

(TO BE ADVERTISED ON **22.12.2012**)

F.No.SSCG-A-12024/36/2012-Rectt.
Government of India
STAFF SELECTION COMMISSION
(North Eastern Region)

ADVERTISEMENT NO.3/2012-NER

CLOSING DATE:**21.01.2013(5 PM)**

APPLICATIONS ARE INVITED FOR THE FOLLOWING POST:-

Cat. No.NER(B)-01:One(UR)post of Office Superintendent(General Central Service Group 'B' Non-Gazetted, Ministerial) in North Eastern Region Farm Machinery Training & Testing Institute(NERFMT&TI), Govt. of India, Min. of Agriculture, Deptt. of Agriculture & Cooperation, P.O.Biswanath Chariali, Dist.-Sonitpur, Assam.

(The post of Office Superintendent is a temporary regular post, which needs continuance approval of the Ministry year to year basis).

Pay Scale : PB-2: Rs.9300-34800 + Grade Pay Rs.4200/-.

Vacancy : 1(UR)

Age : **18-25 years** (Relaxable (i) for Government servants upto 42 years in accordance with the instructions or orders issued by the Central Government. (ii) upto 35 years for PH with One Leg/One Arm/Both Leg/One Arm & One Leg/Low Vision/Hearing Handicapped.

E.Q. : 1. Degree of a recognised University or its equivalent.
2. 5 years experience in Administration, Accounts work

D.Q. : NIL

I.P. : NERFMT&TI, Sonitpur, Assam.

A.I.S.L. : yes.

J.R. : Organise and control all clerical work within establishment or office thereof. Allocates duties to staff under him, coordinates and supervises their work ensuring efficiency, discipline and observance of prescribed procedure. Studies all files, draft letters, notes, etc. put up by clerk. Disposes routine and intermeditery matter himself. Deals with important files and complicated cases personally and puts up notes, reports, drafts etc. to superior for orders. Ensures that prescribed procedure is followed by staff in dealing with cases. Keeps important, secret and confidential records in his personal custody. Supervises preparation of budget estimate, statement of accounts, financial bills, payment of wages.

P.O.P. : 2 (two) years.

Cat. No.NER(B)-02:One(UR)post of Dietician(General Central Service Group 'B' Non-Gazetted Non-Ministerial) under Ministry of Defence, Air Headquarters, Vayu Bhawan, New Delhi.

Pay Scale : PB-2: Rs.9300-34800 + Grade Pay Rs.4200/-.

Vacancy : 1(UR) (Post not suitable for PH (OH/HH/VH) candidates)

Age : **30 years** (Relaxable for Central Government employees: 5 years in accordance with the instructions or orders issued by the Central Government).

E.Q. : a.(i) Post Graduate degree in Food Nutrition or Food Service Management and Dietetics or Institutional Management and Dietetics from a recognised University or Institute, and
(ii) Two years experience as a Dietician in a Hospital or Medical Institute.
Or
b.(i) Degree in Home Science along with Diploma in Dietetics from a recognised University or Institution, and
(ii) Two years experience as a Dietician in a Hospital or Medical Institute.

Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 2: Omitted since not applicable.

D.Q. : NIL

I.P. : 5 AHF Jorhat, Assam.

A.I.S.L. : yes.

J.R. : Planning of menus and overall supervision of cooking and distribution of patients' food.
Based on the instructions of MO, the dietician will work out the permissible quantities of ingredients of ration articles and so on to make up the total prescribed calories and salt and fluid requirements. Prepare alternate menus based on the quantities of ration worked out as above.
Visit all the wards frequently and check up the food distribution and enquire from the patients about their complaints or any trouble regarding their diets.
Make out the correct diets and menus for patients discharged from the hospital after treatment and also for patients attending the outpatient department.
Give lectures on nutrition to the probationer nurses.

P.O.P. : 2 (two) years.

INSTRUCTIONS TO CANDIDATES:

1.ABBREVIATIONS USED: **EQ** : Essential Qualification, **DQ** : Desirable Qualification, **UR**: Unreserved, **SC**: Schedule Caste; **ST**: Schedule Tribe, **OBC**: Other Backward Classes; **PH**: Physically Handicapped; **CRFS** : Central Recruitment Fee Stamps, **AIISL** : All India Service Liability, **IP** : Initial Posting, , **JR**: Job- Requirement, **POP**: Period of Probation, **i.e.** that is.

