

STAFF SELECTION COMMISSION  
(Southern Region)

Advt No. SSC/SR/4/2011

Closing Date : 02.01.2012

Applications are invited from the eligible candidates for the posts of Sepoy in the Narcotics Control Bureau, Ministry of Home Affairs:

Name of Post	...	Sepoy		
Category Number	...	SR-1		
Name of Organisation	...	Narcotics Control Bureau, Ministry of Home Affairs		
Classification	...	Group C Non-Gazetted, Non-Ministerial		
Scale of pay	...	Rs 5200 – 20200 with Grade Pay of Rs 1800/-		
No. of vacancies	...	16 (UR-9, OBC- 4, SC- 2, ST- 1) Not identified suitable for Persons with Disability . PH candidates need not apply		
Initial place of posting	...	Daman& Diu, Dadra& Nagar Haveli, Andhra Pradesh, Karnataka, Lakshadweep, Kerala, Tamilnadu, Puducherry, Andaman & Nicobar.		
Age Limit	...	18 to 23 years as on 1st August 2011 (1.8.2011)		
Relaxable upto	...	5 years for SC/ST 3 years for OBC 40 years for Departmental candidates		
Candidates should fulfill the following qualifications:				
Essential Qualification	...	Should have passed the Matriculation Examination or its equivalent as on closing date.		
Physical Standards	...	Height	For Male	For Female
			170 cms	157 cms
		Chest	Unexpanded: 80 cms Expanded: Minimum expansion 5 cms	No minimum requirement
		Weight	Proportionate to height and age as per medical standards	
Medical Standards	...	Eye sight	Minimum distant vision should be 6/6 and 6/9 of two eyes without correction, i.e. without wearing of glasses	
			The candidates must not have knock knee, flat foot, bow legs, varicose vein, squint in eyes, any loss of part of body and they should possess high colour vision  The candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties.	
Physical Efficiency Test (PET)				

**Male candidates:**

- a) Five kilometres race to be completed within 24 minutes
- b) 11 feet long jump (3 chances to be given)
- c) 3 ½ feet high jump (3 chances to be given)

**Female candidates:**

- a) 1.6 kilometres race to be completed within 8.3 minutes
- b) 9 feet long jump (3 chances to be given)
- c) 3 feet high jump (3 chances to be given)

**Relaxation:**

- a) Minimum height for men belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Sikkimies, Leh and Ladakh, Kashmir Valley and North Eastern States shall be 165 cms.
- b) For female, the minimum height shall be 155 cms.
- c) The minimum height for Tribes/Adivasis (Scheduled Tribes) shall be 162.5 cms for Male candidates and 150 cms for Female candidates
- d) Relaxation in chest is applicable only to Tribals (STs) and hill people. The minimum chest for this category of candidates is as under:
  - i) Men belonging to hill areas specified as above: 78 – 83 cms.
  - ii) Scheduled Tribes of all States/UTs: 76 – 81 cms.

Job Responsibilities	...	<p>To assist the Intelligence Officer in enforcement of Narcotic Drugs and Psychotropic Substances Act, 1985;</p> <p>To assist the Intelligence Officer in collection and development of Intelligence;</p> <p>To assist the Intelligence Officer during investigation, search, seizure and arrest of drug traffickers having national and international ramifications;</p> <p>To assist the Intelligence Officer in identification and destruction of illicit opium and cannabis cultivation;</p> <p>To be deployed on surveillane duties over drug traffickers during the day and night;</p> <p>To be deployed for serving the summons;</p> <p>To perform guard duty for safe custody of the accused;</p> <p>Any other duty assigned to him by his superior officers</p>
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**2. Age and relaxation in upper age limit**

Should be between 18 and 23 years as on 1.8.2011. Candidates should have been born not earlier than 2.8.1988 and not later than 1.8.1993.

**SC/ST/OBC candidates**

SC/ST candidates should submit their certificate in the format prescribed by the Commission as given in Appendix - III to claim age relaxation as mentioned against each post.

Candidates claiming the benefit of reservation under OBC category not covered under the Creamy Layer must ensure that they enclose a certificate issued within three (3) years before the closing date in the format prescribed by the Commission as given in Appendix-IV.

