



# WESTERN RAILWAY

Employment Notice No. WR/HQ/R&T/S&G/2/2014-15 Date of issue 15/11/2014

## RECRUITMENT AGAINST SCOUTS AND GUIDES QUOTA FOR THE YEAR 2014-2015

Closing Date and Time for receipt of applications	15/12/2014 up to 17.00 hrs.
Closing Date & Time of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti Districts and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar and Lakshadweep Island.	29/12/2014 up to 17.00 hrs.

Applications are invited from the eligible **Scouts & Guides candidates** on plain paper (A4 size) in the given format, neatly typed or hand written either in English or Hindi for filling up the vacancies against Scouts & Guides Quota of WESTERN Railway for the year 2014-15. The candidates having no Scouts & Guides qualifications can not apply. The application for category -1 post, as given below is to be sent only by ordinary post to the Assistant Personnel Officer (R&T), Western Railway, 3rd Floor, GLO Building, Headquarter Office, Churchgate, Mumbai 400020 or dropped in the application box kept in the office of Assistant Personnel Officer (R&T), Western Railway, 3rd Floor, GLO Building, Headquarter Office, Churchgate, Mumbai 400020 (Courier Post /Registered Post / Speed Post will not be accepted) during office hours except Saturday, Sunday and Holidays. The application for Category-2 post, as given below i.e. erstwhile Group 'D' should be sent to the concerned Divisional Railway Manager offices as detailed in para 8.0:

### 1. Details of Vacancies:

Sr. No.	Post	Grade	Vacancy	Distribution of Quota (Unit-wise)	Minimum Educational & Scouting / Guiding Qualification
01	Category -1 Group 'C'	₹ 5200 – ₹ 20200/- + GP ₹ 1900/- or ₹ 2000/- in PB -1	02	HQ- CCG	(i) Matriculation or Equivalent with 50% marks in aggregate. (Minimum 50% marks is not applicable for SC / ST candidates, ex-servicemen and for the candidates of any category possessing higher qualification) (ii) In addition to above Scouting / Guiding Qualification as in Para 5.0
02	Category -2 erstwhile Group 'D' (i.e. Khalasi, Porter, Trackman etc.)	₹ 5200 – ₹ 20200/- with GP ₹ 1800/- in PB -1	12	Bombay Central – 2 Vadodara – 2 Ahmedabad – 2 Rajkot – 2 Bhavnagar – 2 Ratlam – 2	(i) Passed Class –10 <sup>th</sup> or equivalent (ii) Scouting / Guiding Qualification as in Para 5.0

### 2.0 Age limit (AGE AS ON. 01.01. 2015)

Post	UR	OBC	SC/ST
Group 'C'	18 to 30 yrs.	18 to 33 yrs.	18 to 35 yrs.
Group 'D' (erstwhile)	18 to 33 yrs.	18 to 36 yrs.	18 to 38 yrs.

### 3.0. EXTENT OF AGE RELAXATION:

- Serving Railway employees who have put in three years of continuous service and substitutes with three years of service in the Railways. Maximum Age: UR-40 yrs., OBC - 43 yrs., SC / ST - 45 yrs.
- Widows / Divorced women and women judicially separated but not re-married. Maximum Age: UR - 35yrs., OBC - 38 yrs., SC / ST-40 yrs.
- Persons who had ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 1<sup>st</sup> January 1980 to 31<sup>st</sup> December 1989 – by 5 years.
- Staff of Quasi Administrative Offices of Railway Organisation – by 5 years or service rendered by them in such organization, whichever is less.
- Ex-Serviceman: Relaxation of age will be to the extent of service rendered by them in Defence Service plus 3 yrs. provided they have put in a minimum of 6 months service after attestation.
- Persons with Disability: Maximum age: UR-40 years, OBC-43 years, SC / ST-45 years.