2. Fee Payable: Rs.50/-(Rupees fifty) only: No fee for Women candidate/Schedule Castes/Schedule Tribes/Ex-S/Physically Handicapped.

Note: Mode of payment of examination fee has been indicated in Para 7 of important instructions.

3. Mode of Selection: Candidates fulfilling the minimum prescribed qualifications will be shortlisted on the basis of their educational qualifications, academic records, percentage of marks etc. or through a screening test at the discretion of the Commission. Candidates, thus, selected may be required to undergo a written proficiency test wherever applicable/required or considered necessary by the Commission at its discretion. The Commission holds discretion to fix different qualifying standard for different categories in the proficiency test wherever applicable. Candidates qualified on the basis of merit of proficiency test if any held, would be required to appear at the interview. Final select list would be prepared in order of merit as disclosed by the aggregate marks(marks of Proficiency Test wherever applicable and interview) finally awarded to each candidate taking into account the number of vacancies advertised and in that order so many candidates as are found suitable by the Commission would be recommended.

4. How to apply: Applications must be submitted in the format published in the Employment News/Rozgar Samachar dated **22.12.2012**. The application form is available on the Commission's website <http://ssc.nic.in>. The applications should be submitted to the concerned Regional Office as per the address given below:

**REGIONAL DIRECTOR
STAFF SELECTION COMMISSION (NER)
HOUSEFED COMPLEX, LAST GATE, BELTOLA BASISTHA ROAD
DISPUR, GUWAHATI-781 006(ASSAM)**

Note(1): Applications submitted on a format which is not exactly the same as published in the advertisement are liable to reject summarily.

Note(2): The Commission may consider conducting the Screening Test or Proficiency test for the said post on the same date or different date(s), at its discretion.

5.Documents to be attached with the application:

- (i) Central Recruitment Fee Stamps of Rs.50/-affixed and clearly cancelled on the application form by concerned Postal office of issued.
- (ii) One recent passport size photograph to be pasted (NOT STAPLED) on the application and one additional duly attested photograph to be enclosed.
- (iii) Documents in support of claim of SC/ST/OBC/PH(in Appendix-III/IV & IV-(A)/VI).
- (iv) Attested copies of certificates and mark statements showing age and educational qualifications. Candidates have the option to either self-attested the photo-copies of various documents to be submitted by them or to submit the copies of the documents duly attested by a Gazetted Officer. Any wrong attestation so as to mislead the Commission or to gain access to the recruitment would lead to criminal/debar action against the candidate, besides cancellation of the candidature. All original certificates will be checked at the time of Personality Test/Skill Test, as the case may be, and the candidature is subject to the result of such scrutiny.
- (v) Documents in support of claim of age relaxation in Appendix-V(admissible to Central Government Civilian Employees).
- (vi) Candidates in Government Service are to attach an undertaking that they have informed in writing to their Head of Office/Department that they have applied for the post.

6.1: IMPORTANT INSTRUCTIONS: The post of Office Superintendent(Cat.No.NER(B)-01) is a temporary regular post, which needs continuance approval of the Ministry year to year basis.

- (i) Candidates should note that only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the closing date of submission of application will be accepted by the Commission for determining the Age of eligibility and no subsequent request for its change will be considered or granted. **Date of Birth will be reckoned as on the normal Closing date i.e. 21.01.2013.**
- (ii) If necessary documents as mentioned in item 5 are not submitted alongwith the application, the application will be rejected summarily or at any stage of the recruitment process and no request for revival will be considered.
- (iii) Incomplete or unsigned applications or applications without photograph or fee or applications received late will be rejected summarily. The Commission will not be responsible for postal delays.
- (iv) The candidates may note that provisional certificates, mark sheets in support of age, educational qualifications signed by the Principals of Colleges or Schools are not acceptable by the Commission. Copies of such certificates, mark sheets issued by University's/Board's should be got attested by the competent officers and submitted alongwith the applications.
- (v) If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSLC/Higher Secondary, he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after Matric etc. The changed name should also have been indicated in the Gazette Notification.

(vi) Wherever a proficiency test has been prescribed, the Commission may, at its discretion, call for interview only such candidates who obtain a certain minimum marks in proficiency test as decided by the Commission.