Any deviation in the OBC certificate from the present format will not be accepted by the Commission and will lead such applications to be treated as belonging to General

(UR) category in case such candidates are within the age limit for General (UR) category. Otherwise, such applications will be rejected.

Closing date for receipt of application will be treated as the date of reckoning for considering the OBC status of the candidate and also for assuming that the candidate does not fall in the Creamy Layer.

### Ex-Servicemen candidates

The ex-servicemen candidates should have been discharged or are likely to be discharged from the Armed Forces within the stipulated period of one year from the closing date (i.e. 02.01.2012) on completion of his assignment. Necessary certificate/undertaking should be submitted by the ex-serviceman candidate in the form annexed as Appendix - I and Appendix-II.

Note:

No relaxation in upper age limit is admissible for SC/ST/OBC candidates applying for UR vacancies.

No age relaxation is admissible to sons and daughters of ex-servicemen

All persons who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1.1.1980 and 31.12.1989 shall be eligible for relaxation in the upper age limit by 5 years in support of which the proof of residence may be submitted along with the application to that effect

Upper age limit is relaxable upto the age of 35 years in the case of widows, divorced women and women who are judicially separated from their husbands and who are not remarried

The Departmental candidates seeking age relaxation in upper age limit should submit a certificate from the Office where they are employed as per Appendix-V.

### 3. Fee Payable & Mode of Payment

Rs 50/- (Rupees fifty only) in the form of Central Recruitment Fee Stamps which are available in all Post Offices. Other modes of payment, viz. cash, money order, cheque, DD and Postal Orders will not be accepted.

Fee exemption:

Female candidates, SC/ST candidates

Ex-servicemen who are not already in employment under Central Govt in civil side after availing the benefit as Ex-s for such re-employment

Fee once paid will not be refunded under any circumstances.

### 4. Mode of Selection

Recruitment process will consist of Height bar, prescribed race, Physical Standards Test (PST) and Physical Efficiency Test(PET). Shortlisting of candidates for PST/PET will be done on the basis of the marks in matriculation or equivalent or the percentage of marks in the Screening Test, if conducted, which will also serve for ranking of the candidates qualifying in PST/PET and Medical Examination.

### 5. How to Apply

The applications duly filled in should be submitted in the prescribed form to the Southern Regional Office of the Commission on or before 02.01.2012 (closing date) at the following address:

The Regional Director (SR)  
Staff Selection Commission  
2nd Floor, EVK Sampath Building  
College Road  
Chennai 600217

In the case of residents of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Jharkhand & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar islands, Lakshadweep and for candidates residing abroad, the closing date shall be **09.01.2012 (5.00 P.M).**

Applications received *after* the specified time of closing date will not be entertained under any circumstances. The Commission will not be responsible for postal delay.

Please refer to *Guidelines for filling in the Application Form* before sending the application to the Commission.

### Documents to be attached with the application

1. Central Recruitment Fee Stamp of Rs 50/- duly affixed and cancelled in the relevant place on the application.
2. Recent passport-size photograph duly signed and pasted in the space provided in the form.
3. Attested copies of certificates showing age, educational qualification with mark sheets.
4. Attested copies of SC/ST/OBC/Ex-S certificates.
5. Candidates claiming age relaxation should submit certificates in support of their claim.
6. Undertaking by the Departmental candidates to the effect that they have informed in writing. They should submit the necessary certificate from their Department as in Appendix VI.
7. Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over Chennai.

### 6. GUIDELINES FOR FILLING IN THE APPLICATION FORM

1. Do Not Enclose Any Original Certificate With The Application
2. Ensure that the format of the Application form is exactly the same in contents and size as published.
3. Fill in the Application Form in your own hand writing using a Ball point pen without leaving any column blank Write 'not applicable' wherever necessary.
4. One envelope should contain only one application.
5. Ensure payment of Recruitment fee through Central Recruitment Fee Stamps (CRFS) only which is to be pasted in the space provided in the Application form and duly cancelled by the Post Office.
6. Serving Defence Personnel likely to be released within one year of the closing date can also apply.

Closing date for receipt of applications: 02.01.2012 (5.00 p.m.)

