any communication.
- (j) Candidates should note that only one date of birth as recorded in the matriculation, Higher secondary examination certificate will be accepted.
- (k) **Application not accompanied by attested photograph, attested copies of civil education certificates or incomplete application form and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.**
- (l) **Original certificates should not be sent with the application. These should be produced at the time of Typing Test (only for LDC)/Skill Test and Interview alongwith one set of attested photocopies for depositing with Madras Engineering Group and Centre, Bangalore.**
- (m) The Commandant, Madras Engineering Group and Centre, Bangalore reserves the right to change the number of vacancies, if necessary as and when required.
- (n) The candidates must clearly super scribe “**Application for the post of “\_\_\_\_\_”**” on the Top of the envelope in Capital Letters along with category (UR/SC/ST/OBC/PH/Ex-Servicemen) which should be clearly written in **BLOCK CAPITAL** letters on the top of envelope.
- (o) Ex-servicemen certificate should have been issued by the Competent Authorities. Photocopy of Discharge Certificate and PPO Should also be enclosed duly attested by a Gazetted Officer alongwith application form.
- (p) 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.
- (q) The Ex-servicemen candidate also have to give an undertaking in the format as per **Annexure 5**.
- (r) Candidates applying against a reserved post must enclose supportive documents viz., Caste certificate, Disability certificate, Non creamy layer certificate in case of OBC etc. in support of their claim belonging to the reserved category. Only attested copies of certificates (from Gazetted Officer) in support of Educational Qualification/Technical Qualifications, Experience, Caste, Date of Birth, PH and Ex-Servicemen are to be enclosed with the application.

(s) Incomplete **or** unsigned applications and without Left/Right Thumb Impression **or** applications not accompanied by attested copies of certificates **or** applications received at HQ MEG & Centre after the last date for receipt of applications **or** without two additional photograph will be summarily rejected without any intimation to the candidate and no correspondence with this regards will be entertained.

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

(u) **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 Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Sivan Chetty Garden Post, Bangalore-560042 so as to reach on **or** before **01 OCTOBER 2012** upto 5 P.M.

(v) **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 Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Sivan Chetty Garden Post, Bangalore-560042 so as to reach on **or** before **08 OCTOBER 2012** upto 5 P.M for the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangti Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and residing abroad. **APPLICATIONS RECEIVED LATE WILL NOT BE ENTERTAINED.**

(w) Candidates living with more than one spouse **or** married another spouse while the first is alive; are not eligible to apply.

(x) **Perks and benefits** : Besides minimum pay with Grade Pay, DA, CGHS facilities, the posts carry usual allowances and other benefits which includes HRA **or** Govt accommodation (subject to availability), traveling allowance etc.

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

20. **Typing Test (ONLY FOR LDC)** Candidates who pass in **Written Exam** will be issued with Call Up letter to appear in **Typing Test on Computer**. Candidates who will qualify **Typing Test on Computer** will be called for **Interview on the same day on which Typing Test will be conducted**. Candidates will bring their Admit Card issued by MEG & Centre to appear for **Written Test/Typing Test/Interview**. **Candidates NOT found in possession of Admit Card will NOT be permitted.**



21. **Skill Test and Interview** Candidates who pass in **Written Exam** will be issued with Call Up letter to appear in **Skill Test and Interview for the post of Storekeeper Grade-III, CTIs (all trades) Safaiwala, Gardner, Watchmen, Civilian Messenger and Lascar**. Candidates will bring their Admit Card issued by MEG & Centre to appear **for written test/skill test/interview. Candidates NOT found in possession of Admit Card will NOT be permitted.**
22. Any other documents supporting their candidature i.e, Sports/Cultural activities duly attested by the Gazetted Officer will also be attached alongwith application form.
23. Specific benefits for Women Employees
- 180 days Maternity leave upto two children.
  - 45 days leave for miscarriage including abortion.
  - 730 days child care leave upto two children.
  - Rs 1000/- Per Month special allowance to women with disability for child care for two years upto two children.
  - Posting of Husband and wife at the same station, subject to approval by Integrated HQ of MoD (Army) and availability of vacancy.
24. **Documents.** All Original documents/Certificate alongwith ONE sets of photocopy duly attested by Gazetted Officer will be brought by the Candidates at the time of Typing Test/Skill Test and Interview.
25. **Age limit** :
- 18-25 for all posts as on 01 OCTOBER 2012 i.e., not born earlier than 02 OCTOBER 1987 and not later than 01 OCTOBER 1994.**
  - The crucial date for determining the age limit shall be the last date for receipt of application.
  - The age relaxation will be applied only in case of candidates who produce the valid certificates of caste/category. OBC candidates should also produce non-creamy layer certificate as per **Annexure 4.**
  - Candidates should note that the Date of Birth as recorded in the Matriculation /Secondary Examination Certificate **or** equivalent certificate available on the date of submission of application only will be accepted by HQ MEG & Centre, Bangalore for determining the age, eligibility and no subsequent request for its change will be considered **or** granted.
  - For Ex-servicemen Only.** The date of birth as recorded in discharge book and PPO will only be considered as final.