(vii) Certificates in support of qualifications must have been obtained on or before the closing date from recognized University/Institution. Degree/Diploma etc. obtained through Open Universities/Distance education mode will not be accepted for the purpose of Educational Qualification unless it is recognized by Distance Education Council in terms of Ministry of Human Resource Development Notification No.44, dated 01.03.1995 published in the Gazette of India dated 08.04.1995 for the relevant period when the candidate acquired the relevant qualification.

(viii) **CLOSING DATE:** Completed application forms should be received by the concerned Regional Office of the Commission latest by **21.01.2013** (till 5.00 p.m.).

6.2: Age relaxation: The upper age limit as prescribed will be relaxable:

For Cat.No.NER(B)-01: Office Superintendent:

(i) Upto a maximum of 42 years for Central Government Civilian Employees who have rendered not less than three years continuous service on regular basis (and not on ad-hoc basis). This is subject to furnish of duly filled in certificate as per the format in Appendix-V of the advertisement.

(ii) Upto a maximum of 35 years to eligible PH candidates with One Leg/One Arm/Both Leg/One Arm & One Leg/Blind/Low Vision/Hearing Handicapped. This is subject to furnish of duly filled in certificate as per the format in Appendix-VI of the advertisement.

For Cat.No.NER(B)-02: Dietician:

(i) Upto a maximum of 35 years for Departmental/Central Government employees who have rendered not less than three years continuous service on regular basis (and not on ad-hoc basis). This is subject to furnish of duly filled in certificate as per the format in Appendix-V of the advertisement.

NOTE-1: Since the post under advertised pertains to UR, the benefit of relaxation in age in respect of OBC/SC/ST will not apply. However, they may apply if they fulfilled all the eligibility criteria as given for the vacancy post. SCs/STs are, however, exempted from payment of the examination fee.

NOTE-2: Central Government Civilian Employees claiming the benefit of age-relaxation rendering not less than 3 years continuous service on regular basis (and not on ad-hoc basis) would be required to submit a Certificate as per Appendix-V issued by the office indicating length of service at the time of applying for the post to enable the Commission to decide their eligibility. They may send their applications directly to the Commission after intimating their Head of Office/Department and need not send another copy through proper channel. However, in case they decide to send Application through proper channel, they must ensure that the application complete in all respects, should reach Staff Selection Commission latest by the closing date. Applications shall be rejected if received late and/or not complete in all respects as provided in rules.

NOTE-3: The closing date for receipt of application will be treated as the date for OBC status of the candidate and for assuring that the candidate does not fall in the Creamy Layer. The OBC certificate's validity is three years counting from the year of issued till the date for closing of the application.

6.3: Age concession for ExS: (1) Upto a maximum of 5 years for Ex-Servicemen for Group 'B' posts.

Explanation: An Ex-Servicemen means a person who has served in any rank whether as a 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 engagements, 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-(a) Pension holders for continuous embodied service, (b) Persons with disability attributable to military service; and (c) Gallantry award winners. (v) Ex-Servicemen who have already joined government job in civil side after availing of the benefits given to Ex-servicemen for their re-employment are also eligible for the age concession. However, such candidates will not be eligible for the benefit of fee concession. (vi) 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 the purpose of Para 6.3 above. (vii) For any Servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of age-relaxation, he must have already acquired, at the relevant time of submitting his application for the Post the status of Ex-Servicemen 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 and that he would be discharged/released within the stipulated period of one year on completion of his assignment. The format of certificates/undertaking to be submitted by the candidates claiming the benefits/concessions as Ex-Servicemen, are given in **Appendix I & II**

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED SHALL IN NO CASE BE RELAXED. FOR CODES FOR SEEKING AGE-RELAXATION COMMISSIONS WEBSITE <http://ssc.nic.in> MAY BE REFERRED TO.

6.4: The crucial date for determining Age, EQ & certificates, etc. will be the closing date for receipt of applications i.e. 21.01.2013.

7 Mode of payment of Fees: Candidates have to pay fee in the shape of CRFS. These stamps are available at all departmental Post Offices of the country. These stamps may be pasted at the top of the application in the space provided for the purpose. These Recruitment fee stamps must be got cancelled from the counter clerk of any post office including the post office of issue with the date stamp of post office in such a manner that the impression is clear and distinct to facilitate the identification of the date and the post office of issue at any subsequent stage. After getting the Recruitment fee stamps cancelled from the post office, the candidate may submit the application, complete in all respects, to the concerned Regional Office of the Commission in the usual manner after completing other formalities.