### 7. Invalid Application

The application will be summarily rejected in case it is:

- a. incomplete or illegible. Applications without mentioning the Advt. Number .& Category Number of the post will also be rejected.
- b. An application filled in a language other than Hindi/English.
- c. Under aged /over-aged as on closing date 02.01.2012
- d. Not having the requisite essential qualification as on crucial date (i.e. 2.1.2012 )
- e. Multiple applications received for the same category of the post and in the same envelope from different applicants.
- f. Application received after the closing date(i.e 2.1.2012 )
- g. Documents in proof of DOB, EQ, Mark sheet, Category etc., are not attached with the application.

NOTE :

1. The vacancies advertised are provisional and liable to vary. In case the vacancy position indicated in the Advertisement is reduced to any number or even to nil, Commission is not liable to compensate the applicant for any consequential damage/loss. More vacancies in equivalent/comparable posts may also be filled through this advertisement

2. Candidates must have already passed the qualifying examination as on the crucial date. Candidates who have appeared for the qualifying examination but whose results are not declared by the crucial date, are not eligible.

GENERAL INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR SELECTION POSTS

1. It may be noted that the Commission uses Common Application Form for all its recruitments. Please go through the notice for the Recruitment and also these instructions carefully before applying for any the posts mentioned in the Notice. You must satisfy yourself that you are eligible for the post for which you are applying.
2. Use only blue/black pen for filling up the Application Form.
3. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available or require further clarification, further instructions given below may be gone through carefully.
4. Column 10 may be filled up carefully. Ex-Servicemen candidates are also required to fill up columns 10 and 10.1.
5. Column No.12.1 – The category code for filling up this column is available in the Commission's website : <http://ssc.nic.in>.
6. Column No.12.2 – Age as on closing date for receipt of applications should be indicated.
7. Col.No.13 relating to preference of posts may be left blank.
8. Column 27 Educational Qualification : The list of Educational qualification and subjects mentioned in Appendix VIII is not exhaustive. Candidates who possess any educational qualification or studied any subject other than those mentioned in the list at Appendix - VIII may use 'Others' for qualifications and/or subject code.
9. Candidates should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfill the same. Documents in support of Essential Qualifications should invariably be furnished alongwith the application, failing which the applications will be summarily rejected.
10. Column No.19 : Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black ball pen. Do not forget to write 6 digit PIN in the boxes.
11. Column 20 : Paste your recent photography of size 4cm x 5 cm. Do not staple and do not get the photo attested. Please note that your application without photograph shall be rejected summarily.
12. Column No.21 and 22 : Please do sign in running hand. Unsigned applications will be rejected. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Variations in the signature will render the application liable to be rejected .

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**कर्मचारी चयन आयोग Staff Selection Commission**  
**अवेदन पत्र / APPLICATION FORM**

पद का नाम/Name of the Post

कृपया परीक्षा के नोटिस में दिए गए अनुदेशों/संलग्न विवरणिका को सावधानी पूर्वक पढ़ें। बाक्सों ( ) में लिखने के लिए नीले या काले बॉल पेन का प्रयोग करें।  
Please read instructions in the Notice of the Examination / Brochure carefully. Use Blue or Black ball pen to write in the boxes ( ).

1. विज्ञापन संख्या/Advertisement No.  2. पद कोड/Post Code

3. उम्मीदवार का पूरा नाम (अंग्रेजी में) मैट्रिक्यूलेशन प्रमाण पत्र में दिए गए नाम के अनुसार बड़े अक्षरों में लिखें। नाम के किन्हीं दो भागों के बीच एक बर्ल को खाली छोड़ दें।  
Candidate's Full Name (in English). Write in Capital Letter exactly in Matriculation Certificate. Leave a box blank between any two parts of the name.

4. पिता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें)/Father's Name (Write in Capital Letters in English)

5. माता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें)/Mother's Name (Write in Capital Letters in English)

6. जन्म की तारीख/Date of Birth  7. लिंग/Gender  8. राष्ट्रियता/Nationality  9. शुल्क/Fees

दिन/Day माह/Month वर्ष/Year (Write 2-Female & 1-Male) (Write 1-Indian & 2-Others) (Write-Fee paid & 2-Exemption claimed)

10. श्रेणी/Category  10.1 क्या आप भूतपूर्व सैनिक हैं/Whether Ex-Serviceman  11. क्या आप शारीरिक विकलांग हैं/Whether PH?

