

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”.

(To be advertised in the Employment News/Rozgar Samachar Dated the 28th March to 3rd April, 2015)



**STAFF SELECTION COMMISSION
(SOUTHERN REGION) CHENNAI**



No.4/9/2015-SR

Website:www.sscsr.gov.in

ADVERTISEMENT No.:SSC/SR/1/2015

Closing Date : 27.04.2015

Applications are invited for the following (Group`B' and Group`C) posts in various Offices :

Advt.No.SR-1/2015 Cat No.SR-B-01		Photographer in Weavers Service Centre, Ministry of Textiles, Chennai
Classification		General Central Service Group-B (Non-Gazetted, Non- Ministerial).
No. of Vacancies		UR-1 (One) - Identified not suitable for PH candidates (OH/HH/VH candidates need not apply)
Scale of Pay		Rs. 9300-34800 (PB-2) with Grade Pay Rs.4200/-
Initial Place of Posting		Chennai – 01(UR-1), with service liability of posting in Southern States i.e. Tamil Nadu, Kerala, Andhra Pradesh & Karnataka.
Age Limit		Not exceeding 30 years.
Upper Age Limit is relaxable by		5 years for Depttl. Candidates /Central Government Employees with 3 years of regular and continuous service as on the closing date.
Fee payable		Rs.50/- (Rupees fifty only). SC/ST/Female and eligible EX-S are exempted from payment of fees.
Essential Qualification	:	1. Three years Diploma in Photography from a recognized University or Institute; 2. Three years experience in various branches of photography, colour processing and maintenance of photographic equipments in any Government/Semi-Government/Statutory/ autonomous Organisation or Public Sector Undertaking or in any recognized Institution. Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority in the case of candidates otherwise well qualified. Note 2: The Qualification regarding experience is relaxable at the discretion of the Staff Selection Commission/Competent Authority for reasons to be recorded in writing in the case of candidates belonging to Scheduled Caste or Scheduled Tribes, if at any stage of selection the Staff Selection Commission/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
Desirable Qualification	:	i) Six months experience in computer operation in software like Microsoft Office, Corel Draw, Photoshop, Page Maker and Internet basics, including experience of scanning and working with digital technology/equipments; ii) One year experience in fashion photography.
Description of duties	:	To take photographs of new designs and photographs of old types of designs from Museums, exhibitions, etc. Preparation of Photo albums.

Advt.No.SSC/SR/1/2015 Cat No.SR-C-01	:	Junior Chemist in Regional Agmark Laboratory, Directorate of Marketing and Inspection, Department of Agriculture and Co-operation, Ministry of Agriculture
Classification	:	General Central Services Group-C (Non-Technical, Non- Ministerial).
No. of Vacancies	:	UR-2 (two) and OBC-2 (two) - Identified not suitable for PH candidates (OH/HH/VH candidates need not apply)
Scale of Pay	:	Rs. 5200-20200 in Pay Band I with Grade Pay Rs.2800/-
Initial Place of Posting	:	Chennai – 02(UR-1,OBC-1), Guntur – 01(UR) and Delhi – 01(OBC) with All India Service Liability
Age Limit	:	Not exceeding 30 years.
Upper Age Limit is relaxable	:	by 3 years for OBC candidates and upto 40 years for Depttl. Candidates /Central Government Employees with 3 years of regular and continuous service as on the closing date.
Fee payable	:	Rs.50/- (Rupees fifty only). SC/ST/Female and eligible EX-S are exempted from payment of fees.
Essential Qualification	:	1. Master's degree in Chemistry or Dairy Chemistry or Oil Technology or Food Technology of a recognized University or equivalent. Or 2. Bachelor of Science Degree with Chemistry as one of the subjects or Bachelor of Science (Hons.) in Chemistry from a recognised University or equivalent and with two years' experience in analytical work.
Desirable Qualification	:	NIL.
Job Responsibilities	:	Chemical Analysis of sample of all Agmark articles.