26. Category – Codes for claiming Age Relaxation as on the date of reckoning :-

Ser No	Category of persons to whom age concession is admissible	Authority (O.M./Notification No)	Age-Relaxation permissible beyond the Upper age limit
(a)	<b>SC/ST</b>	<i>Notification No 2/101/72-Estt(D) dated 07.03.1974</i>	5 years
(b)	<b>OBC</b>	<i>O.M. No. 43013/2/95-Estt.(SCT) dt 25.01.1995 O.M.No. 36012/22/93-Estt(SCT) dt 22.10.1993</i>	3 Years
(c)	<b>PH</b>	<i>No.43019/28/86-Estt.(D) dt 01.02.1999 read with O.M. No. 26035/3/2004-Estt(Res.) dt 29.12.2005</i>	10 Years
(d)	<b>PH+ OBC</b>	<i>No.43019/28/86-Estt.(D) dt 01.02.1999 read with O.M. No. 26035/3/2004-Estt(Res.) dt 29.12.2005</i>	13 years
(e)	<b>PH+SC/ST</b>	<i>No.43019/28/86-Estt.(D) dt 01.02.1999 read with O.M. No. 26035/3/2004-Estt(Res.) dt 29.12.2005</i>	15 years
(f)	<b>Ex-Servicemen (Unreserved / General)</b>	<i>Notification No.39016/10/1979-Estt.(c)dt 15.12.1979</i>	03 Years after deduction of the military service rendered from the actual age as on the crucial date.
(g)	<b>Ex-Servicemen (OBC)</b>	<i>Notification No.39016/10/1979-Estt.(c)dt 15.12.1979</i>	06 Years (3 Years + 3 Years ) after deduction of the military service rendered from the actual age as on the completion of date of skill Test.
(h)	<b>Ex-servicemen (SC/ST)</b>	<i>Notification No.39016/10/1979-Estt.(c)dt 15.12.1979</i>	08 years (3 Years +5 years) after deduction of the military service rendered from the actual age as on the closing date.

Ser No	Category of persons to whom age concession is admissible	Authority (O.M./Notification No)	Age-Relaxation permissible beyond the Upper age limit
(j)	<b>Central Govt. Civilian Employees (General/ Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date.</b>	<i>O.M.No.15012/1/88-Estt(D) dated 30.01.1980</i> <i>O.M.No.15012/1/88-Estt(D) dated 20.05.1988</i>	Upto 40 years of age.
(k)	<b>Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date.</b>	<i>O.M.No.15012/1/88-Estt(D) dated 30.01.1980</i> <i>O.M.No.15012/1/88-Estt(D) dated 20.05.1988</i>	Upto 43 Years of age.
(l)	<b>Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date.</b>	<i>O.M.No.15012/1/88-Estt(D) dated 30.01.1980</i> <i>O.M.No.15012/1/88-Estt(D) dated 20.05.1988</i>	Upto 45 Years of age
(m)	<b>Candidates who had ordinarily been domiciled in the state of Jammu &amp; Kashmir during the period 01.01.1980 to 31.12.1989 (Unreserved /General)</b>	<i>GSR 915(E) dated 30.12.2011</i> <i>GSR 208(E) dated 10 .04.1997</i> <i>GSR 826(E) dated 27.12.1999</i> <i>GSR 919(E) dated 20.12.2001</i> <i>GSR 879(E) dated 10.11.2003</i> <i>GSR 707(E) dated 06.12.2005</i> <i>GSR 761 (E) dated 07.12.2005</i> <i>GSR 839 (E) dated 23.11.2009</i>	5 Years
(n)	<b>Candidates who had ordinarily been domiciled in the state of Jammu &amp; Kashmir (OBC)</b>		08 Years
(o)	<b>Candidates who had ordinarily been domiciled in the state of Jammu &amp; Kashmir (SC/ST)</b>		10 years