(Write 5-General, 1-SC, 2-ST & 3-OBC) (Write 1-Ex-Serviceman) (Write 1-Yes, 2-No)

11.1 यदि हाँ, कोड अंकित करें If Yes, Indicate Code  12. क्या आप आयु सीमा में छूट चाहते हैं? Whether seeking Age relaxation?  12.1 यदि हाँ, कोड अंकित करें If Yes, Indicate Code  12.2 अवेदन प्राप्ति की सामान्य अंतिम तिथि को आयु (अनुदेश देखें) Age as on normal closing date (See instructions)

(Write 4-OH, 5-HH, 7-VH) (Write 1-Yes, 2-No) (Write two digit Numeric Code) Years Months Days

13. भूतपूर्व सैनिक के लिए/For Ex-Serviceman सेवा समाप्ति तिथि/Date of Discharge  14. क्या आप अल्पसंख्यक हैं? Whether belong to Minority Communities as per Govt. Orders

सेवा अवधि/Length of Service (In Years) D D M M Y Y (1-1, 2-2) (Write 1-Yes, 2-No)

15. कृपया आशुलिपिक/टंकण परीक्षा का माध्यम अंकित करें, अंग्रेजी के लिए 1, हिन्दी के लिए 2  
Please indicate medium of Stenography/Typing. Write 1 for English, 2 for Hindi

16.  हों के लिए 1, ना के लिए 2  
The candidate should possess a speed of not less than 8000 key depression per hour for Data Entry work. Write 1 for Yes, 2 for No

17. सैद्धिक योग्यता/Essential Qualification (See the instructions for the code) 17.1 क्या आप विज्ञापन अनुसार जरूरी सैद्धिक योग्यता रखते हैं? Whether you possess essential Qualification as per notice?

शैद्धिक कोड Q.Code विषय कोड Subject Code अंक का प्रतिशत Percentage of Marks साधन Medium (1-1, 2-2) (Write 1-Yes, 2-No)

E.Q. 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E.Q. 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E.Q. 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

18. क्या आप सरकारी कर्मचारी हैं? Whether you are Central Govt. Employee?

(1-1, 2-2) (Write 1-Yes, 2-No)

18.1 कार्य अनुभव का विवरण/Details of work Experience

संस्था का नाम Name of the organisation(s)	पद का नाम Designation	कार्य का विवरण Nature of Duty(ies)	कार्य की अवधि /Period of Service से/From	तक/To

19. पता : अपने नाम सहित पत्र व्यवहान का पूरा पता अंग्रेजी में बड़े अक्षरों में या हिन्दी में नीले या काले बॉल पेन से लिखें।  
Address : Write your complete Communication Address including your Name in English Capital Letters or Hindi with Blue or Black Ball Pen.

नाम Name :

पता Address :

पिन PIN :

20. फोटोग्राफ  
4 सेमी X 5 सेमी आकार का हल ही में खोला गया फोटोग्राफ यहाँ चिपकाएँ।  
(स्टेपल न करें; फोटो को शिथिल न करवाएँ)  
Photograph  
Paste here firmly your recent photograph (4 c.m. X 5 c.m.)  
(Do not staple. Do not get the Photograph attested)

पंजीकरण संख्या/Registration No.

अनुक्रमिक (ऑफिस कार्यालय प्रयोग हेतु)  
Roll Number (for Office use only)

21. उम्मीदवार के हस्ताक्षर (केवल चलते रहाने में)  
Signature of Candidate (Only in running Hand)

19.1 मोबाइल/Mobile No. :

ई-मेल/E-mail ID :

अस्ताक्षरित आवेदन पत्र को वापस किया जाएगा  
Unsigned application will be rejected

## 22. घोषणा/Declaration

Space for  
cancellation stamp by post  
office after affixing CRF stamp  
के. भ. शुल्क टिकट चिपकाने के बाद  
डाकघर द्वारा रद्द किये जाने वाले  
टिकट हेतु स्थान