### 4.0. CONDITIONS:

- Selection of Candidates will be subjected to passing the Medical Examination in the prescribed medical standard by Railway Medical Authority prior to their appointment after due selection.
- Candidates will have to undergo prescribed training course as applicable for the post as per existing instructions.
- The age will be reckoned as on 01.01.2015.
- All the copies of Certificates in regards to age, educational qualifications, scouting qualifications, other qualifications, caste certificate and other certificates duly attested are to be enclosed along with the application form.
- Two recent passport size photographs with their names written at the back should be clipped along with the application form.
- Application not properly filled in, incomplete or with overwriting, erasing or not supported by the attested copies of relevant certificates will be liable to be rejected.
- Application received beyond the last date will not be entertained. Railway Administration, Western Railway will not be responsible for any postal delay / wrong delivery whatsoever at any stage of the selection process.
- Specific category in Group 'C' and Group 'D', (erstwhile) for place of posting will be decided by the Appropriate Rly. authority.
- The candidates' admission at all stages of the recruitment will be purely provisional subject to satisfying the prescribed eligibility conditions.

### 5.0. SCOUTING / GUIDING QUALIFICATION FOR GR. 'C' & GR. 'D' (ERSTWHILE)

- President's Scout / Guide / Rover / Ranger OR Himalayan Wood Badge Holder OR A Pre-HWB trained Scout Leader / Advanced Trained Guide / Leader / Captain, and
  - Should have been an active member of a Scout Organisation for at least 3 years in the recent past i.e. during 2012-13, 2013 -14, 2014- 15 and should continue to be active, and
  - Should have attended at least one event at National level and one or two events at State level OR \*should have a good record of participation in Scouts / Guides activities at Unit / District level.
- \*Each candidate will produce Certificates issued by Group Leader concern / District Authority as the case may be duly countersigned by respective District Commissioner of at least one event in each of the preceding three years from the date of publication of Notification.

### 6.0. PROCEDURE FOR RECRUITMENT FOR SCOUTS & GUIDES QUOTA:

Candidates who apply in response to notification issued and are found provisionally eligible for consideration for appointment against Scouts & Guides quota, will be assessed on the following basis.

- Written Examination: Candidates will have to appear for a written test on a particular date for Group 'C' and Group 'D' (erstwhile) respectively. The written test will consist of 50 objective type questions relating to Scouts & Guides Organisation and its activities as per syllabus outlined in Annexure 'I' for Group 'C' and Annexure 'II' for Group 'D'. 50 marks

- Scouts and Guides qualification over and above the minimum prescribed as eligibility condition: 35 marks

a	Participation in International event (One event - 5 marks, two or more events - 7 marks)	7
b	Participation in National event / National Jamboree (No marks for the first event. The same being the minimum eligibility condition; First additional event – 5 marks, two or more events -7 marks)	7
c	Participation in Jamboree on the Indian Railways (One event - 5 marks, two or more events - 7 marks)	7
d	Events / Rallies attended at State level (One event - 5 marks, two or more events - 7 marks)	7
e	Specialized Scout / Guide Course Pioneering / Mapping and Standard Judging Course / Vocational Craft Course (One course - 5 marks, two or more course - 7 marks)	7

- Personality test / Interview: 15 marks

- Dates for written examination for Group 'C' and Group 'D' (erstwhile) will be advised later on.

### 8.0 WHOM TO APPLY:

Post	Pay & GP	HQ / Division of Western Railway	Whom to Apply
Group 'C'	PB-1 ₹ 5200 – 20200/- + GP ₹ 1900/- or ₹ 2000/-	HQ - CCG	Assistant Personnel Officer (R&T), Western Railway, HQ Office III <sup>rd</sup> Floor, Old Building, Churchgate, Mumbai 400020
Group 'D' (erstwhile)	PB-1 ₹ 5200 – 20200/- + GP ₹ 1800/-	Mumbai Central	Divisional Railway Manager (E), Near Mumbai Central Terminus Station, Mumbai Central, Mumbai 400 008, Maharashtra.
		Vadodara	Divisional Railway Manager (E), Pratap Nagar, Vadodara 390 004 Gujarat.
		Ahmedabad	Divisional Railway Manager (E), Asarva, Near Chamunda Bridge, Ahmedabad 380 025, Gujarat.
		Ratlam	Divisional Railway Manager (E), DO Batti, Ratlam 457 001, Madhya Pradesh.
		Rajkot	Divisional Railway Manager (E), Kothi Compound, Rajkot 360 001, Gujarat.
		Bhavnagar	Divisional Railway Manager (E), Bhavnagar Para 364003, Gujarat.