(i) Fee once paid will not be refunded under any circumstances.

(ii) Fee paid by cash, Bank Draft or Pay Order, Indian Postal Order will NOT be ACCEPTED.

8. Vacancy mentioned above is subject to variation.

9. SC/ST candidates called for interview will be paid T.A. as per Government orders. No T.A. will be paid for screening test/proficiency test, if they are held on a day other than the date of interview.

10. Canvassing in any form will disqualify the candidate.

11. The job requirements of the post indicated below the details of the post is to facilitate the candidates to understand the main functions to be performed after appointment to the posts.

12. Submission of Certificates in support of Essential Qualifications:

(1) The documents/certificates for EQ are to be furnished by the candidates along with their applications. Otherwise, their candidature is liable to be rejected summarily at any stage of the recruitment process.

(2) Only attested photocopies of certificates and mark sheets from Matriculation onwards should be submitted alongwith the application. The same will be verified from the Original Certificates/Mark sheets to be brought with by the candidates at the time of interview/proficiency test or whatsoever.

13. All candidates in Government service, whether in a permanent or in temporary capacity or as work charged employees other than casual or daily rated employees, or those serving under Public enterprises, will be required to submit an undertaking that they have informed in writing to their Head of Office/Department that they have applied for the post. The candidate may send their applications directly to the Commission after intimating to their Head of Office/Department and need not send another copy through proper channel. However, in case, they decide to send Application through proper channel, they must ensure that the application complete in all respects reaches Staff Selection Commission by the closing date. Applications shall be rejected if received late and/or not complete in all respects as provided in rules.

14. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidate applying to appear at the proficiency test/screening test/interview, their applications shall be rejected/candidature shall be cancelled.

15. No persons-(a) who has entered into or contracted a marriage with a person having spouse living; or (b) who having a spouse living has entered into a contracted a marriage with any person, shall be eligible for appointment to service.

Provided that 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 there are other grounds for so doing, exempt any person from the operation of this rule.

16. A candidate must be in good mental and physical health and free from any physical defect likely to interfere with the efficient discharge of his duties as an Officer of the service. A candidate who after such medical examination as may be prescribed by the competent authority, is found not satisfying these requirements, will not be appointed.

17. Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over the place of the concerned Regional Office of the Staff Selection Commission where the candidate has submitted the application i.e. Staff Selection Commission(NER), Guwahati, Assam.

18. The application complete in all respects should reach the Regional Office, SSC(NER), Guwahati, positively by 14.01.2013. Application received after the aforesaid closing date will not be entertained but stands rejected outright.

19. The envelope containing the application must be superscribed in bold letters as 'APPLICATION FOR THE POST OF _____ ADVERTISED VIDE CATEGORY **NO.NER(B)-** OF **ADVT. NO.3/2012-NER**.

20. The Commission will have the discretion to fill up more vacancies in equivalent comparable posts from this advertisement.

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 of 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. PH candidates are required to fill up **columns 10, 11, 11.1, 16 and 16.1** as may be applicable. The Commission may decide to hold screening test/skill test for certain posts and therefore, VH candidates should fill in columns 16 and 16.1.
6. Column No.12.1-The category code for filling up this column is available in the Commission's website <http://ssc.nic.in>.
7. Column No.12.2- The age should be indicated as on closing date for receipt of applications i.e.28.02.2011.
8. Column No.13: relating to preference for posts may be left blank.
9. **Column No.17 Educational Qualification:** The list of Educational Qualification and subjects mentioned in Appendix VII is not exhaustive. Candidates who possess any educational qualification or studied any subject other than those mentioned in the list at Appendix VII may use '**Others**' for qualification and/or subject code.
10. 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 along with the application failing which the applications will be summarily rejected.**
11. **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.
12. **Column No.20:** Paste your recent photograph of size 4cmX5cm. Do not staple and do not get the photo attested. Please note that your application shall be rejected summarily without photograph[ph.
13. **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.

**Form of certificate for serving Defence Personnel
(Please see Para 6.3 of this Notice)**

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:
Date:

Signature of Commanding Officer
Office Seal.

