



CENTRALISED EMPLOYMENT NOTICE

Applications are invited in the prescribed format as enclosed (on a good quality A-4 size paper using one side only) from eligible Indian Nationals for the post of Navigational Assistant Grade-III, and Technician (Electrical) in the VTS, Directorate of Lighthouses and Lightships (DLL), Gandhidham. Applications completed in all respect along with required enclosures should be sent by speed post or registered post to "The Deputy Director General, Directorate of Lighthouses and Lightships, 'Deep Bhavan', Plot No.17, Sector-8, Gandhidham - 370201" till 18/10/2019 upto 17:00 Hrs. For candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti Districts and Pangi sub-division of Chamba District of Himachal Pradesh, and Lakshadweep Islands the closing date for receipt of application by post will be 03/11/2019 upto 17:00 Hrs.

No.	Name of the post	Pay Level (in Rs.)	NO. of Vacancies							Normal Age (as on 18.10.2019)
			UR	SC	ST	OBC*	Total	E-SM	PH (OL)	
1.	Navigational Assistant Grade III	Level-5	01	-	-	0	01	-	-	18-27 Years
2.	Technician (Electrical)	Level-5	0	-	-	01	01	-	-	21-30 Years

* OBC vacancies includes quota for minorities as notified vide Government of India, Ministry of Personnel, Public Grievances and Pension (Department of Personnel and Training)'s under the admissible Rules.

i) Section-I

A) Navigational Assistant Grade-III

1) Description of Duties:

- Operation and maintenance of all Aids to marine Navigation equipment (Electrical & Electronics, AMF panels and Other control units, Inverters, UPS, Battery, Generator Set, etc.)
- Watchkeeping of Light and upkeeping of Lighthouses.
- Any other works, assigned by the superior of higher authority.

2) EDUCATIONAL AND OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITMENT:

- (a) Essential: Diploma in Electronics or Telecommunication

(OR)

Electronics and Communication

(OR)

Electrical and Electronics from an institution recognised by Central Government or State Government.

- (b) Desirable: NIL

(3) AGE LIMIT:

- The lower and upper age limit indicated will be reckoned as on 18/10/2019. The upper age limit is relatable as under subject to submission of requisite certificate. The upper age limit relaxation for other categories will be as per the admissible rule of Govt. of India for the recruitment to the post as on 18/10/2019. For Govt. Servants it is upto 40 years.

- No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.

ii) **Section-II**

B) Technician (Electrical)

1) **Description of Duties:**

(a) **Install/maintain and repair electrical distribution panel, wiring and lighting systems, Read technical diagrams and blueprints, Perform general electrical maintenance, Inspect transformers and circuit breakers and other electrical components, Troubleshoot electrical issues using appropriate of testing devices, repair and replace equipment, electrical wiring or fixtures, Follow National Electrical Code state and local building regulations, Circuit Breaker Corrective Maintenance, etc.**

2) **EDUCATIONAL AND OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITMENT:**

(a) **Essential:**

(i) **Passed Matriculation or its equivalent should have served as an apprentice for at least four years in a reputable firm or Electrical Engineers or in a Central or State Government establishment. Should have in addition two years practical experience in the installation maintenance and overhauling of power supply plant A.C and D.C motors and associated switched –gear. Should be a good wireman and have experience in estimation and electrical drawing.**

Or

Diploma in Electrical Engineering from a recognized Institution with two years' experience in the Installation. Maintenance and overhauling of power supply plant A.C and D.C motors and associate switch –gear. Engineering or a combination of above from a recognized institution or equivalent qualification.