IMPORTANT NOTE ON EDUCATIONAL QUALIFICATIONS

Degree/Diploma etc. obtained by candidates from open Universities/ Distance Education will not be accepted unless the same is accompanied by a certificate to the effect that the course is recognized by Distance Education Council in terms of Ministry of Human Resource Development Notification No. 44 published in Gazette of India dated 08.04.1995 for the relevant period when the candidate has acquired the relevant qualification.

2. Age and relaxation in upper age limit:

Date of birth will be reckoned as on normal closing date (i.e) **27.04.2015**.

- Should be within the age limit prescribed as on the closing date **27.04.2015**. Age relaxation is available for Ex- serviceman candidates. The Ex-Servicemen 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 **27.04.2015** on completion of his assignment. Necessary certificate/undertaking should be submitted by the Ex-Serviceman candidate in the form prescribed in D/o Personnel & Training's O.M.No. 36034/2/91-Estt (SCT) dated 3.4.91. (Appendix I and II) Ex-S fulfilling the conditions laid down by the Government from time to time shall be allowed to deduct military service from their actual age and such resultant age should not exceed the prescribed age-limit by more than three years for Group "C" Posts and Group "B" Posts. SC/ST candidates should submit their certificate in the format prescribed by the Commission as given in Appendix – III.
- Other Backward Class (OBC) for the purpose of Age Relaxation and Reservation will mean "Persons of OBC category not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT), dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 and 14.10.2008. Any deviation of the OBC Certificate from the present prescribed 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 shall be rejected.
- Candidates claiming the benefit of reservation under OBC Category not covered under the Creamy Layer must ensure that they furnish the OBC Certificate in the **format prescribed** by the Commission in the Notice as in Appendix IV duly signed by the competent Authority. **The candidates claiming OBC status may note that certificate of creamy layer status should have been obtained within three years before the closing date (i.e.) 27.04.2015.** The Commission, has however, decided to accept OBC Certificate, in the prescribed format, issued after the closing date but before the last tier of the examination, i.e. Interview/Skill Test/Computer Proficiency Test/Document Verification, as the case may be, as valid proof of belonging to non-creamy of OBC.
- Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained.
- The Commission will however have the discretionary power to reduce/waive off any of the provisions in exceptional and deserving cases.

NOTE : 1. No relaxation in the upper age-limit is admissible for SC/ST/OBC candidates applying for UR vacancies.

2. Candidates who wish to be considered against vacancies reserved/or seeking age relaxation must submit requisite certificate from the Competent Authority, in the prescribed format.

- 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 to 31.12.89 shall be eligible for relaxation in the upper age- limit by five 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.
- Central Government Civilian Employees applying for these posts should submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the Recruitment. The Central Government Civilian Employees/ Departmental candidates seeking age relaxation (in upper age-limit) should submit a certificate from the Office where they are employed as per Appendix –VI & VII. They should continue to have the status of Central Government Civilian Employees at the time of appointment in the event of selection.

3. **Fee Payable & Mode of Payment:**

Rs.50/= (Rupees fifty only) in the form of Central Recruitment Fee Stamps (CRFS) which are available in all Post Offices. Any other mode of payment viz., cash, money order, cheque, DD & Postal order will not be accepted. Fee should be paid separately for each category for which applications are submitted separately.

Fee Exemption :

- All Female candidates
- SC/ST / PH Candidates.
- Ex-Servicemen who have not already secured employment under the Central Govt. in civil side after availing the benefit given to them as ExS for their re-employment.

NOTE: Fee once paid will not be refunded under any circumstances.

- ### 4. **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 the discretion to fix different qualifying standards 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/skill test as the case may be) 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. Provided further that SC/ST and OBC candidates who are selected on their own merit without relaxed standards along with candidates belonging to other communities will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs and OBCs which will thus comprise SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standards.