(Undertaking to be given by the candidates covered under Para 6.3 of this Notice)

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to 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-Servicemen (Re-employment in Central Civil Services and 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-Servicemen 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 Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place:
Date:

Signature of Candidate.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belongs to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/her claim an attested/certified copy of a certificate in the form given below, from the district officer or the Sub-Divisional Officer or any other officer as indicated below of the District in which his/her parents (or surviving parents) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his/her 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/her own education.

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

This is to certify that Shri/Shrimati/Kumari _____ son/daughter of Shri _____ of village/Town/District/Division _____ of the State/Union Territory _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Caste/Scheduled Tribe under:-

- The Constitution (Schedule Castes) Order, 1950 _____
- The Constitution (Scheduled Tribes) Order, 1950 _____
- The Constitution (Schedule Castes) Union Territories Order, 1951 _____
- The Constitution (Schedule Tribes) Union Territories Order, 1951 _____.

As amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956, the Bombay Organisation Act 1960 & the Pubjab 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.

- The Constitution(Jammu & Kashmir) Scheduled Castes Order, 1956 _____
- The Constitution(Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order(Amendment Act), 1976*.
- The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962.
- The Constitution (Dadra & 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/Smti _____ Father/mother _____ of Shri/Smti/Kum. _____ of village/town* _____ in the District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Smti/Kum _____ 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 that are not applicable.
- @Please quote specific Presidential Order.
- %Delete the paragraph which is not applicable.

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

List of authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate/Addl. Dist. Magistrate/Collector/Dy. Commissioner/Addl. Dy. Commissioner/Dy. Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Addl. 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/her family normally resides.

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

(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that _____ son/daughter of _____ of Village _____ District/Division _____ in the State _____

belongs to the _____ Community which is recognized as a backward class under:

- i) Resolution No.12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary-Part I, Section I, No.186 dated 13th September, 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 20th October, 1994.
- iii) Resolution No.12011/7/95-BCC dated the 24th May, 1995 published in the Gazette of India Extraordinary-Part I, Section I, No.88, dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated the 9th March, 1996.
- v) Resolution No.12011/44/96-BCC dated the 6th December, 1996, published in the Gazette of India Extraordinary-Part I, Section I, No.210, dated 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated the 6th December, 1999, published in the Gazette of India Extraordinary-Part I, Section I, No.270, dated 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India Extraordinary-Part I, Section I, No.71, dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India Extraordinary-Part I, Section I, No.210, dated 21.9.2000.

Shri _____ 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 and modified vide Govt. of India, Deptt. of Personnel & Training O.M. No.36033/3/2004-Estt.(Res) dated 09.03.2004 & 14.10.2008.

Dated:

District Magistrate or
Deputy Commissioner etc.

Seal:

- NOTE-I:** (a) The term Ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- (b) The authorities competent to issue Caste Certificate are indicated below:-
- (i) District Magistrate/Addl. Dist. Magistrate/Collector/Dy. Commissioner/Addl. Dy. Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Extra-Assistant Commissioner(not below the rank of 1stClass Stipendiary Magistrate)/Taluka Magistrate/Executive Magistrate.
 - (ii) Chief Presidency Magistrate/Addl. 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 resides.

NOTE-II: The closing date for receipt of application will be treated as the date of 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 as per Appendix-IV issued by the competent authority on or before the Closing date as stipulated in the Notice.

APPENDIX-IV (A)

For OBC Candidates only

I.....son/daughter of Shr..... resident of village/town/city.....district.....state..... hereby declare that I belong to the.....community which is recognized as 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/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the4 above referred Office Memorandum, dated 8.9.1993 which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004-Estt.(Res), dated 9.3.2004 and 14.10.2008.

(Application not signed by the candidate will be rejected)

Place:

Signature of the candidate

Note:- The closing date for receipt of application will be treated as the date of 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 as per **Appendix-IV** issued by the competent authority on or before the closing date stipulated in the Notice.

APPENDIX-V

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN/PRASAR BHARATI EMPLOYEES SEEKING AGE-RELAXATION

**(To be filled by the Head of the Office or Department in which the candidate is working)
(Please see Para 6.2 of the Notice)**

It is certified that *Shri/Smt/Km._____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with 3 years regular service in the grade as_____.