<b>Ser No</b>	<b>Category of persons to whom age concession is admissible</b>	<b>Authority (O.M./Notification No)</b>	<b>Age-Relaxation permissible beyond the Upper age limit</b>
(p)	<b>Widow/ divorced women/women judicially separated and who are not remarried (Unreserved/General)</b>	<i>O.M. No 15012/13/1979-Estt(D) dt 19.01.1980</i> <i>O.M. No 15012/1/82-Estt(D) dt 06.09.1983</i>	Upto 35 Years of age
(q)	<b>Widow/ divorced women/women judicially separated and who are not remarried (OBC)</b>	<i>O.M. No 15012/13/1979-Estt(D) dt 19.01.1980</i> <i>O.M. No 15012/1/82-Estt(D) dt 06.09.1983</i>	Upto 38 Years of age
(r)	<b>Widow/ divorced women/women judicially separated and who are not remarried (SC/ST)</b>	<i>O.M. No 15012/13/1979-Estt(D) dt 19.01.1980</i> <i>O.M. No 15012/1/82-Estt(D) dt 06.09.1983</i>	Upto 40 Years of age
(s)	<b>Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (Unreserved/General)</b>	<i>O.M.No. 39016/5/1981-Estt.(C) dt 21.02.1981</i>	3 years
(t)	<b>Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC)</b>	<i>O.M.No. 39016/5/1981-Estt.(C) dt 21.02.1981</i>	6 (3+3) years
(u)	<b>Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)</b>	<i>O.M.No. 39016/5/1981-Estt.(C) dt 21.02.1981</i>	8 (3+5) years
(v)	<b>Service Clerks in the last year of their colour service in the Armed Forces (Unreserved/ General)</b>		Upto 45 Years of age

<b>Ser No</b>	<b>Category of persons to whom age concession is admissible</b>	<b>Authority (O.M./Notification No)</b>	<b>Age-Relaxation permissible beyond the Upper age limit</b>
(w)	<b>Service Clerks in the last year of their colour service in the Armed Forces (OBC)</b>		Upto 48 Years of age
(x)	<b>Service Clerks in the last year of their colour service in the Armed Forces (SC/ST)</b>		Upto 50 Years of age
(y)	<b>Retrenched census employees of Office of Registrar General of India (Unreserved /General) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)</b>	<i>Notification No. 2/101/72-Estt(D) dt 07.03.1974</i>	<b>3 Years Plus length of service rendered by them connection with census, before retrenchment and Weightage of past service.</b>
(z)	<b>Retrenched census employees of Office of Registrar General of India (OBC) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)</b>	<i>Notification No. 2/101/72-Estt(D) dt 07.03.1974</i>	<b>DO+ 3 Years</b>
(aa)	<b>Retrenched census employees of Office of Registrar General of India (SC/ST) (They will be considered only for offices under RGI in their order of merit and subject to availability of vacancies)</b>	<i>Notification No. 2/101/72-Estt(D) dt 07.03.1974</i>	<b>DO+ 5 Years</b>

27. **DECISION** : The decision of the Commandant, HQ MEG & Centre in all matters relating to eligibility, acceptance **or** rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and interviews, allotment of examination centres, selection and allotment of trades/posts to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

28. **COURTS JURISDICTION** : Any dispute in regard to this recruitment will be subject to courts/tribunals located at Bangalore only.

29. **For Ex-Servicemen Only.**

(a) Ex-Servicemen who have already secured employment in civil side under Central Government in Group 'C' & 'D' Posts on regular basis after availing of the benefits of reservation given to Ex-servicemen for their Re-employment are **NOT** eligible for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for age relaxation only.

(b) The period of "Call up service" of an Ex-Serviceman in the armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

(c) For any serviceman of the three Armed Forces of the Union to be treated as Ex-serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the post/service, the status of Ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed forces within the stipulated period of one year from the closing date.