### 9.0 HOW TO APPLY:

Application should be sent by ordinary post in a closed envelope to the respective office as per para 8.0 above or to be dropped in the application box provided for the purpose in the HQ office / Divisional office upto 17.00 hours during office hours except Saturday, Sunday and Holidays. No receipt at the counter will be given. Application send by Courier Post / Registered Post / Speed Post will not be acknowledged. The last date of receipt of application is 15/12/2014.

### 10.0 EXAMINATION FEES:

- The Examination fee of Rs. 100/- (Rupees Hundred only) is payable in form of Indian Postal Order (IPO) drawn in favour of 'Chief Cashier, Western Railway, Churchgate payable at Mumbai for the post of Group 'C' and for the post of Group 'D' Divisional Cashier, Western Railway payable at HQ town of the respective Division (This Examination Fee is not refundable / transferable /adjustable under any circumstances).
- IPOs issued before the date of publication of this Employment Notice or after the closing date will not be accepted and the Application Form will be rejected.
- Application received with Cash / Cheque / Money order / Central Recruitment Fee Stamps will not be accepted and will be rejected.
- Candidate must write their name, full address at the space provided in the IPO.
- Separate application with separate examination fee should be submitted in case of candidate applying in both the Group 'C' and Group 'D' category.
- Fee Exemptions:** SC / ST candidates, Ex-Servicemen, Persons with Disabilities, Women candidates, Minority\* candidates, Candidate belonging to economically Backward Classes\*\* are exempted for payment of examination fees.  
**Note:** \*Minority will mean Muslims, Christians, Sikhs, Buddhists and Zoroastrians (Parsis). \*\*Economically Backward Classes will mean the candidates whose family income is less than Rs. 50,000/- per annum.
- Authorities competent to issue income certificates for the purpose of identifying economically backward classes.  
(i) District Magistrate or any other Revenue Officer up to the level of the Tahsildar.  
(ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.  
(iii) Below Poverty Line (BPL) Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.  
(iv) Union Minister may also recommend for any person from anywhere in the Country.  
(v) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.  
**Note:** Candidates claiming 'Fee exemptions' shall enclose a copy of the certificate in the prescribed format.

### 11.0 COMMUNITY CERTIFICATE:

- No post is exclusively reserved for OBC and SC / ST candidates.
- Candidates claiming to belong to OBC and SC / ST communities are required to produce community certificates from the competent Authority in the prescribed format and enclose the copy of the same with the application.
- The Community Certificates produced by the OBC candidates should specially indicate that the candidate does not belong to persons / sections (Creamy layer).
- Serving Govt. employee should send their application through proper channel duly forwarded by their controlling officials. The last date will not be extended on account of delay in transmission of the application by the concerned office.

### 13.0 GENERAL INSTRUCTIONS:

- The decision of the Western Rly. Administration will be final. The decision of the Administration in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection. The Administration does not undertake any responsibility for sending or reply to the candidates not selected or not called for in Written Examination / Interview. No refund of Examination Fee will be made.
- The application is liable to be rejected if any of the compulsory enclosure is not attached as indicated in the proforma or the application is found defective in any respect.
- Canvassing in any form will disqualify the candidature.
- As per the extant rules a II<sup>nd</sup> Class journey Pass from Home Station to the place of Examination and back will be issued to SC/ST candidates for appearing in written test, Interview/Personality Test.
- No column should be left blank, which also may be the cause of rejection of the application. Column / Columns if not related then write 'N.A.' in that / those Column / Columns.
- Verifications of all testimonials and certificates will also be mandatory condition for appointment.
- No application form will be supplied by the Railway.
- The envelope containing the application must be super scribed "Application for Group 'C' or Group 'D' Recruitment against Scout- Guide Quota for 2014-2015"
- Place of Posting will be reckoned as per Preference of Posting but Western Railway has reserved the right to post any candidate anywhere over its jurisdiction.
- Candidates in response to this notification shall ensure that he / she fulfils all eligibility conditions at the time of submission of Application.
- Recent Passport size photographs (Taken within one month) should not be accompanied with coloured glass and it may be the cause of rejection of the application.
- Photographs pasted on the Application Form, not signed by the candidate may be the cause of rejection of the application.
- Without date & Thumb impression, Unsigned and Signed in Block or Capital letters may be the cause of rejection of the application.
- Certificates other than English / Hindi languages should be accompanied by an attested translation in English / Hindi.
- Candidates seeking age relaxation or Fee Exemption must produce the Caste Certificate, Certificate of Death of husband, Affidavit that she has not remarried since, copy of Decree of Divorce from the competent Court of Law, Discharge Certificate, No Objection Certificate and Bonafide Certificate from the employer, where applicable.
- In case, candidates selected for Group 'C' post, if they are appointed in clerical category, they shall have to possess the proficiency in Typing with minimum speed of 30 w.p.m in English or 25 w.p.m in Hindi, within a period of 02 years from the date of appointment, for which they may get maximum 3 chances only.