5. How to Apply:

The applications duly filled in (Please refer to "Guidelines for filling in the Application Form" given separately.) alongwith self attested copies of certificates should be submitted to the Southern Regional Office of the Commission **on or before 27.04.2015 (Closing date) at the following address:**

**The Regional Director (SR)
Staff Selection Commission,
2nd Floor, EVK Sampath Building, DPI Campus,
College Road, Chennai - 600 006.**

(In the case of residents of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & 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 **04.05.2015.**)

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.

6. GUIDELINES FOR FILLING IN THE APPLICATION FORM

INDICATE CLEARLY THE NAME OF THE POST, ADVERTISEMENT NO.& CATEGORY NO.(Post code) ON THE ENVELOPE WHILE SENDING THE APPLICATION

1. **Separate application should be submitted for each category.** Each application should be submitted alongwith specified fees if he/she wishes to apply for more than one category.
2. **Do Not Enclose Any Original Certificate With The Application**
3. Ensure that the format of the Application form is exactly the same in contents and size as published.
4. 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.
5. Candidate should send only one application for a particular post. There should be only one application in one envelope.
6. 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.
7. Serving Defence Personnel likely to be released within one year of the closing date can also apply.
8. **Closing date** for receipt of applications: **27.04.2015 (5.00 PM).**

7. Documents To Be Attached with each Application:

1. Central Recruitment Fee Stamps (CRFS) of Rs.50/- affixed and duly cancelled in the relevant place on the application form.
2. One recent passport size photograph, duly signed and pasted (NOT STAPLED) in the space provided in Application Form. Two copies of the same photo should be retained by the candidate for pasting on the Attendance Sheet/Bio-data form.
3. Self attested copies of certificates and Mark Sheets pertaining to all the years showing age, educational and technical qualifications with subjects studied. (Only certificates issued by the Competent Authority, viz .the Universities / Boards of Education concerned would be accepted as proof of possessing the minimum educational, technical qualification and Date of Birth.)

4. Self attested copies of certificates in support of claim of SC/ST/OBC/PH/Ex-S.
5. Others who claim age relaxation should submit certificates in support of their claim.
6. Documents in support of Experience.
7. Undertaking by the Central Government Employee/Departmental Candidate to the effect that they have informed, in writing, their Head of Office that they have applied for the post. Deptt./Central Government Employees claiming age relaxation should submit necessary certificate from the employer as in Appendix-VI & VII.

Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over Chennai.

8. Important Instructions :

The application will be summarily rejected in case it is:

- a. Incomplete or illegible. Applications without mentioning the respective Advt.No.& Category No.of the post (Post code).
- b. Application not in the prescribed format.
- c. An application filled in a language other than Hindi/English.
- d. Under age /over-age as on closing date (i.e. 27.04.2015)
- e. Not having the requisite Essential Qualification (E.Q) as on crucial date (i.e. 27.04.2015)
- f. Multiple applications received for the same category of the post and in the same envelope from different applicants.
- g. An envelope containing multiple applications received for the different categories of post or from different applicants.
- h. Application received after the closing date (i.e. 27.04.2015)

If Documents in proof of DOB, EQ, Category etc., are not attached with the application. The application will be rejected summarily at any stage of the recruitment process and no request for revival will be considered.

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.
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. As the advertisement pertains to various posts in different Offices, the Name of the post and Advt.No. and Category No. (Col. 1 & 2) of the post for which the application is being submitted may be indicated in the application form.
5. Column 10 may be filled up carefully. Ex-Servicemen candidates are also required to fill up column 10.1.
6. Column No.12.1 – The category code for filling up this column is available in Commission's website : <http://ssc.nic.in>.
7. Column No.12.2 – Age as on closing date for receipt of applications should be indicated.
8. Col.No.13 relating to preference of posts may be left blank.
9. Column 17 Educational Qualification : Candidates should clearly indicate the Course and Main subjects in the relevant columns.
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 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.
13. Column No.21 and 22 : Please do sign in running hand. Unsigned applications will be rejected. Variations in the signature will render the application liable to be rejected .