(d) **Explanation – I** : An ex-Serviceman **means** a person who has served in any rank of whether as combatant or non-combatant in the Regular Army, Navy, Air force of the Indian Union and

(i) Who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or

(ii) 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

(iii) Who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or

(iv) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request **or** by way of dismissal **or** discharge on account of misconduct **or** inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely:-

- (aa) Pension holders for continuous embodied service,
- (ab) Persons with disability attributable to military service; and
- (ac) Gallantry award winners.

(e) **Explanation –II** : The persons serving in the Armed Forces of the Union, who on retirement from Service, would come under category of “Ex-serviceman” may be permitted to apply for Re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-serviceman but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of Union.

**(f) AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EX - SERVICEMEN.**

(g) Service Clerks in the **last year** of their colour service in the Armed Forces, i.e those who are due for release from the Army during the period **02 October 2012 to 01 October 2013** are only eligible for age-relaxation.

(h) As per Supreme Court direction dated 24.02.1995 in appeal No 731-69 of 1994, Age relaxation will be available for the Group-‘C’ Posts in the O/o RGI (Registrar General of India) for retrenched census employees as under :-

- (i) Age relaxation by 3 years plus length of service rendered by them in connection with census, before retrenchment,
- (ii) Weightage of past service.

**30. Venue, date and time of the Written Examinations will be intimated to the eligible candidates later on through Call Up letters and Admit Cards.**

**31. Venue, date and time of the Typing Test/Skill Test and Interview will be intimated to the candidates who pass in Written Examination later on through Call Up letters and Admit Cards.**

32. Written Examination Centre for all the above posts/vacancies will be **KENDRIYA VIDYALAYA MEG & CENTRE, SAINT JOHN’S ROAD, BANGALORE-560042 ONLY**

33. Candidates will have to attend all the tests/selection pertaining to the above recruitment process at their own cost. No **TA/DA** will be paid to them for Written Test/Skill Test/Typing Test and Interview.

34. Candidates living with more than one spouse or married another spouse while the first is alive; are **NOT** eligible to apply.
35. **HQ MEG & Centre** will not be responsible for non receipt of applications due to any postal delay. Applications recd after the due date will not be considered for any reasons and will be rejected without any intimation.
36. **HQ MEG & Centre** reserves the rights to cancel or modify this notification without assigning any reasons thereof.
37. Canvas in any form shall disqualify the candidates. No enquiry/correspondence will be entertained.
38. **Caution to all Applicants** : Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the HQ MEG & Centre through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.

39. **GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN EXAMINATION**

- (a) **A consolidate chart of candidates indicating Roll Numbers, From –To with allocation of Room Number at prominent places in the KENDRIYA VIDYALAYA MEG & CENTRE, SAINT JOHN’S ROAD, BANGALORE-560042** compound, such as Entry Gate, Notice Boards of each floor and also in the room of the Centre superintendent will be available. This important information is to ensure that candidates do not face any difficulty.
- (b) Candidates will use only blue/Black Ball Point Pen for writing the Question Paper-Cum-Answer sheets and Attendance Sheet for each paper. Use of pencil is strictly prohibited and will not be permitted in any case.
- (c) Roll Number Chart will be pasted in each room / examination hall, showing the allotment of candidates in that room / examination hall.
- (d) Candidates will neither fold Answer sheet nor make any stray marks on it.
- (e) Candidates who are in possession of **call up letter and admit card affixed with Hologram** issued by MEG & Centre will only be permitted to appear in written examination.
- (f) **Call letter and admit card** will be produced by the candidates on demand at the venue/main gate as well as at examination hall. Hologram will be tallied with the available sample and photograph of the candidate.
- (g) Reporting time of the candidate is **0830 hrs** at **KENDRIYA VIDYALAYA MEG & CENTRE, SAINT JOHN’S ROAD, BANGALORE-560042.**