23. के.भ. शुल्क टिकट कि लिए स्थान  
Space for CRF Stamp

अपेक्षित मूल्य वर्ग का के. भ.  
शुल्क टिकट यहाँ ठीक ढंग  
से चिपकाएँ तथा डाकघर से  
रद्द करा दें जहाँ से वह  
खरीदा गया है।  
(स्टेपल न करें)

Paste here firmly CRF Stamp  
of requisite denomination  
and get it cancelled from the  
post office from where purchased.  
(Do not Staple)

- (i) मैंने इस भर्ती के लिए कोई और आवेदन पत्र नहीं भेजा है मुझे यह मालूम है कि यदि मैं इस नियम का उल्लंघन करता / करती हूँ तो आयोग द्वारा मेरा आवेदन सरसरी तौर पर अस्वीकृत कर दिया जायेगा।  
I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.
- (ii) मैंने विज्ञापित में दी गई शर्तों का ध्यानपूर्वक पढ़ लिया है और मैं एतद्द्वारा उनका पालन करने का वचन देता/देती हूँ।  
I have read the provisions in the Notice of the examination carefully and I hereby undertake to abide by them.
- (iii) मैं यह भी घोषणा करता/करती हूँ कि मैं इस परीक्षा में प्रदेश के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता आदि संबंधी पात्रता की सभी शर्तों को पूरा करता/ करती हूँ।  
I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.
- (iv) मैं यह भी घोषणा करता/करती हूँ कि मुझे आज तक कर्मचारी चयन आयोग/संघ लोक सेवा आयोग द्वारा किसी भी परीक्षा में बैठने से नहीं रोका गया है तथा मुझे किसी भी विधि न्यायालय द्वारा कभी भी दोषी नहीं पाया गया है।  
I also declare that I do not stand debarred by SSC/UPSC/CPWD/MES/Dept. of Posts as on date and have never been convicted by any court of law.
- (v) \*आयु सीमा में छूट चाहने वाले केन्द्र सरकार के असेनिक कर्मचारी के लिए  
मैं यह घोषणा करता हूँ कि मैं एक केन्द्र सरकार का एक असेनिक कर्मचारी हूँ एवं नियमित आधार पर 3 वर्ष की सेवा या सेवाकाल अवधि जैसा की परीक्षा नोटिस में निर्धारित है, आवेदन पत्र जमा करने की अंतिम तिथि या उससे पूर्व, पूर्ण कर ली है।  
\*For Central Govt. Civilian Employee seeking age relaxation  
I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length of service stipulated in the Notice of the examination on or before date of closing of submitting application form given in the Notice.
- (vi) \*अन्य पिछड़ा वर्ग से संबंधित अभ्यर्थी के लिए  
मैं यह घोषणा करता/करती हूँ कि मैं उस समुदाय से संबंधित हूँ जिसे कार्मिक एवं प्रशिक्षण विभाग के दिनांक 8.9.1993 के का.ज्ञा. सं.- 36012/22/93 स्था. (एससीटी) में विहित आदेशों के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण के प्रयोजन हेतु पिछड़ा वर्ग माना गया है। यह भी घोषणा की जाती है कि मैं भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग के विभिन्न संशोधनों जो कि नोटिस में उल्लेखित है, उसके तहत उपरोक्त कार्यालय ज्ञापन सं. कांताम 3 में उल्लिखित व्यक्तियों / वर्गों (क्रीमीलेयर) से संबंधित नहीं हूँ मैं यह भी घोषणा करता/करती हूँ कि मेरे पास परीक्षा नोटिस में निर्धारित प्रारूप में अन्य पिछड़ा वर्ग का प्रमाण पत्र है।  
\*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 orders contained in Deptt. of Personnel and Training Office Memorandum No. 36012/22/93- Esst. (SCT) dated 8.9.1993. 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.
- (vii) भूतपूर्व सैनिकों के लिए  
मैं घोषणा करता/करती हूँ कि मैं परीक्षा विज्ञापित के अनुसार भू.पू. सैनिक सम्बन्धित पात्रता की सभी शर्तों को पूरा करता/ करती हूँ।  
For Candidate belonging Ex- Serviceman  
I declare that I fulfill all the eligibility condition relating to Ex-Serviceman as per notice of exam.
- (viii) मैं एतद् द्वारा घोषणा करता/करती हूँ कि इस आवेदन पत्र में दिए गए सभी विवरण मेरी अधिकतम जानकारी और विश्वास के अनुसार सत्य, पूर्ण एवं सही है। मैं समझता/समझती हूँ कि परीक्षा से पहले या बाद में कोई भी सूचना छुपाई हुई/झूठी या असत्य पाई जाने पर या अपात्रता का पता लगने पर मेरी अभ्यर्थिता/नियुक्ति निरस्त की जा सकती है।  
I hereby declare that all statements made in this application are true, complete and correct to the best of my my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligible being detected before or after the examination, my candidature / appointment is liable to be cancelled