Place:

Date:

Signature_____

(*Please delete the words, which are not applicable)

Name_____

Office Seal

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____

Date _____

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum _____ son/wife/daughter of Shri _____
age _____ sex _____ identification mark(s) _____ is suffering from permanent disability of
following category:-

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

Affix here recent
attested Photograph
showing the Disability
duly attested by the
Chairperson of the
Medical Board

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

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____years_____months.*

3. Percentage of disability in his/her case is _____percent.

4. Sh./Smt./Kum. _____ meets the following physical requirements for discharge of his/her duties:-

- | | |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | 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 work 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.

Essential Educational Qualification Code			
Educational Qualification	Code	Educational Qualification	Code
Matriculation	01	B.Lib	20
Intermediate	02	B.Pharma	21
Certificate	03	ICWA	22
Diploma	04	CA	23
BA	05	PG Diploma	24
BA(Hons.)	06	MA	25
B.Com	07	M.Com	26
B.Com(Hons.)	08	M.Sc	27
B.Sc	09	M.Ed	28
B.Sc(Hons.)	10	LLM	29
B.Ed	11	ME	30
LLB	12	M.Tech	31
BE	13	M.Sc(Engg.)	32
B.Tech	14	MCA	33
AMIE(part A & part B)	15	MBA	34
B.Sc(Engg.)	16	5 years experience in Administration, Accounts works	35
BCA	17	Two years experience as a Dietician	36
BBA	18	OTHERS	37
Graduation issued by Defence (India Army, Air Force, Navy)	19		

Subject Code for Educational Qualification			
Subject of Educational Qualification	Code	Subject of Educational Qualification	Code
History	01	Kannada	44
Political Science	02	Tamil	45
Economics	03	Marathi	46
English Literature	04	Gujarati	47
Hindi Literature	05	Urdu	48
Geography	06	Sanskrit	49
Commerce	07	Food Nutrition/Food Service Management and Dietetics	50
Law	08	Home Science	51
Physics	09	Home Science with Diploma in Dietetics	52
Chemistry	10	Aeronautical Engineering	53
Mathematics	11	Chemical Engineering	54
Statistics	12	Microbiology	55
Geology	13	Forensic Science	56
Geophysics	14	Space Engineering	57
Botany	15	Rocketry	58
Zoology	16	Telecommunication Engineering	59
Agriculture Science	17	Social Work	60
Civil Engineering	18	Sociology	61
Electrical Engineering	19	Criminology	62
Mechanical Engineering	20	Bio-Physics	63
Electronics Engineering	21	Bio-Chemistry	64
Electronics & Power Engineering	22	Bio-Technology	65
Electronics & Communication Engineering	23	Communication	66
Electronics Instrumentation Engineering	24	Electronics	67
Agriculture Engineering	25	Radio Engineering	68
Computer Science	26	Radio Communication	69
Computer Application	27	Metallurgy	70
Information Technology	28	Textile Technology	71
Library Science	29	Rubber Technology	72
Accountancy	30	Plastic Engineering	73
Work Accountancy	31	Polymer & Rubber Technology	74
Business Administration	32	Physical Education	75
Mass Communication	33	Agronomy	76
Journalism	34	Plant Breeding	77
Mass Communication & Journalism	35	Genetics	78
Pharmacy	36	Automobile Engineering	79
Photography	37	Marine Engineering	80
Printing Technology	38	Naval Architecture	81
Nursing	39	Operations Research	82
Assamese	40	Instrumentation Engineering	83
Bengali	41	Wildlife Management	84
Malayalam	42	Administration & Accounts work experience	85
Telugu	43	Others	86

कर्मचारी चयन आयोग Staff Selection Commission
APPLICATION FORM/आवेदन प्रपत्र

कृपया परीक्षा के नोटिस में दिए गए अनुदेशों/संलग्न विवरणिका को सावधानी पूर्वक पढ़ लें। बॉक्सों (□) 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 सं/Advertisement No. 2. श्रेणी सं/CAI No.