- (h) Candidates should be seated in the examination hall well before time so that examination is conducted as per the scheduled time. Candidates arriving late up to **30 minutes** will be permitted to appear in the examination.
- (j) Relatives/ friends of the candidates will not be allowed to move around the premises of the Examination Centre before and after the examination hours in order to avoid any security risks / hazards.
- (k) Candidates should maintain strict discipline while in the examination venue as well as in the premises of the Exam Centre failing which their candidature may be rejected at the discretion of the Presiding Officer.
- (l) Candidates will **NOT** be given any **TA/DA** or any other type of **allowance** for the journey performed by them for attending the examination. In case of any query from candidates the same may be once again clarified accordingly.
- (m) Candidates will bring their own writing material such as pen, pencil.
- (n) Candidature of the candidates will be rejected, if found to be using any unfair means or violating the discipline in or around the examination centre.
- (o) Candidates will not carry any textual material, printed or written, bits of papers, calculators, side rules, log table, electronic watches with facilities of calculator, pager, mobile phone, electronic device or any other material except the Call up letter and Admit Card inside the examination hall/ room.
- (p) Candidates should leave books, notes or any other material outside the premises of the Examination Centre i.e, **KENDRIYA VIDYALAYA MEG & CENTRE, SAINT JOHN'S ROAD, BANGALORE-560042.**
- (q) Candidates written work / examination will be considered Null and void under the following conditions:-
  - (i) Quoting an incorrect name and other particulars.
  - (ii) Leaving identification of any sort or using answer sheet(s) with any identification mark/stamp of any kind is prohibited.
  - (iii) Use of ink other than colors Royal/Navy Blue or Black will be considered as an attempt to leave identification mark.
- (r) In case a candidate receive any such Question Paper-Cum-Answer Sheet mentioned above he/her must get it replaced immediately.
- (s) Using Question Paper-Cum-Answer Sheet which has not been stamped and initialed by the Invigilators is also prohibited.

- (t) Candidates must check that each Question Paper-Cum-Answer Sheet has the stamp and initials of the room Invigilators with date. The initials with date should be on the Index Slip also.
- (u) Candidates are required to sign twice in the Attendance Sheet at the time of receipt and handing over the Answer Sheet to the invigilator before leaving the examination room/hall. The candidates are also required to put their left/right hand thumb impression in the space provided in the Attendance Sheet in each paper.
- (v) On completion of the test, candidates must handover the Question Paper-Cum-Answer Sheet to the invigilator and will **not** take away with them.
- (w) Candidates are not allowed to use correction / white fluid on the Answer Sheet and Attendance Sheet.
- (x) Candidates should sit only on the allotted seats.
- (y) Whispering, murmuring and signaling amongst the candidates are NOT permitted.
- (z) Borrowing of stationery items amongst the candidates will NOT be permitted.
- (aa) In case of any doubt candidate will only raise his/her hand to seek help of the Invigilators and will **NOT** shout/speak.

40. **MODE OF SELECTION**

- (a) Candidates will be short-listed for the skill test/typing test and interview on the basis of their performance in the Written Examination. Candidates who qualify in the skill test/typing test and on the basis of their performance, will be called for Typing Test (for LDC Only)/Skill Test/Interview. The candidates who fulfill the eligibility condition will be subjected to selection process as per the extant orders and the selected candidates will be appointed on passing the requisite medical examination to be conducted at any Govt Hospital and after verification of character and antecedents from the Civil authorities.
- (b) Provided that SC,ST,OBC and PH candidates, who are selected on their own merit without relaxed standards, alongwith candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. **Such SC,ST,OBC and PH 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,OBCs and PH candidates which will, thus comprise of SC,ST,OBC and PH candidates, who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

(c) An Ex-Servicemen of Physical Handicapped category candidate who qualifies on the basis of relaxed standard viz age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidates for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Servicemen are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards with regard to age.

(d) Success in the examination confers no right of appointment unless Commandant, Headquarters Madras Engineer Group and Centre, Bangalore is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

41. **RESOLUTION OF TIES CASES** ( Ties cases will be resolved by applying one after another, as applicable till the tie is resolved.)

- (a) Total marks in the written examination.
- (b) Date of Birth, with older candidate placed higher.
- (c) Alphabetical order in which the first names of the candidates appear.



03. **Mother's Name**   
**Write in Capital Letters in English. Leave one box blank between every two parts of the name**

04. **Date of Birth (in words)** : \_\_\_\_\_

05. **Date of Birth (in figures)**     
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. **Category (Ex-servicemen/Serving)** : \_\_\_\_\_

10. **For Ex-servicemen/Service men**  
(a) Arms/ Service/ Number : \_\_\_\_\_

(b) **Date of Enrollment**     
Days Month Year

(c) **Date of retirement / Discharge**     
Days Month Year

(d) **Reasons for the release/ discharge** : \_\_\_\_\_

(e) **Medical Category** : \_\_\_\_\_

(f) **Award of decoration, if any** : \_\_\_\_\_

(g) **Registration Number with Zilla Sainik Board/ Employment exchange, if any** : \_\_\_\_\_

11. **Whether Physically Handicapped ? (Yes/NO)** : \_\_\_\_\_
12. **If, Physically Handicapped state OH, HH, VH etc** : \_\_\_\_\_
13. **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.