स्थान / Place .....

तारीख/ Date : 

D	D	M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*यदि लागू न हो तो यह लाईन काट दें।

\*Stricke off this sentence if not applicable

उम्मीदवार के हस्ताक्षर (केवल घसीट हस्तलिपि में)  
Signature of Candidate (only in running hand)

अहस्ताक्षरित आवेदन पत्र को रद्द कर दिया जायेगा  
Unsigned application will be rejected

24. नीचे लिखे प्रमाण के वाक्य को अपने हाथ से लिख कर हस्ताक्षर करें। यह अनिवार्य है।

Write the certification statement below in your running handwriting and put your signature. This is compulsory.

"मैं प्रमाणित करता हूँ कि मैं वहीं व्यक्ति हूँ जिसका नाम एवं फोटोग्राफ इस आवेदन पत्र पर है।"

"I certify that I am the person whose Name and Photograph appear on this Application Form."

\_\_\_\_\_

\_\_\_\_\_

उम्मीदवार के हस्ताक्षर  
Signature of the Candidate  
(अहस्ताक्षरित आवेदन पत्र को रद्द कर दिया जायेगा)  
(Unsigned application will be rejected)



APPENDIX - I

Form of certificate for serving Defence personnel

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) \_\_\_\_\_.

Signature of Commanding Officer

Place :

Date :

Office Seal:

APPENDIX - II

(Undertaking to be given by the Ex-S candidates )

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released / retired / discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-service men (Re-employment in Central Civil Services & Posts) Rules, 1979, as amended from time to time.

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

Signature of candidate

Place :

Date :

APPENDIX - III  
FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the Sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

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

This is to certify that Shri/Shrimati/ Kumari\*

\_\_\_\_\_ son/daughter of \_\_\_\_\_ of  
village/town\* in District/Division\* \_\_\_\_\_ of the State/Union  
Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which  
is recognised as a Scheduled Castes/Scheduled Tribes\* under :-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_ the Constitution  
(Scheduled Tribes) order, 1950 \_\_\_\_\_ the Constitution (Scheduled  
Castes) Union Territories order, 1951 \* \_\_\_\_\_ the Constitution (Scheduled  
Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960 & the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

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\_\_\_\_\_

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

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

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962 @.

The Constitution (Pondicherry) Scheduled Castes Order 1964 @.

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

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

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

The Constitution (Nagaland) Scheduled Tribes Order 1970 @.

The Constitution (Sikkim) Scheduled Castes Order 1978 @.

The Constitution (Sikkim) Scheduled Tribes Order 1978 @.

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

The Constitution (SC) Orders (Amendment) Act, 1990 @.

The Constitution (ST) Orders (Amendment) Ordinance, 1991 @.

The Constitution (ST) Orders (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.

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

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

Signature \_\_\_\_\_

\*\* Designation \_\_\_\_\_  
(with seal of office) State/Union Territory

Place \_\_\_\_\_

Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraph which is not applicable.

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

List of authorities empowered to issue Caste/Tribe Certificates:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/ Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(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.

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

APPENDIX - IV

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

This is to certify that Shri/Smt./Kum.  
\_\_\_\_\_ Son/Daughter of Shri/Smt. \_\_\_\_\_  
of Village/Town \_\_\_\_\_ District / Division \_\_\_\_\_  
\_\_\_\_\_ in the \_\_\_\_\_ State belongs to the  
\_\_\_\_\_ Community which is recognized as a backward class under :

- (I) Resolution No.12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (II) Resolution No.12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (III) Resolution No.12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (IV) Resolution No.12011/96/94-BCC dated 09/03/96.
- (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 11/12/96.
- (VI) Resolution No.12011/13/97-BCC dated 03/12/97.
- (VII) Resolution No.12011/99/94-BCC dated 11/12/97.
- (VIII) Resolution No.12011/68/98-BCC dated 27/10/99.
- (IX) Resolution No.12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No.270 dated 06/12/99.
- (X) Resolution No.12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No.71 dated 04/04/2000
- (XI) Resolution No.12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No.210 dated 21/09/2000

Shri/Smt./Kum. \_\_\_\_\_ and/or his family ordinarily  
reside(s) in the \_\_\_\_\_ District/Division of  
\_\_\_\_\_ State. This is also to certify that he/she does not belong to  
the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the  
Government of India. Department of Personnel & Training O.M. No. 36012/22/93-  
Estt.(SCT) dated 08/09/93.

Dated : \_\_\_\_\_ District Magistrate / Deputy Commissioner, etc.  
Seal

NOTE :

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

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

APPENDIX - V

Form of Certificate to be submitted by Departmental Candidates seeking age relaxation

(To be filled by the Head of office or Department in which the candidate is working)

It is certified that Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding a Group 'C' non- technical post of \_\_\_\_\_ from \_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_ with 3 years regular service in the Grade as on \_\_\_\_\_ (Closing date).

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office seal \_\_\_\_\_

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

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

APPENDIX VI

Form of Certificate to be submitted by Central Government Civilian Employees

It is certified that Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian Employee holding a Group 'C' technical/non technical post in the pay scale of Rs. \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office seal \_\_\_\_\_

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

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

## APPENDIX - VII

## Essential Educational Qualification Code

Essential Qualification	Code
Matriculation	01
Intermediate	02
Certificate	03
Diploma	04
B.A.	05
B.A.(Hons)	06
B.Com	07
B.Com (Hons.)	08
B.Sc.	09
B.Sc. (Hons.)	10
B.Ed.	11
LLB	12
BE	13
B.Tech	14
AMIE (Part A & Part B)	15
B.Sc(Engg.)	16
BCA	17
BBA	18
Graduation issued by Defence (Indian Army,Air force, Navy)	19
B.Library Science	20
B.Pharma	21
ICWA	22
CA	23
PG Diploma	24
M.A.	25
M.Com	26
M.Sc	27
M.Ed	28
LLM	29
ME	30
M.Tech	31
M.Sc (Engg.)	32
MCA	33
MBA	34

Others	35
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Subject Code for Educational Qualification

Subject for Educational Qualification	Code
History	01
Political Science	02
Economics	03
English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12
Botany	13
Zoology	14
Agricultural Science	15
Civil Engineering	16
Electrical Engineering	17
Mechanical Engineering	18
Electronics Engineering	19
Electronics & Power Engineering	20
Electronics & Communication Engineering	21
Electronics Instrumentation Engineering	22
Agriculture Engineering	23
Computer Science	24
Computer Application	25
Information Technology	26
Library Science	27
Accountancy	28
Work Accountancy	29
Business Administration	30
Mass Communication	31
Journalism	32
Mass Communication & Journalism	33
Pharmacy	34
Photography	35



Printing Technology	36
Nursing	37
Assamese	38
Bengali	39
Malayalam	40
Telugu	41
Kannada	42
Tamil	43
Marathi	44
Gujarati	45
Urdu	46
Sanskrit	47
OTHERS	48
Aeronautical Engineering	49
Chemical Engineering	50
Microbiology	51
Forensic Science	52
Space Engineering	53
Rocketry	54
Telecommunication Engineering	55
Social Work	56
Sociology	57
Criminology	58
Bio-Physics	59
Bio-Chemistry	60
Bio-Technology	61
Communication	62
Electronics	63
Radio Engineering	64
Radio Communication	65
Metallurgy	66
Textile Technology	67
Rubber Technology	68
Plastic Engineering	69
Polymer & Rubber Technology	70
Physical Education	71
Agronomy	72
Plant Breeding	73

Genetics	74
Automobile Engineering	75
Marine Engineering	76
Naval Architecture	77
Operations Research	78
Instrumentation Engineering	79