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- 13.17 The mode of selection, date, venue and time will be intimated to the eligible candidate through ordinary post. The decision of Western Railway in all matters relating to eligibility, acceptance or rejection of application and allotment of venues will be final and binding on the candidates.
- 13.18 This is an open Advertisement and not reserved for any category and the selected candidates should pass the normal standards of medical examination prescribed for Railway services.
- 13.19 The list of all candidates fulfilling eligibility criteria will be uploaded on Western Railway Website: [www.wr.indianrailways.gov.in](http://www.wr.indianrailways.gov.in)  
**NB:** All legal disputes shall be decided under the jurisdiction of Hon'ble Central Administrative Tribunal, Mumbai.

## ANNEXURE 'I'

- I. PROPOSED SYLLABUS FOR SELECTION UNDER SCOUTS & GUIDES QUOTA FOR GROUP 'C' POSTS:**  
 History of Scouting / Guiding; Law & Promise; Organisation—Distt. & State Level; Training Centre—Distt. & State level; Knowledge of Books ; Scouting for Boys / Guiding for Girls in India; Motto, left hand shake; Salute; Prayer; Flag Song; National Anthem; Know the National & Scouting Flags; Social Services at various occasions; Hiking; Proficiency Badges; How these are earned; Stages in Scouting / Guiding; Thinking Day; Progressive Training of Scouts / Guides / Rovers / Rangers; Pioneering; Handicrafts; Indian Railway Jamborette; National Jamboree; Jamboree on the Air; Organisation at National level; National Training Centers; WAGGGS/ WOSM; Upa-Rashtrapati Award Competition; Prime Minister's Shield Competition; Community Development Programmes; Aims and Methods of Scouting; How Scouting is useful in producing better citizens.

## ANNEXURE 'II'

- II. PROPOSED SYLLABUS FOR SELECTION UNDER SCOUTS & GUIDES QUOTA FOR GROUP 'D' POSTS:**  
 History of Scouting/Guiding; Law & Promise; Organisation—Distt. & State Level; Training Centre—Distt. & State level; Knowledge of Books; Scouting for Boys/Guiding for Girls in India; Motto; left hand shake; Salute; Prayer; Flag Song; National Anthem; Know the National & Scouting Flags; Social Services at various occasions; Hiking; Proficiency Badges; How these are earned; Stages in Scouting / Guiding; Thinking Day; Progressive Training of Scouts / Guides / Rovers / Rangers; Pioneering; Handicrafts; Indian Railway Jamborette; National Jamboree; Jamboree on the Air.

### CANDIDATE MAY ALSO LOG ON TO WESTERN RAILWAY'S WEBSITE:

[www.wr.indianrailways.gov.in](http://www.wr.indianrailways.gov.in) and go to section – Recruitment for downloading application form.

**Encl:** Annexure "A" Application Format for Group "C" & Annexure "B" for erstwhile Group "D" Post. Form No. 1 to 5

### NO. OF ENCLOSURES:

1. Attested copy of Age Proof Certificate.
2. Attested copies of Educational/Technical Qualification.
3. Attested copies of Scouting/Guiding Qualification.
4. Attested copies for seeking age relaxation.
5. Attested copies of Scout/Guide active participation/Post held from time to time in the recent past/three years etc.
6. Attested copies of events attended (I / Events, Jamborees, N.I. camps, Samagams, Rallies, Comporees, Service Project etc).
7. Attested copies of Other Qualification/Curriculum Activities, if any.
8. Two passport size Photographs (one should affix in the application with Signature and other should be clipped with the application and name written behind).
9. Postal Order to be drawn in favour of – as per the column 10.0.
10. Attested Copy of Scouts & Guides President's/Rashtrapati Award.
11. Certificate issued by District Authority (District Commissioner) that he / she have been active member of Scouts & Guides Organization and have participated in Rallies etc.