<b>SC</b>		<b>ST</b>		<b>OBC</b>		<b>DIVORCED/SEPARATED/WIDOW</b>	
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<b>SPORTSPERSON</b>		<b>DEPARTMENTAL</b>		<b>J &amp; K DOMICILED</b>	
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<b>EX- SERVICEMEN</b>		<b>PHYSICALLY HANDICAPPED</b>		<b>OTHERS (SPECIFY)</b>	
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14. **Age of the candidate as on 01 October 2012**

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Years      Months      Days
15. **Indicate medium of Typing Test on Computer only for the post of LDC (English/Hindi)** : \_\_\_\_\_
16. **Whether belonging to Minority Communities ? (Yes/No)** : \_\_\_\_\_
17. **Whether you were ever debarred or disqualified by SSC/UPSC/ recruitment board from any of their examination/selection ? (YES/NO)** : \_\_\_\_\_
18. **Whether you have ever been convicted by any court for any offence ? (YES/NO)** : \_\_\_\_\_
19. **Whether you have ever been dismissed or removed from Govt. Service or terminated during probation ? (YES/NO)** : \_\_\_\_\_
20. **Do you have any relative working in HQ MEG & Centre or Madras Sappers ? (YES/NO)** : \_\_\_\_\_

21. **If Yes, give name, post, relation and official address of the Relative**

Name : \_\_\_\_\_

Post : \_\_\_\_\_

Relationship : \_\_\_\_\_

Official Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. (a) **Academic Qualifications on the date of filling the application form (mention all educational qualification starting from 10<sup>th</sup> 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				
<b>Total</b>								

(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				
<b>Total</b>								





(d) Post Office 

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(e) Telegraph Office 

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(f) Police Station 

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(g) Tehsil 

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(h) District 

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(j) Nearest Railway Station 

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(k) State 

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(l) Pin Code 

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27. E Mail address, if any : \_\_\_\_\_

28. Mobile No : \_\_\_\_\_

29. Identification marks of the candidate (a) \_\_\_\_\_

(b) \_\_\_\_\_

30. **Whether name registered with the Employment Exchange and if, so furnish the details.** \_\_\_\_\_
- (a) Registration No. : \_\_\_\_\_
- (b) Name of the Employment Exchange/ State : \_\_\_\_\_
- (c) Valid upto : \_\_\_\_\_

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**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/Ex-servicemen/OBC/Physically Handicapped/ and age relaxation :-
- (a)
  - (b)
  - (c)
  - (d)
  - (e)
3. I also declare that I do not stand debarred by SSC/UPSC as on date and have never been convicted by any court of law. I also declare that no charge sheet is pending against me in any court of law. Further declare that I have never been dismissed or removed from Govt Service or my service been terminated during probation.
4. **For Central Govt Civilian Employees seeking age relaxation.**
- (a) I declare that I am a Central Govt. Employee and completed 3 years of regular service **or** regular length of service stipulated in the Notice of the examination on **or** before the date mentioned as last date for submitting application form given in the Notice.

(b) I am departmental Candidate and I have forwarded my application through proper channel.

**5. For Candidate belonging to OBC.**

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

**6. For Candidate belonging to Ex-serviceman Category.**

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

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

Place :

Date :

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

**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 ATTESTED PHOTOCOPIES DULY ATTESTED BY THE GAZETTED OFFICER TO BE ENCLOSED. DEPARTMENT WILL NOT BE RESPONSIBLE FOR LOSS OF ORIGINAL CERTIFICATE CERTIFICATES SO ENCLOSED WITH THE APPLICATION.

**ANNEXURE 2**

**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

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- \* 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 Villiage/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**

**ANNEXURE 3**

**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.

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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.

**ANNEXURE 4**

**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, 2012.

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 **01 OCTOBER 2012 at 1700 hrs**, as stipulated in the notice.*

**ANNEXURE 5**

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

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

2. I also understand that, I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have any time prior to such appointment secured any employment on the Civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing the concession of reservation of vacancies admissible to Ex-Servicemen.