22. घोषणा / Declaration

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

23. के.प. शुल्क टिकट को लिए स्थान
Space for CRF stamp

अवैधित मूल्य वर्ग का के.प.
शुल्क टिकट यहाँ ठीक ढंग
से चिपकाएँ तथा डाकघर से
रद्द करा दें जहाँ से
यह खरीदा गया है।
(स्टैपल 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 एतद्वारा उनका पालन करने का पट्टन देता / देती हूँ।
I have read the provisions of 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 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 घचन आयोग / संप लोका 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 असैनिक कर्मचारी के लिए
मैं यह घोषणा करता हूँ कि मैं एक केन्द्र सरकार का एक असैनिक कर्मचारी हूँ एवं नियमित आधार पर ३ 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 ८.९.१९९३ के का.आ. सं. ३६०१२/२२/९३ स्वा. (एससीटी) में विहित आदेशों के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण विभाग के प्रयोजन हेतु पिछड़ा वर्ग माना जाता है। यह भी घोषणा करता हूँ कि भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग के विभिन्न संशोधनों जो कि नोटिस में उल्लेखित है, उसके तहत उपरोक्त कक्षा/वर्ग प्राप्त करने में सक्षम हूँ।
* For Candidates 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 the OBC Certificate in the prescribed format given in the Notice of the examination.
- (vii) * भूतपूर्व सैनिक के लिए
मैं घोषणा करता / करती हूँ कि मैं परीक्षा विज्ञापित के अनुसार भू.पु. सैनिक संबंधित पात्रता की शर्तों को पूरा करता / करती हूँ।
* For Candidate belonging to Ex-serviceman
I declare that I fulfill all the eligibility conditions relating to Ex-serviceman as per notice of exam.
- (viii) मैं एतद्वारा 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 सुचना सुपाई 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 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 _____

तारीख / Date :

* यदि लागू न हो तो यह लाईन काट दें।
* Strike off this sentence if not applicable

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

असहस्रित आवेदन पत्र रद्द कर दिया जाएगा
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.

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

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

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

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

The Constitution (Pondicherry) Scheduled Castes Order 1964 @.

The Constitution (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 _____

Place _____ Signature _____

Date _____ ** Designation _____
(with seal of office) State/Union Territory

* 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/ 1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

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 PHYSICALLY DISABLED CATEGORY**

1. Dr. _____ Regn no. _____ examined Shri /Smt/ Kum. _____ whose Particulars are given below and hereby certify that he/she is a permanent physically disabled person of the following category:-

- (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
- (viii) B-Blind
- (ix) PB- Partially Blind
- (x) D- Deaf

(Delete the category whichever is not applicable)

1. The percentage of disability in his/her case is _____

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

- (i) F- Work performed by manipulating with fingers.
- (ii) PP-Work performed by pulling and pushing.
- (iii) L- Work performed by lifting.
- (iv) KC-Work performed by kneeling and crouching.
- (v) B – Work performed by bending.
- (vi) S –Work performed by sitting.
- (vii) ST –Work performed by Standing
- (viii) W – Work performed by walking.
- (ix) SE – Work performed by seeing.
- (x) H- Work performed by hearing/speaking.
- (xi) RW- Work performed by reading and writing.

(Delete whichever is not applicable)

3. Percentage of disability in his/her case is _____ percent.

4. Shri/Smt/Kum _____ does not suffer from disease (communicable otherwise) constitutional weakness or bodily infirmity that may interfere with the efficient discharge of his/her duties as an Officer under the Govt. Of India.

- (i) Name of the candidate _____
- (ii) Father's name _____
- (iii) Identification marks _____

(iv) Sex _____
(v) Age) _____

Signature of the candidate

Signature of the Surgeon/Medical Officer

Designation _____

Office stamp _____

Address _____

Note: The disability certificate should be issued by a Govt. Hospital.

APPENDIX - VI

Form of Certificate to be submitted by Central Government Employees claiming 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' technical/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 VII

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:_____