<b>Assistant Personnel Officer (R&amp;T) Western Railway HQ Office</b>				Annexure - A			
Recruitment & Training Section, Personnel Department, HQ Office, Old Bldg. 3 <sup>rd</sup> Floor, Churchgate, Mumbai 400 020							
Application Form for Recruitment in Pay Band ₹ 5200 - 20200/- Grade Pay ₹ 1900 / 2000 in Western Railway Employment Notice No. WR/HQ/R&T/S&G/2/2014-15		For Office use only:-		Roll No.:			
Candidates must fill the Application Form in their own hand writing.							
1 Full Name of the Candidate, (IN BLOCK LETTERS)						Paste (do not pin or staple) here your recent passport size colour photo of size 4cm x 5 cm. Signature of candidate across the photograph (not in capital)	
2 Father's / Husband's name: (IN BLOCK LETTERS)							
3 Date of Birth : (DD/MM/YY):							
4 Community : Tick (✓):		<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> UR					
5 Are you Physically Disabled (Tick (✓)):		<input type="checkbox"/> OH <input type="checkbox"/> HH <input type="checkbox"/> VH <input type="checkbox"/> If VH then scribe    Yes    No					
6 Address for communication (in English only, in capital letters):							
12 Contact Details:						7 Nationality : 8 Religion : 9 Sex : 10 Marital Status : 11 Nearest Railway Station :	
Mobile No.							
email id							
13 Do you seek age relaxation under any of the category mentioned below : (Tick (✓) appropriate box)							
SC		ST		OBC		Physically Disabled	
						Judicially separated / divorced woman / widow	
						Ex- Servicemen	
						Railway Employee	
14 Educational Qualifications							
SSC / Matric		HSC / Intermediate		ITI		Diploma	
15 Scout & Guide Qualification							
S & G		Participation / Achievement (S & G)					
Name of Course		Year		Participation		Achievement	
16 List of Documents enclosed : (fill in the details of the copies of certificates / documents enclosed).							
i)		iii)		v)			
ii)		iv)		vi)			
17 Details of IPO enclosed with the application :							
Name of the post office		Serial Number & Date		Amount		Are you seeking fees exemption tick (✓) appropriate box :	
						<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> Minority <input type="checkbox"/> Female <input type="checkbox"/> Ex-Service-men <input type="checkbox"/> Person with Disability <input type="checkbox"/> Economically Backward Class	
19 Declaration by the candidate: I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief I also commit to serve the organisation continuously for more than five years after getting appointment, otherwise necessary action as deemed fit by the Administration may be taken against me.							
Signature of the candidate (Not in capital letters)						Date : _____ Place : _____	
Left Hand Thumb Impression							

<b>Divisional Railway Manager (E) _____, Western Railway</b>						Annexure - B	
Recruitment & Training Section							
Application Form for Recruitment in Pay Band ₹ 5200 - 20200/- Grade Pay ₹ 1800/- in Western Railway Employment Notice No. WR/HQ/R&T/S&G/2/2014-15				For Office use only:-		Roll No.:	
Candidates must fill the Application Form in their own hand writing.							
1 Full Name of the Candidate, (IN BLOCK LETTERS)						Paste (do not pin or staple) here your recent passport size colour photo of size 4cm x 5 cm. Signature of candidate across the photograph (not in capital)	
2 Father's / Husband's name: (IN BLOCK LETTERS)							
3 Date of Birth : (DD/MM/YY):							
4 Community : Tick (✓):		<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> UR					
5 Are you Physically Disabled (Tick (✓)):		<input type="checkbox"/> OH <input type="checkbox"/> HH <input type="checkbox"/> VH <input type="checkbox"/> If VH then scribe    Yes    No					
6 Address for communication (in English only, in capital letters):							
12 Contact Details:						7 Nationality : 8 Religion : 9 Sex : 10 Marital Status : 11 Nearest Railway Station :	
Mobile No.							
email id							
13 Do you seek age relaxation under any of the category mentioned below : (Tick (✓) appropriate box)							
SC		ST		OBC		Physically Disabled	
						Judicially separated / divorced woman / widow	
						Ex- Servicemen	
						Railway Employee	
14 Educational Qualifications							
SSC / Matric		HSC / Intermediate		ITI		Diploma	
15 Scout & Guide Qualification							
S & G		Participation / Achievement (S & G)					
Name of Course		Year		Participation		Achievement	
16 List of Documents enclosed : (fill in the details of the copies of certificates / documents enclosed).							
i)		iii)		v)			
ii)		iv)		vi)			
17 Details of IPO enclosed with the application :							
Name of the post office		Serial Number & Date		Amount		Are you seeking fees exemption tick (✓) appropriate box :	
						<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> Minority <input type="checkbox"/> Female <input type="checkbox"/> Ex-Service-men <input type="checkbox"/> Person with Disability <input type="checkbox"/> Economically Backward Class	
19 Declaration by the candidate: I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief I also commit to serve the organisation continuously for more than five years after getting appointment, otherwise necessary action as deemed fit by the Administration may be taken against me.							
Signature of the candidate (Not in capital letters)						Date : _____ Place : _____	
Left Hand Thumb Impression							

### NO. OF ENCLOSURES:

1. Attested copy of Age Proof Certificate.
2. Attested copies of Educational/Technical Qualification.
3. Attested copies of Scouting/Guiding Qualification.
4. Attested copies for seeking age relaxation.
5. Attested copies of Scout/Guide active participation/Post held from time to time in the recent past / three years etc.
6. Attested copies of events attended (I / Events, Jamborees, N.I. camps, Samagams, Rallies, Comporees, Service Project etc).
7. Attested copies of Other Qualification/Curriculum Activities, if any.
8. Two Passport size Photographs (one should affix in the application with Signature and other should be clipped with the application and name written behind).
9. Postal Order to be drawn in favour of – as per the column 10.0.
10. Attested Copy of Scouts & Guides President's / Rashtrapati Award.
11. Certificate issued by District Authority (District Commissioner) that he / she have been active member of Scouts & Guides Organisation and have participated in Rallies etc.

<b>PROFORMA FOR CASTE CERTIFICATE FOR SC/ST CANDIDATES</b>						Form No. 1	
The candidates are required to obtain caste certificate in the proper proforma from the competent authority and produce the original certificate at the time of verification failing which he/she may be disqualified. This is strictly required vide chapter 13 of the Brochure (Published by Govt. of India, Ministry of Personnel, Public Grievances & Pensions Department of Personal training, New Delhi). As a large number of candidates are producing certificates issued by authority different from the competent authority they are advised to comply with the instructions.							
<b>FORM OF CASTE CERTIFICATES</b> (Form of certificate to be produced by a candidate belonging to Scheduled Castes or Scheduled Tribes in support of Claim)							
This is to certify that Shri/Smt./Kum* _____ Son / Daughter* of _____ of village / town* _____ District / Division* _____ of State/Union Territory* _____ belongs to the _____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* under:							
– The Constitution (Scheduled Caste) order, 1950 – The Constitution (Scheduled Tribes) order, 1950 – The Constitution (Scheduled Caste) (Union Territories) order, 1951 – The Constitution (Scheduled Tribes) (Union Territories) order, 1951(as amended by the Scheduled Caste and Scheduled Tribes Lists Modification) Order, 1956, the Bombay Re-organisation Act 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern areas Re-organisation Act, 1971, and the Scheduled Tribes order (Amendment) Act, 1976. – The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956. – The Constitution (Jammu and Kashmir) Scheduled Tribe Order, 1956. – The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959. – 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 and Diu) Scheduled Castes Order, 1968 – The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 – The Constitution (Nagaland) Scheduled Tribes Order, 1970 – The Constitution (Sikkim) Scheduled Caste Order, 1978 – The Constitution (Sikkim) Scheduled Tribes Order, 1978							
Signature of the candidate (Not in capital letters)						Date : _____ Place : _____	
Left Hand Thumb Impression							

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## 2. Application in the case of Scheduled Castes/Scheduled Tribes Persons who have migrated from One State / Union Territory

This certificate is issued on the basis of Scheduled Castes / Scheduled Tribes Certificates issued to that Shri/ Smt./Kum\* \_\_\_\_\_ Father / Mother of Shri / Smt. / Kum \_\_\_\_\_ in District / Division\* \_\_\_\_\_ of State / Union Territory \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste / Scheduled Tribes\* in State / Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_ (Name of prescribed authority) vide their No. \_\_\_\_\_ dated \_\_\_\_\_. 3. Shri / Smt / Kum.\* \_\_\_\_\_ and of his / her\* family ordinarily reside(s) in village / town\* \_\_\_\_\_ of \_\_\_\_\_ District / Division of State / Union Territory of \_\_\_\_\_ Place \_\_\_\_\_ State / Union Territory Signature \_\_\_\_\_ date \_\_\_\_\_ Designation (with seal of office) \_\_\_\_\_

(\* Please delete the words which are not applicable) (\* Please Note: The term \* Ordinarily resides\* used will have the same meaning as in Section 30 of the Representation of the People Act, 1950

### List of Authorities employed to issue certificates of verification:

- District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner, (Not below the rank of 1st class Stipendiary Magistrate)
- Chief Presidency Magistrate / additional Chief Presidency Magistrate / Presidency Magistrate.
- Revenues Officers not below the rank of Tehsilder.
- Sub Divisional Officer of the area where the candidate and / or his family ordinarily resides.
- Administratory Secretary in Administrator/Development Officer (Lakshadweep Islands).

Form No. 2

### Form of Certificate to be produced by other Backward Classes applying for Appointment to Post under the Government of India

This is to certify that Shri/Smt./Kum\* \_\_\_\_\_ Son / Daughter of \_\_\_\_\_ of village \_\_\_\_\_ District / Division \_\_\_\_\_ in \_\_\_\_\_ State belongs to \_\_\_\_\_ community which is recognized as a Backward Class under:

- Resolution No. 12011/68/93 – BCC © dated the 10<sup>th</sup> September 1993, published in the Gazette of India extraordinary – part 1, Section 1, No.186 dated the 13<sup>th</sup> September 1993.
- Resolution No. 12011/9/94 –BCC dated the 19<sup>th</sup> October 1994, published in the Gazette of India extraordinary – part 1, Section 1, No.163 dated the 20<sup>th</sup> October 1994
- Resolution No. 12011/7/95 –BCC dated the 24<sup>th</sup> May 1995, published in the Gazette of India- extraordinary – part 1, Section 1, 88 dated the 25<sup>th</sup> May 1995.
- Resolution No. 12011/44/96 –BCC dated the 6<sup>th</sup> December 1996, published in the Gazette of India extraordinary – part 1, Section 1, No. 210 dated the 11<sup>th</sup> December 1996.
- Resolution No. 12011/68/93 –BCC, published in the Gazette of India- extraordinary – No. 129, dated the 8<sup>th</sup> July 1997.
- Resolution No. 12011/12/96 –BCC, published in the Gazette of India- extraordinary – No. 164, dated the 1<sup>st</sup> September 1997.
- Resolution No. 12011/99/94 –BCC, published in the Gazette of India- extraordinary – No. 263, dated the 11<sup>th</sup> December 1997.
- Resolution No. 12011/13/97 –BCC, published in the Gazette of India- extraordinary – No. 239, dated the 3<sup>rd</sup> December 1997.
- Resolution No. 12011/12/96 –BCC, published in the Gazette of India- extraordinary – No. 166, dated the 3<sup>rd</sup> August 1998.
- Resolution No. 12011/68/93 –BCC, published in the Gazette of India- extraordinary – No. 171, dated the 6<sup>th</sup> August 1998.
- Resolution No. 12011/68/98–BCC, published in the Gazette of India- extraordinary – No. 241, dated the 27<sup>th</sup> October 1999.
- Resolution No. 12011/88/98–BCC, published in the Gazette of India- extraordinary – No. 270, dated the 6<sup>th</sup> December 1999.
- Resolution No. 12011/36/99–BCC, published in the Gazette of India- extraordinary – No. 71, dated the 4<sup>th</sup> April 2000

Shri \_\_\_\_\_ and / or his 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 of the Government of India. Department of Personnel & Training O.M. No. 36012/22/93 Estt. (SCT) dated 08.09.93.

### Dated District Magistrate / Seal Deputy Commissioner etc.

**NB:** (a) The term Ordinarily used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950(b). The Authorities competent to issue caste certificate are indicated below:

- District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1<sup>st</sup> Class Stipendiary Magistrate/ Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner, (Not below the rank of 1<sup>st</sup> class Stipendiary Magistrate)
- Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- Revenues Officer not below the rank of Tehsilder and
- Sub Divisional Officer of the area where the candidate and / or his family ordinarily resides.

Form No.-3

### FORM OF MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)

Name & Address of The Institute / Hospital

Control No. \_\_\_\_\_  
(for office use Paste here recent colour passport size photograph of the candidate of size 4 cm x 5 cm (The colour photograph should not be more than 3 month old)

### DISABILITY CERTIFICATE

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

1. This is certify that Smt. / Shri / Kum\* \_\_\_\_\_ son / daughter of Shri \_\_\_\_\_ age \_\_\_\_\_ of Male / Female having identification marks as below \_\_\_\_\_ is suffering from Permanent disability of following category.

#### A. Loco motor or cerebral palsy :

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

#### B. Blindness or Low Vision :

- B-Blind
- PB-PB-Partially Blind

#### C. Hearing Impairment :

- D-Deaf
- 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 \_\_\_\_\_ year \_\_\_\_\_ months.

3. Percentage of disability in his/her case is \_\_\_\_\_ Percent.

4. Smt./Shri. / Kum\* \_\_\_\_\_ meets the following physical requirement 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 |

(Signature of Doctor)	(Signature of Doctor)	(Signature of Doctor)
Name:	Name:	Name:
Registration No.:	Registration No.:	Registration No.:
Member, Medical Board	Member, Medical Board	Member/Chairperson, Medical Board

\*Please delete the words which are not applicable

Place: \_\_\_\_\_ Counter signature of the Medical Superintendent / CMO / Head of Hospital (with seal)

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

### Note:

- according to the persons with Disabilities (Equal Opportunities, Protection of Rights and full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section(1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act. 1995 (1 Of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/ hearing and speech disability, mental retardation and leprosy cured as the case may be.
- The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent.

Form No. 4

### INCOME CERTIFICATE FOR WAIVER OF EXAMINATION FEES

1	Name of the Candidate	
2	Father's/ Husband's Name	
3	Age	
4	Residential address	
5	Annual Family Income (In Figures)	
	(In Words)	
6	Date of Issue	
7	Signature	
8	Stamp of Issuing Authority	

Name:

Designation:

Office:

**NB:** Economically Backward Classes will mean the candidates whose family income is less than ₹ 50,000/- per annum. The following authorities are authorized to issue income certificates for the purpose of identifying economically backward classes.

- District Magistrate or any other Revenue Officer up to the level of Tehsilder.
- Sitting Member of Parliament of Lok Sabha for persons of their own constituency
- BPL Card or any other certificate issued by the Central Government under a recognized Poverty alleviation programme or Izzat MST issued by Railways
- Union Minister may also recommend to Chairman - RRC for any persons from anywhere in the country.
- Sitting Member of Parliament of Rajya Sabha for persons of the District in which these MPs normally reside.

Form No. 5

### Proforma for declaration to be submitted by Other Backward Class Candidates alongwith the application while applying for the posts against Employment Notice

No \_\_\_\_\_

### DECLARATION

"I \_\_\_\_\_ son / daughter of Shri \_\_\_\_\_ resident of Village \_\_\_\_\_ town / city \_\_\_\_\_ district \_\_\_\_\_ State \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_ (indicate your sub - Caste community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.09.1993 and is subsequent through O.M.No. 36033/3/2004 – Estt. (Res.) dated 09.03.2004."

Signature of the candidate

Place :

Date:

Name of the candidate