3. उम्मीदवार का पूरा नाम (अंग्रेजी में) मैट्रिक्युलेशन प्रमाण पत्र में दिए गए नाम के अनुसार बड़े अक्षरों में लिखें। नाम के किन्हीं दो भागों के बीच एक बक्स 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
दिन/Day माह/Month वर्ष/Year

7. लिंग/Gender
(Write 1-Female & 2-Male)

8. राष्ट्रियता/Nationality
(Write 1-Indian & 2- Others)

9. शुल्क/Fees
(Write 1-Fee paid & 2-Exemption claimed)

10. श्रेणी/Category
(Write 9-General, 1-SC, 2-ST & 6-OBC)

10.1 क्या आप भूतपूर्व सैनिक हैं/Whether Ex-Serviceman
(Write 3-Ex-Serviceman)

11. क्या आप शारीरिक विकलांग हैं?/Whether PH?
(Write 1-Yes, 2-No)

11.1. यदि हाँ, कोड अंकित करें If Yes, indicate Code
(Write 4-OH, 5-HH, 7-VH)

12. क्या आप आयु सीमा में छूट चाहते हैं? Whether seeking Age relaxation?
(Write 1- Yes, 2- No)

12.1 यदि हाँ, कोड अंकित करें If Yes, indicate Code
(Write two digit Numeric Code)

12.2 आवेदन प्राप्ति की सामान्य अन्तिम तिथि को आयु
Age as on normal closing date :
Years Months Days

13. पदों की वरीयता/Preference for Posts
1 2 3 4 5 6 7 8 9 10

14. भूतपूर्व सैनिक के लिए/For Ex-Servicemen सेवा समाप्ति तिथि/Date of Discharge
सेवा अवधि/Length of Service
(in Years) D D M M Y Y

15. क्या आप अल्पसंख्यक हैं (6.1, 4(2))
Whether belong to Minority Communities as per Govt. Orders (Write 1-Yes, 2-No)

16. यदि दृष्टि बाधित विकलांग हैं तो क्या आपको प्रतिपिंक की आवश्यकता है? If VH, whether scribe is required? (6.1, 4(2))
की आवश्यकता है? If VH, whether scribe is required? (Write 1-Yes, 2-No)

16.1. यदि हाँ, तो माध्यम अंकित करें, अंग्रेजी के लिए 1, हिन्दी के लिए 2
If yes, indicate medium. 'of Scribe(1-English, 2- Hindi)

←←—यहाँ से मोड़ें— FOLD HERE —यहाँ से मोड़ें— FOLD HERE—→→

17. शैक्षिक योग्यता/Essential Qualification

विषय कोड subject Code	अंक का प्रतिशत Percentage of Marks	माध्यम Medium
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

अंग्रेजी के लिए 1 लिखें, हिन्दी के लिए 2 लिखें व अन्य के लिए 3 लिखें
Write 1 for English, 2 for Hindi & 3 for Others

18. 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 व्यवहार 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.

(परीक्षा के नोटिस में अनुदेश देखें)
See Notice of the Exam for Instructions

नाम Name :

पता Address :

पिन PIN :

20. फोटोग्राफ
4 से.मी. X 5 से.मी. आकार का हाल ही में खींचा गया फोटोग्राफ यहाँ ठीक ढंग से चिपकायें। (स्टैपल न करें। फोटो को सत्यापित न करवाएं)
Photograph Paste here firmly your recent photograph (4 c.m. X 5 c.m.) (Do not staplo, Do not get the Photograph attested)

अनुक्रमणिका (केवल कार्यालय प्रयोग हेतु)
Roll Number (for Office use only)

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

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

19.1 मोबाइल/Mobile No. :

ई-मेल/E-mail ID :

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 के 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 को 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 प्रवेश 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 कमी 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 अस्थायी कर्मचारी के लिए
मैं यह घोषणा करता हूँ कि मैं एक केन्द्र सरकार का एक अस्थायी 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 समूदाय से संबंधित हूँ जिसे कार्मिक एवं प्रशिक्षण विभाग के दिनांक 8.9.1993 के का.शा. 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 सरोधनों जो कि नोटिस में उल्लेखित है, उसके तहत उपरोक्त कार्यालय ज्ञापन सं. कोलम 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 ineligibility being detected before or after the examination, my candidature / appointment is liable to be cancelled

स्थान / Place

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

तारीख/ Date :

*यदि लामू न हो तो यह लाईन काट दें।

अहस्ताक्षरित आवेदन पत्र को रद्द कर दिया जायेगा

*Strike off this sentence if not applicable

Unsigned application will be rejected