3. I further submit the following information :-

(a) Date of appointment in Armed Forces \_\_\_\_\_

(b) Date of discharge

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

(c) Length of service in Armed Forces

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

(d) My last Unit \_\_\_\_\_

(e) My last Corps \_\_\_\_\_

Place : (Signature of Candidates)

Dated : Name :

**ANNEXURE 6**

**FORM OF CERTIFICATE FOR DEFENCE PERSONNEL**

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

Place :

Signature of the Commanding Officer

Dated :

(Office Seal)

**ANNEXURE 7**

**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**

**NAME AND ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No : \_\_\_\_\_

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

**DISABILITY CERTIFICATE**

1. This is to certify that Shri/Smt/Kumari \_\_\_\_\_ Son/wife/daughter of Shri  
\_\_\_\_\_  
Identification \_\_\_\_\_ age \_\_\_\_\_ Sex \_\_\_\_\_  
marks \_\_\_\_\_ (s)

is suffering from permanent disability of following category :-

A. Locomotors of cerebral palsy :-

- (i) BL - Both legs affected but not arms
- (ii) BA - Both arms affected
  - (a) Impaired reach (b) weakness of grip
- (iii) BLA – Both legs and both arms affected.
- (iv) OL – One leg affected (right or left) :-
- (v) OA-one arm affected
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic.
- (vi) BH- Stiff back and hips (cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

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

- (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic.
- (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic.



- B. Blindness or Low Vision : (i) B- Blind  
(ii) PB- Partially Blind
- C. Hearing Impairment : (i) D- Deaf  
(ii) PD-Partially Deaf

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(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Reassessment of this case is not recommended /is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.\*
3. Percent age of disability in his/her case is \_\_\_\_\_ Percent.
4. Shri/Smt/Kum\_\_\_\_\_ meets the following physical requirements for discharge of his/her duties :-
- |   |         |
|---|---------|
| (i) F- can perform work by manipulating with fingures | Yes/ No |
| (ii) PP-can perform work by pulling and pushing       | Yes/No  |
| (iii) L- can perform work by lifting                  | Yes/No  |
| (iv) KC-can perform by kneeling and crouching         | Yes/No  |
| (v) B- can perform work by bending                    | Yes/No  |
| (vi) S-can perform work by sitting                    | Yes/No  |
| (vii) ST-can perform work by standing                 | Yes/No  |
| (viii) W-can perform work by walking                  | Yes/No  |
| (ix) SE-can perform work by seeing                    | Yes/No  |
| (x) H-can perform work by hearing/speaking            | Yes/No  |
| (xi) RW-can perform work by reading and writing       | Yes/No  |

(Dr.\_\_\_\_\_)  
Member, Medical Board

(Dr.\_\_\_\_\_)  
Member, Medical Board

(Dr.\_\_\_\_\_)  
Chairperson, Medical Board)

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

\* Strike out which is not applicable.

**Note : IMPORTANT REQUIREMENT OF PH CERTIFICATE**

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

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

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(iii) According to the persons with Disabilities (Equal Opportunities Protection of Right and full Participation ) Rules, 1966 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub –section ) (1) and (2) section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Right and full Participation) Act, 1995 ( I of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government . The State Government may constitute a Medical Board consisting of at least three members out of which, at least one shall be a specialist in the particular field for assessing locomotors /visual including low vision/hearing and speech disability, retardation and leprosy cured, as the case may be.

**ANNEXURE 9**

**GOVERNMENT OF INDIA**

**FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY THE PHYSICALLY HANDICAPPED  
CANDIDATES WHO SEEK EXEMPTION FROM APPEARING IN THE TYPEWRITING TEST FOR LOWER  
DIVISION CLERK.**

This is to certify that Sh/Smt/Kum \_\_\_\_\_ son/daughter/wife of

Shri \_\_\_\_\_ is suffering from \_\_\_\_\_.

Clinical diagnosis as a result of which he/she has the following disabilities.

(Brief description of his/her disabilities)

-----  
-----  
-----  
-----  
-----

Photograph of candidate  
clearly showing Face with affected portion of the body

\_\_\_\_\_

This is a permanent disability and the extent of his/her disability works to \_\_\_\_% of disability.

This disability is likely to interfere with the Typewriting (specify)

-----

Signature of candidate

Signature of Civil Surgeon

Name:

Place:

Official Stamp: