NATIONAL DEFENCE ACADEMY, PO:NDA KHADAKWASLA, PUNE-411023

G E N E R A L I N S T R U C T I O N S

1. **General**.

(a) The Application Form will be available on website https://ndacivrect.gov.in and the last date for submission of online application is **21 days** from the date of publication of the advertisement in 'Employment News'. The crucial date for determining the age limit or claiming reservation status or any other benefit were not specified otherwise, will be the closing date for receipt of online applications.

(b) Only online application will be accepted. Candidate is required to submit the Online Application Form and take a print-out of the Application Form for future reference. Candidates **NOT TO SEND** any application printouts/ certificates/ copies to NDA by post.

(c) Candidates are required to upload scan copies of minimum education qualification certificate for the post applied, ID Proof (ie Aadhaar Card if not held/ PAN Card/ Passport/ Driving Licence/ Voter Card etc), Passport size colour photograph with light-background, scan sample of candidate's signature.

(d) Candidate must carefully read all the instructions, before filling up the Application Form.

(e) Mere submission of online application(s) does not entitle candidates to be called for selection test. Depending on the number of applications received, the number of candidates will be restricted for the selection test based on the marks obtained in the prescribed minimum educational qualification for the post(s), the number of which may be tentatively **up to 10 times or more than the number of posts in each category in this advertisement for written test and upto four times or more for skill test based on written test marks**. The decision of appointing authority will be final in this regard.

(f) Candidates should note that no extra weight-age will be given for any additional higher qualifications other than the prescribed minimum qualification or experience, which also does not vest any right in a candidate for being called for Selection Test(s). All selection tests will be conducted at NDA Khadakwasla, Pune.

(g) Short-listed candidates will be intimated later on by email/ SMS for reporting for selection tests. The candidates must bring print out of their Application Form/ Admit Card duly photo pasted along with all the essential original documents and valid Photo ID (i.e. Aadhaar Card and if not held, PAN Card/ Passport/ Driving Licence/ Voter Card etc.) which has been uploaded at the time of submission of online application.

(h) Candidates are advised to keep their mobile number and valid e-mail mentioned in online application form active during the entire recruitment process as important messages will be sent by email/SMS which will be deemed to have been read by the candidates.

(j) To avoid last minute rush, candidates are advised in their own interest to submit online application much before the closing date, since there may be a possibility of inability/ failure to log on to the website on account of heavy load on the internet or website jam during the last few days.

(k) NDA does not accept any responsibility for the candidates for not being able to submit their online application on account of aforesaid reasons or any other reason.

(l) Departmental candidates also have to submit online application and may be allowed to compete along with other candidates for appointment to Group 'C' higher posts **up to the age of 40 years in case of general candidates and relaxation as applicable for reserve vacancies**.

(m) Academy reserves the right not to fill up any or all the post(s), if it so desires. Recruitment process can be stopped at any stage without assigning any reason. The number of vacancies indicated in the advertisement may vary, i.e. increase/ decrease/ cancelled at any stage, during the course of recruitment.

(n) To avoid risk of COVID-19, candidates are advised to follow all instructions/ guidelines issued by the Central/ State government for preventive of COVID-19 from time to time. At the entrance any candidate showing complaints of influence like illness may not be allowed for the test considering the safety of other persons.

(o) Candidates who have been shortlisted for selection tests must have been vaccinated. No candidate will be permitted without providing vaccination certificate at the entrance during the selection tests.

(p) The candidates applying for the post of Multi Tasking Staff-Office & Training (MTS-O&T) to note that the Appointing Authority may chose to place the candidate selected for Multi Tasking Staff for the duties of Safaiwala/ Groom/ Cadet Orderly/ Fatigueman/ Masalchi/ Mess Waiter/ Chowkidar/ Groundsman/ Mali/ Storeman/ Messenger/ Distributor/ Sail Maker/ Tindal/ Dozer Driver/ Laboratory Attendant/ Workshop Attendant/ Library Attendant/ Gallery Attendant etc trades at the Academy.

(q) Those working in Government Establishments, Public Sector Undertakings, and Autonomous Bodies should apply online after obtaining NOC (No Objection Certificate) from their establishment, with a certificate that no disciplinary action is contemplated / pending against them and they have no objection in releasing them in case of selection.

(r) Academy reserves the right not to fill up any or all the post(s), if it so desires. The number of vacancies indicated in the advertisement may vary i.e. increase/ decrease/ cancelled at any stage during the course of recruitment.

(s) Candidates, who have applied for different posts and are shortlisted for more than one post, shall required to choose anyone post to appear for the selection test. Option exercised once shall be final and binding on the candidate. No representation in this regard shall be entertained.

(t) The responsibility to decide the category/ post for which the candidate would like to appear for selection test will be choice of the applicant himself.

(u) No TA/DA is admissible. Duration of the selection tests can be 4 to 6 days or more. Candidates will make their own arrangement for the lodging/ boarding during the selection tests.

(v) Candidates reporting late i.e. after the reporting time specified for examination will not be permitted to take the examination.

(w) Some unscrupulous elements may approach you with the assurance of procuring appointment for you through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. National Defence Academy shall not be responsible in any manner, whatsoever if a candidate succumbs to such tactics by anybody at any stage. It is emphasized and reassured that selection test and exercise will be done on merit only in a transparent manner.

(x) The scrutiny of all requisite documents will take place in respect of shortlisted candidates. If any of the documents are found 'Not In Order' or any deviation found in documents uploaded and original document at any stage during the recruitment process, or even after the issue of provisional selection letter/ appointment letter, the candidature of such candidates or their appointment will be rendered null and void and they will be liable for prosecution.

2. **Eligibility.**

Ser No	Post	Age	Educational Qualification/ Technical Qualification required
(a)	Lower Division Clerk	18-27 Yrs	(a) 12th Class pass from a recognized Board or University; and (b) Skill Test : A typing Speed of 35 wpm in English or 30 wpm in Hindi on computer (*Time allowed 10 Minutes*) (*35 wpm and 30 wpm correspond to 10500 key depressions per hour/ 9000 key depressions per hour on average of 5 key depression for each word*).

Ser No	Post	Age	Educational Qualification/ Technical Qualification required
(b)	Painter	18-25 Yrs	(a) 12th Class or equivalent from a recognized Board or University; and (b) Two years experience from a recognized Organization or Undertaking in the trade. **OR** (a) Industrial Training Institute (ITI) pass Certificate as Painter from a recognized Institute. (b) Two years experience from a recognized Organization or Undertaking in the Trade.
(c)	Draughtsman	18-27 Yrs	(a) 12th Class or equivalent from a recognized Board or University and (b) Diploma in Draughtsman-ship of a minimum duration of two years from a recognized Institute. **OR** (a) Industrial Training Institute Pass Certificate as Draughtsman from a recognized Institute. (b) Two years experience from a recognized Organization or Undertaking in the trade
(d)	Civilian Motor Driver (OG)	18-27 Yrs	(a) 12th Class or equivalent from a recognized Board or University. (b) Must possess the civilian driving license for heavy vehicles. (c) Two years experience from a recognized Organization or Undertaking in driving heavy vehicles.
(e)	Compositor-Cum-Printer	18-25 Yrs	(a) 12th Class or equivalent from a recognized Board or University and (b) Two years experience from a recognized Organization or Undertaking in the trade
(f)	Cinema Projectionist Gde-II	18-25 Yrs	(a) 12th Class or equivalent from a recognized Board or University and (b) Two years experience from a recognized Organization or Undertaking in the trade.
(g)	Cook	18-25 Yrs	(a) 12th Class or equivalent from a recognized Board or University; and (b) Two years experience from a recognized Organization or Undertaking in the trade. **OR**

Ser No	Post	Age	Educational Qualification/ Technical Qualification required
			(a) Industrial Training Institute (ITI) pass Certificate as Cook from a recognized Institute. (b) Two years experience from a recognized Organization or Undertaking in the Trade.
(h)	Blacksmith	18-25 Yrs	(a) 12th Class or equivalent from a recognized Board or University and (b) Two years experience from a recognized Organization or Undertaking in the trade.
(i)	Fireman	18-27 Yrs	**Essential**:- (a) Matriculation or equivalent examination from a recognized Board. (b) Must possess the civilian driving license for heavy vehicle. (c) Certificate of minimum six months duration in use and maintenance of first aid, fire fighting appliances and Tailor fire pumps from recognize Organization or Undertaking. (d) Must be physically fit and capable of performing strenuous duties and must have passed the test specified in note below. **Desirable**:- One year experience in the Trade. **Note**:- (Test as to physical fitness etc) 1. Height without shoes–165Cms. Provided that concession of 2.5 Cms in height shall be allowed for members of the Scheduled Tribes. 2. Chest: Un-expended - 81.5 Cms 3. Chest: On-expansion - 85 Cms 4. Weight : 50 Kg (minimum) 5. Endurance Test :- (i) Carrying a man (Fireman lift 63.5 Kg to a distance of 183 Meters within 96 seconds. (ii) Clearing 2.7 Meters wide ditch landing on both feet (long jump). (iii) Climbing 3 meters vertical rope using hands & feet.

Ser No	Post	Age	Educational Qualification/ Technical Qualification required
(j)	Technical Attendant - Baker &Confectioner	18-25 Yrs	Industrial Training Institute Pass Certificate in Baker and Confectioner from a recognized Institute. **OR** (a) Matriculation pass or equivalent examination from a recognized Board / Institute. (b) At least one year experience of working as Baker and Confectioner from a recognized Organization.
(k)	Technical Attendant - Cycle Repairer	18-25 Yrs	Industrial Training Institute Pass Certificate in 'Cycle Repairer' from a recognized Institute. **OR** (a) Matriculation or equivalent examination from a recognized Board/ Institute. (b) At least one year experience of working as Cycle Repairer from a recognized Organization.
(l)	Multi Tasking Staff - Office & Training (MTS-O&T)	18-25 Yrs	Matriculation pass or equivalent from a recognized Board/ Institute.

3. **Age Relaxation**.

(a) Relaxation of upper age limit of 5 years for posts reserved for SC/ST is admissible and 3 years for posts reserved for OBC is admissible.

(b) Age relaxation for Physically Handicapped, Ex-Serviceman and Central Government Servants is applicable as per the Government Orders on the subject.

(c) No age relaxation is admissible to SC/ST/OBC candidates who apply against un-reserved posts.

(d) No age concession is admissible to the Sons, Daughters and Dependents of Ex-Serviceman.

(e) Age relaxation to all persons who had ordinarily been domicile in the state of Jammu and Kashmir during the period from 01 Jan 1980 to 31 Dec 1989 will be permissible for 5 Years.

4. **Reservation (SC/ST/OBC)**.

(a) SC/ST/OBC candidates who have applied against reserve categories are required to submit a valid certificate regarding their caste status as given in **Annexure-1** by SC/ST candidates, **Annexure-2** by OBC candidates.

(b) OBC candidates are required to submit a valid certificate regarding his/her having Non-creamy Layer Status issued by competent authority. Reservation will be applicable to such OBC candidates who do not fall under the Creamy Layer status.

(c) Candidates selected under PH/Ex-serviceman quota will be placed first and adjusted against the respective category ie. SC/ST/OBC/EWS/UR.

5. **Economically Weaker Section Category (EWS) : Income & Asset Certificate**.

The benefit of reservation under Economically Weaker Section (EWS) can be availed upon production of an Income and Asset Certificate issued by a competent authority in prescribed format **Annexure-3**.

Competent Authorities:- (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Extra Assistant Commissioner. (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate. (iii) Sub-Divisional Officer or the area where the candidate and/ or his family normally resides.

The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in case where crucial date is fixed otherwise.

6. **Persons with Benchmark Disabilities (PwBD)**.

(a) Only such persons would be eligible for reservation in services/ posts who suffer from **40% or More** of relevant disability. A person who wants to avail benefit of reservation is required to submit the computerized 'Permanent Disability Certificate' issued by a Medical Board duly constituted by the Central or State Government as given in **Annexure-4**.

(b) A Medical Board consisting of at least 3 members, out of which, at least one member shall be a Specialist from the relevant field.

7. **Ex-Serviceman (ESM)**.

(a) Ex-Serviceman who has put in not less than six months continues service in the Armed Forces shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, he shall be deemed to satisfy the condition regarding age limit (Important: Such ex-serviceman who are already employed as regular civil employees under Government by availing benefit of reservation as ex-serviceman are entitled for age relaxation only as provided under extant rules).

(b) Ex-serviceman candidates are required to bring Discharge Certificate (along with self attested photocopy).

(c) For purpose of claiming the age concession to disabled Defence Service personnel, a certificate from the Director General, Resettlement, Min of Def will be accepted as documentary evidence in support of the claim of disabled Defence Service Personnel.

(d) Armed Forces personnel applying for the posts should submit an undertaking as per GOI/ DOP&T OM. 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation / reservation.

8. **Guidelines for Filling Online Application**.

(a) Candidates are required to apply online using the website https://ndacivrect.gov.in. Candidate must carefully read all the instructions/ guidelines, before filling up the Application Form. Updates can be checked on https://nda.nic.in also.

(b) The details filled in the online application by the candidate should be correct; failing which candidature of the applicant will be treated as null and void at any stage of recruitment. The onus is on the candidate to prove that all the information submitted by him/ her in the online application is true.

(c) Options once exercised in the online application shall be final and no request for change shall be entertained. Candidates should ensure that their Full Name, Father's Name, Date of Birth should exactly match as recorded in **Matriculation** or **equivalent certificate**. Any deviation found during document verification will lead to cancellation of candidature and also to debarment.

(d) The percentage of marks obtained will be calculated as under:-
Percentage = Marks obtained / Max marks x 100 OR for CBSE board (CGPA x 9.5 = %) OR for grading (A=90-100%, minimum % will be counted).

(e) The applicants while filling their application form must ensure that they fulfill the required criteria, educational qualifications and experience, etc. as mentioned in the advertisement.

(f) Applicants are not to send copy of application form or any document to this office. However, candidates are to take a printout of Application Form for his/ her for future reference.

(g) NDA will not be responsible, if the candidates commit any mistake in filling the online application form **or** uploading of requisite documents **or** mistake of any kind.

(h) The applicants must ensure that while filling their Application Form, they are providing their valid and active e-mail IDs and mobile number as NDA may use either mode of communication for contacting them at different stages of recruitment process. No change in the mobile number and e-mail ID will be allowed once entered. NDA will not be responsible for non-receipt of communication on registered mobile number/ e-mail IDs.

(j) Candidates are requested to remember the password given by them during registration as it is important for further login.

(k) To avoid last minute rush, candidates are advised in their own interest to submit online application much before the closing date, since there may be a possibility of inability/ failure to log on to the website on account of heavy load on the internet or website jam during the last few days

(l) Candidates are required to upload scanned copies of latest passport size colour photograph, Signature, Std 10^{th}/12^{th} Passing Certificate issued by recognized Board and ID Proof (i.e. Aadhaar Card and if not held, PAN Card, Passport, Driving Licence, Voter Card etc.).

(m) Candidate is required to submit the Online Application Form and take a **print-out of the Application Form** for future reference.

9. **Scrutiny and Short Listing of Application**.

(a) Merely fulfilling the basic essential qualification requirement and submission of online application does not entitle an applicant to be called for selection tests.

(b) If the number of applications received in response to the advertisement is large, the Commandant, National Defence Academy, Khadakwasla, Pune reserves the right to restrict the number of candidates to a reasonable limit on the basis of percentage of marks obtained in the prescribed minimum essential qualification, number of which may be tentatively **upto ten times or more** than the number of posts in each category in this advertisement for selection tests and upto four times or more for skill / trade test based on written test marks.

(c) The applications accepted on scrutiny will be shortlisted based on the essential qualification/ experience required and shortlisted candidates will only be called for selection tests. All selection tests will be conducted at NDA Khadakwasla, Pune.

(d) Candidates should note that no extra weight-age will be given for any additional higher qualifications other than the prescribed minimum qualification or experience which also does not vest any right in a candidate for being called for Selection Test.

10. **Rejection / Disqualification of Application**.

The following acts/ omissions would render a candidate/ application to be disqualified at any stage of selection procedure:-

(a) Furnishing of false, inaccurate or tampered or dubious information.

(b) More than one application submitted by the candidate for the same post.

(c) Any other deemed irregularity or reason as observed by the Board of Officers.

(d) Obtaining support for his/ her candidature through unfair means.

(e) Canvassing on application forms in any and/or bringing in any influence, political or otherwise will entail disqualification.

(f) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.

(g) If underage or overage on closing date of application.

(h) If the candidate is not found to possess the essential qualification.

(j) If the candidate is already working in the Government establishment, has not attached the NOC from the concerned establishment with the acknowledgement at the time of reporting to Academy for the selection procedure.

(k) Online applications without ID Proof (i.e. Aadhaar Card and if not held, PAN Card, Passport, Driving Licence, Voter Card etc.), coloured photograph, Signature and Std 10^{th}/ 12^{th} Passing Certificate.

11. **Syllabus for Written Examination**.

(a) Questions on General Intelligence and Reasoning will be non-verbal considering the functions attached to the post.

(b) Questions on Numerical Aptitude and General English up to the level of minimum educational qualification prescribed for each post will be such that a candidate will be in a position to answer them comfortably, provided he/she has studied in class 10^{th} or 12^{th} (with subjects English, Maths, Science etc). Questions on General awareness will also be of similar standard.

(c) Question paper of written test will be bilingual ie. English and Hindi. However, the question on the portion of English language subject will be in English. Question Paper will be objective type questions based on essential qualifications for the post.

12. **Skill/ Trade Test**. The requisite number of candidates will be shortlisted (may be restricted upto four times or more than the number of vacancies) and called for skill/physical/practical test wherever applicable. Further 100% weightage will be given for written test. The skill/physical/practical test will be of qualifying nature only and marks awarded therein will not be added in total marks while preparing merit list.

13. **Selection Procedure**.

(a) Short-listed candidates will be intimated later on by email/ SMS on registered mobile number for reporting for selection tests. The candidates must bring print out of their online application form duly photo pasted along with all the essential original documents and valid Photo ID (i.e. Aadhaar Card and if not held, PAN Card, Passport, Driving Licence, Voter Card etc.) which has been uploaded at the time of submission of online application.

(b) Candidates are advised to keep their mobile number and valid e-mail mentioned in online Application Form active during the entire recruitment process as important messages will be sent by email/SMS, which will be deemed to have been read by the candidates.

(c) Candidates who fulfill the eligibility criteria shall be subjected to selection process as per existing orders and selected candidates shall be appointed only after verification of Character and Antecedents from police authority and if found fit after medical examination.

14. **Documents to be brought for verification by Short Listed Candidates at the time of reporting to Academy for the selection procedure**.

(a) Print-out of the online application form along with originals of uploaded documents i.e. a valid photo identity proof (i.e. Aadhaar Card and if not held, PAN Card, Passport, Driving Licence, Voter Card etc.), 10^{th} Passing Certificate.

(b) Original Certificates and Statement of Marks along with **self-attested two** photocopies pertaining to minimum educational qualifications required for the posts ie. ITI / 10th / 12th / Graduation as the case may be.

(c) Higher Education Certificates/ Degree Certificate/ Statement of Marks, if any.

(d) Certificates/ documents pertaining to Date of Birth and Experience.

(e) Certificates/ documents in support of claim of SC/ ST/ OBC/ EWS/ PwBD/ ESM in proper format as given in Annexures.

(f) OBC candidates must bring valid Non-creamy layer Certificate issued by competent authority. (Please note that OBC Caste Certificate and Non-creamy layer certificate should be submitted separately).

(g) EWS candidates are required to submit an Income and Asset Certificate issued by a competent authority in prescribed format.

(h) Ex-serviceman candidates are required to bring Discharge Certificate.

(j) A 'No-objection Certificate' (NOC) from working Establishment, with a certificate that no disciplinary action is contemplated / pending against them and they have no objection in releasing them in case of selection

(k) Two recent coloured photographs (size 4.5 x 3.5 Cms).

15. **Important Instructions to Candidates**

(a) All short listed candidates are required to report for the document verification and selection tests on scheduled date at Kondhwa Gate of this Academy. There will be short listing of candidates at each stage of selection process. Please note that candidates will be permitted to appear for Written Test only on the basis of scrutiny of all essential original documents. Thereafter, further shortlisted candidates will be permitted for Skill/Trade Test.

(b) Please bring the following while reporting for selection tests:-

(i) A print out of Online Application Form which was duly filled and Admit Card. (In case photograph not legible on admit card, a separate latest coloured photography be pasted on blank space).

(ii) Your valid photo Identity proof (i.e. Aadhaar Card and if not held, PAN Card, Passport, Driving Licence, Voter Card etc.) and two recent coloured photographs (size 4.5 x 3.5 cms)

(iii) Black ball point pen and writing pad for written examination. No eraser, calculator etc will be allowed. Please note that no stationery will be provided at the time of examination.

(c) The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled as and when it comes to the notice of the NDA.

(d) Duration of all selection tests will be 4 to 6 days or more and you have to make your own arrangements for lodging/boarding outside NDA premises during the selection test.

(e) Mobiles, smart watches and other electronic gadgets including Bluetooth devices are banned within the premises of the Examination Centre. Possession of such items whether in use or in switch off mode, during the examination will be considered as use of unfair means, candidature of such candidates will be cancelled.

(f) You are requested to visit https://ndacivrect.gov.in website regularly for updates. Any change in schedule of examination will be updated on this website. Updates can be checked on https://nda.nic.in also.

(g) This establishment will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of online examination and, therefore, candidate will be accepted only provisionally.

(h) The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible for the post. Supporting documents uploaded by the candidate will be verified at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decision of appointing authority shall be final.

(j) Candidates seeking reservation benefits available for SC/ST/OBC/EWS & PwBD/ESM etc. must ensure that they are entitled to such reservation as per eligibility prescribed by Government of India and in the Notice. They should also be in possession of the certificates in the prescribed format as promulgated by Government of India, in support of their claim. The formats of various certificates are enclosed as annexure.

(k) Central Government Civilian Employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should not be less than three years during the period immediately preceding the closing date for receipt of application.

(l) SC/ST/OBC candidate applying for General Category post is not entitled to any relaxation in the age limit.

(m) Canvassing in any form and/ or bringing in any influence, political or otherwise shall be treated as a disqualification for the test/post. Interim queries shall not been entertained.

(n) The selected candidates will be on two years probation and shall be governed by the provision of the New Pension Scheme **(NPS)** -2004.

(o) No TA/DA is admissible to the candidates appearing for selection tests.

(p) Those Candidates sponsored by Employment Exchange are also required to apply in accordance with this Advertisement.

(q) The Department will not (WILL NOT) be responsible for any injury sustained by candidates while undergoing physical/practical/skill test during recruitment procedure and neither will be liable to pay any compensation.

(r) In case you do not fulfill any of the requirements of the post as given in the advertisement and instructions uploaded on website, you need not to report and your candidature will automatically be treated as cancelled.

(s) Schedule of document verification & Selection Tests will be intimated through registered email/ SMS.

(t) Reporting Place – Kondhwa Gate, NDA Khadakwasla, Pune-411023. (Next to Ahire Gate *via* Uttamnagar).

16. **Caution to All Candidates**. Candidates are advised not to fall prey to false assurance or exploitation and must not entertain or encourage unscrupulous elements in any way. It is emphasized that the selection process will be strictly on merit in a transparent manner. Candidates are further advised to conduct themselves as a law abiding citizen of the country and refrain from using unfair means.

17. **DISCLAIMER.**

(a) The terms and conditions given in this advertisement are subject to change and should, therefore be treated as guidelines only.

(b) If any candidate is issued admit card or permitted inadvertently, his/her candidature will be cancelled at any time as and when such a case is detected and no further correspondence in this regard will be entertained.

(c) Nuances or disturbances at Exam Centre will entail disqualification of Candidates and blacklisting of Exam Centre.

(d) Responsibility regarding punctuality and timely reporting of candidates at examination centers for scrutiny/ security clearance procedures lies with the candidates only. Candidates reporting late at examination centers will not be allowed to appear for examination under any circumstances.

Annexure-1

FORM OF CERTIFICATE PRESCRIBED FOR SC/ST

Form of Certificate as prescribed in M.H.A., O.M. No.42/21/49-N.G.S., dated 28-1-1952, as revised in Dept. of Per. & A.R., Letter No.36012/6/76-Estt. (S.C.T.), dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste of Scheduled Tribe in Support of his claim.

FORM OF CASTE CERTIFICATE

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/Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe* Under :

* The Constitution (Scheduled Castes) Order, 1950.
* The Constitution (Scheduled Tribes) Order, 1950.
* The Constitution (Scheduled Castes) (Union Territories) Order, 1951.
* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

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

*The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956;
*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Schedule Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
* The Constitution (Pondicherry) Scheduled Caste Order, 1964;
* The Constitution (Uttar Pradesh), Scheduled Tribes Order, 1967;
* The Constitution (Goa, Daman and Diu) Scheduled Caste 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;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990.
* The Constitution (Scheduled Tribes) Order Amendment Act, 1991.
* The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

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

Signature ……..
Designation ……..
(with seal of office)

Place …… State _____.
Date …….. Union Territory

NOTE- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

** Please delete the words which are not applicable.*

***Applicable in the case of SCs/STs persons who have migrated from one state/UT (employment news 9/92)*

Annexure-2

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

[G.I., Dept. of Per. &Trg., O.M. No.36033/28/94-Estt. (Res.), dated 2-7-1997.]

This is to certify that ……, son of …… of village …….. District/Division …… in the …… State ……. belongs to the …… Community which is recognized as a Backward Class under -

*(i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C),dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No.186, dated the 13th September, 1993.

*(ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

*(iii) Government of India, Ministry of Welfare, 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 the 25th May, 1995.

*(iv) Government of India, Ministry of Welfare, 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 the 11th December, 1996.

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 to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93-Estt. (SCT), dated 8-9-1993.

District Magistrate,
Deputy Commissioner, etc.

Dated :
(SEAL)

N.B. -

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below :--

(i) District Magistrate / Additional Magistrate / Collector / Deputy / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate)

(ii) Chief Presidency Magistrate/ Additional Chief 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.

** Strike out whichever is not applicable.*

Annexure-3

Government of _____
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTION

Certificate No _____ Date _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt/Kumari ……..…… …… son/daughter/wife of ……..……Permanent resident of …… Village/Street…….. Post office …… District …… in the State / Union Territory ……. Pin Code …… whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family ** is below Rs 8 lakh (Rupees eight lakh only) for the financial year ……. His / her family does not own or possess any of the following assets ***;

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq.ft. and above
III. Residential plot of 100 sq. yards and above in notified municipalities
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt/Kumari …….. belongs to the …… caste……which is not recognized as a Scheduled caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with Seal of Office_____
Name _____
Designation_____

Recent Passport size attested photograph of the applicant

*__Note 1__ :. Income covered all sources i.e. salary, agriculture, business, profession, etc

**__Note 2__ : The Term "Family" for the purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

***__Note 3__ : The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Annexure-4

DISABILITY CERTIFICATE

Annexure-I to OM dated 29-12-2005

NAME AND ADDRESS OF THE INSTITUTE/ HOSPITAL_____

Certificate No. _____ Date _____

Recent Photograph of the candidate showing the disability duly attested by the chairperson of the Medical Board

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-Booth 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 stood)	
(vii)	MW-Muscular Weakness and limited physical endurance.	

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. Shri/ 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 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……..)
Chairman
Medical Board

(Seal)

Counter Signed by
Medical Superintendent /
CMO / Head of Hospital