(b) **Desirable: - NIL**

3) **AGE LIMIT:**

(a) **The lower and upper age limit indicated will be reckoned as on 18/10/2019. The upper age limit is relaxable as under subject to submission of requisite certificate. The upper age limit relaxation for other categories will be as per the admissible rule of Govt. of India for the recruitment to the post as on 18/10/2019. For Govt. Servants it is up to 40 years.**

(b) **No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.**

iii) **HOW TO APPLY:**

OFFLINE SUBMISSION

a) **The application to be submitted through offline mode in the format as per Annexure – 1 for Navigational Assistant Grade-III, Annexure-2 for Technician (Electrical) (which can be down loaded from the website www.dgll.gov.in /www.dgll.nic.in) should be filled by the candidate in his/her own handwriting with blue or black ball point pen (not in pencil, fountain pen or gel pen) dated and signed. Only international numerical i.e. 1, 2, 3 etc. should be used. The application form should be filled strictly observing all the instructions given in the Centralized Employment Notice. The candidate should affix his/her normal signature in the application form. Application signed in capital/spaced out letter will be treated as invalid.**

b) **The candidate's Name, Address with Pin Code, Date of Birth, Father's Name etc should be written legibly in English in bold capital letters.**

c) **Photographs: One recent (not earlier than three months from the date of application) colour photograph of size 3.5 cm x 3.5 cm with clear visibility of face and a portion of shoulder should be pasted on the application form in the space provided. The back ground of the photo with white or light colour is more preferable. The face should be at the centre of the photography. The eyes shall be clearly visible in photo. Photo with Cap /Hat and photos taken head covered with clothes (except which is related to religious vow) and photos with goggles, and photos with partial visibility of face are not accepted. Those who are using spectacles for vision correction should take the photo wearing the spectacles. Xerox copy of photograph is not permitted. The candidate should sign in the space provided in the box below photograph. One identical extra colour photograph should be enclosed with the application, indicating candidate's name and category on the reverse of the photograph. Candidate may note that the DLL may reject at any stage for pasting old / unclear photograph on the application or for any significant variations between photographs pasted in the application and the actual physical appearance of the candidate.**

- d) Applications which are not in prescribed format, illegible, incomplete, unsigned, signed in capital letters, without colour photo of candidate, or after closing date of Centralized Employment Notice are liable to be rejected.
- e) The envelope containing the application for Navigational Assistant Grade-III should be clearly super-scribed "Application for the post of Navigational Assistant Grade III", Centralized Employment Notice No. 01/2019. Community (UR/OBC).
- f) The envelope containing the application for Technician (Electrical) should be clearly super-scribed "Application for the post of Technician (Electrical)", Centralized Employment Notice No. 01/2019
- g) The envelope should contain only one application form either for the post of Navigational Assistant Grade-III or for the post of Technician (Electrical).
- h) Separate Application to be forwarded for each post, if the candidate prefers to apply for more than one post.
- iv) **GENERAL INSTRUCTIONS:**
- a) Before applying for the post, the candidate should ensure that he/she fulfils all the eligibility norms. The candidate should have the requisite Educational/Technical qualification from recognized University/Institute as on the 18.10.2019. Those awaiting results of the final examination need not apply.
- b) Employment News or any Newspaper cutting should not be used as application. The candidates purchasing printed application from the market should ensure that it conforms to the prescribed format published in the website www.dgll.gov.in / www.dgll.nic.in. The candidate can also download the application format from the website. The candidates who submit application should send their application sufficiently well in advance before the closing date. The Deputy Director General, will not be responsible for any postal delay/wrong delivery at any stage of the selection process.
- c) The candidates are required to sign in English or Hindi in the prescribed places provided in Application Form. The signature on Application Form, Information Sheet, Answer Sheet, Question Booklet and other places should be identical. The signature must be in running hand and not in block capital or disjointed letters. Signature at the time of application, written examination and document verification in different style or language may result in cancellation of candidature.
- d) Candidate submitting more than one application for the same post will be summarily rejected.
- e) Candidate should note that only the Date of Birth as recorded in the Matriculation / Higher School Examination Certificate or an equivalent Certificate as on the date of submission of application will only be accepted.
- f) The number of vacancies indicated in the Centralized Employment Notice/ Employment news/NCS portal is provisional and may increase or decrease depending upon the actual needs of the Administration. The administration also reserves the right to cancel the notified vacancies at the discretion and such decision will be final and binding on all.
- g) Date of examination & call letters for written examination will be intimated to the candidates by post. Centre for Examination will be indicated on the admit card. The Examination Centre will not be changed under any circumstances. The authority will not be responsible for any delay / wrong delivery of call letters. The candidates are advised to visit the website from time to time.
- h) The candidates who are successful in the written examination will be called for certificate verification. No TA or other expenses will be admissible to the candidates for appearing in the written examination / Certificate verification.
- i) Emoluments on initial appointment will be minimum in the pay level plus other allowances as applicable at that time.
- j) While all candidates irrespective of community may be considered against UR vacancies. However, against the vacancies earmarked for specific community OBC, only candidates belonging to that community will be considered. For this purpose, OBC candidates should furnish Caste Certificate from competent authorities per the Format given at Annexure – 2 (for OBC candidates) only. Further, in case of OBC candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Col.2 of the Schedule of the Government of India, Department of Personnel and Training per admissible rules. The OBC candidate should enclose self-declaration of non-creamy layer status in the Proforma as given in Annexure – 5.
- k) Candidate who wishes to be considered against vacancies reserved and / or seek age relaxation must submit requisite certificate from the competent authority and self-declaration of non-creamy layer status in case of OBCs in the prescribed format along with the application form itself. Otherwise, their claim for reserved status will not be entertained and the candidature / application of such candidate fulfilling all eligibility conditions for General (UR) category will be considered under General (UR) category only.

- l) Candidates belonging to OBC who fulfil required qualification/technical qualification can also apply against UR vacancies. They will, however have to compete with the UR candidates. No age relaxation will be allowed to such OBC candidates applying against UR vacancies.
- m) Final selected candidates are supposed to serve at any Lighthouse station including remote island locations and liable to be transferred anywhere in India away from the headquarters.

V) **ENCLOSURES:**

The following enclosures as applicable to each individual candidate should be firmly stitched along with the application in given order:

- a) Application form in prescribed format (as given in Annexure – 1 ,Annexure – 2 and Annexure – 3)
- b) One copy of identical passport size colour photograph firmly stitched to the application (apart from one copy pasted on the form).
- c) Gazetted Officer Attested/self-attested copy of Matriculation / High School Examination Certificate or an equivalent Certificate indicating date of birth.
- d) Gazetted Officer Attested/self-attested copy of educational and / or professional qualification (Diploma certificate) prescribed for the post.
- e) Gazetted Officer Attested/self-attested copy of the mark list of all semesters/ years.
- f) Gazetted officer attested Photostat copy of caste certificate from competent authority in the case of OBC candidate (as given in Annexure – 4). Self-declaration from OBC candidate regarding non-creamy layer status in the Proforma (as given in Annexure – 5).
- g) Disability Certificate by persons with disabilities in prescribed format for appointment of posts under Govt. of India (as given in Annexure – 6)
- h) Ex-Servicemen candidate should submit self-attested Photostat copy of the discharge certificate. They should also enclose the appropriate certificate issued by the competent authority for the equivalence of their educational / technical qualification.
- i) **NO OBJECTION CERTIFICATE** from the competent authority, if already employed in any Government Department / Public Sector undertakings.
- j) Gazetted Officer Attested/self-attested Photostat copy of Experience certificates (For Technician (Electrical)).
- k) Gazetted Officer Attested/self-attested Photostat copy of requisite certificates in case of candidate claiming any other
Type of age relaxation

vi) **INVALID APPLICATION:**

Candidates are requested to read all the instructions thoroughly before applying / sending their application to the Dy Dgll. Their applications are likely to be rejected on one or more of the following reasons.

- a) Applications received after the closing date of Centralized Employment Notification.
- b) Application not in prescribed format.
- c) Application without signature or signature done in capital letters or different type of signature at different places of the application.
- d) Application without proper photograph.
- e) Application which are Illegible and incomplete.
- f) Copies of requisite certificate not enclosed.
- (i) Gazetted Officer Attested/self-attested Certificate of date of birth i.e. Matriculation / High School Exam or equivalent certificate.
- (ii) Gazetted Officer Attested/self-attested Educational and / or professional certificate (Professional Degree or Diploma certificate) prescribed for the post.
- (iii) Gazetted Officer Attested/self-attested copy of the mark list of all semesters/ year.

- (iv) Gazetted Officer Attested/self-attested Community certificate for OBC
- (v) Gazetted Officer Attested/self-attested Discharge Certificate of Ex-Servicemen Candidate
- (vi) Gazetted Officer Attested/self-attested Disability Certificate for persons with disabilities
- (vii) Self-declaration for OBC candidate.
- (viii) Gazetted Officer Attested/self-attested Experience and Apprenticeship certificates.
- g) Do not possess the prescribe qualification for the post on the date of application.
- h) Over aged or under aged or Date of Birth not filled or wrongly filled.
- (i) Double or multiple applications submitted for the same post.
- i) Applications without colour photo or photo with cap, wearing goggles, disfigured, unrecognizable or scanned or Xerox copy.
- j) More than one application in single envelope.
- k) Any other irregularities which are considered invalid.

vii) RECRUITMENT PROCESS:

- a) Applications received will be shortlisted on the basis of submitted relevant document.
- b) Written examination contains objective type questions for the prescribed post.
- c) There will be negative mark in written examination and marks shall be deducted for each wrong answer
- d) The date, time and venue of the written examination will be fixed by the DLL and will be intimated to the eligible candidates in due course. Request for postponement of the examination, change of centre/venue will not be entertained under any circumstances.
- e) The stage of examination is single stage examination followed by verification of original documents. Based on the performance of candidates in written examination the candidates will be called for certificate verification. During document verification, the candidates will have to produce their original certificates. The candidature of the candidate not producing the original certificate on the date of verification is liable to be forfeited.
- f) The appointment of selected candidates is subject to his/her passing requisite Medical Fitness Test, final verification of educational and community certificate and verification of antecedent / character of the candidate.

viii) SERVING EMPLOYEES:

Candidates serving in any Government Department or Public Sector Undertaking should apply through proper channel or should apply directly to the Deputy Director General with NO OBJECTION CERTIFICATE from the employer to avoid delay. The last date of receipt of application will not be extended on account of any delay in transmitting the application by the concerned office. Advance copy of the application without NO OBJECTION CERTIFICATE will not be entertained. Application received after closing date and time will also not be accepted.

ix) MISCELLANEOUS:

- a) The entire Centralized Employment Notice along with all Annexure will also be available on the website www.dgll.gov.in /www.dgll.nic.in. Candidates can print the application forms along with annexure and can be used for sending application to Deputy Director General of Lighthouses and Lightships, Gandhidham.
- b) All enclosure should be in English or Hindi only. Where certificates are not available in English/Hindi, self-attested translated version (in English / Hindi) should be enclosed. The application without the requisite enclosures will be rejected. Any of the above enclosures sent separately will not be entertained.
- c) Dy. Director General, Gandhidham reserves the right to reject the candidature of any applicant at any stage in the process of recruitment if any irregularities / deficiency is noticed in the application.
- d) The centre for examination allotted by the Dy. Director General, Gandhidham will be final and binding. The Dy,Dgll, Gandhidham reserves the right to conduct additional written examination/document verification at any stage. Dy. Director General, Gandhidham also reserves the right to cancel part or whole of any recruitment process at any stage without assigning any reason thereof.
- e) The decision of the Dy. Director General, Gandhidham in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection, conduct of written examination, allotment of written examination centre, selection, allotment of posts to selected candidates etc. will be final and binding on the candidate and no enquiry or correspondence will be entertained by the Dy. Director General in this regard.

- f) Candidates finally selected are liable to be posted anywhere in India.
- g) The Dy. Director General, Gandhidham is not responsible for any inadvertent error.
- h) Any legal issues arising out of this Centralized Employment Notice shall fall within the legal jurisdiction of in Andaman and Nicobar only.
- i) In the event of any dispute about interpretation, the English version will be treated as final.

x) IMPERSONATION / SUPPRESSION OF FACTS / WARNING

- a) No candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Otherwise, the candidate will be debarred for examinations as well as debarred from any appointment in Government services. In addition, legal action will be taken against the candidate.
- b) Any material suppression of facts or submitting forged certificate / caste certificate by a candidate for securing eligibility and / or obtaining privileges shall lead to rejection of his/her candidature for the particular recruitment for which he/she is applied. Further, legal action can be initiated, if warranted.
- c) Any candidate found using unfair means in the examination or sending someone else in his/her place to appear the examination will be liable to be prosecuted by lodging FIR.
- d) Furnishing of any false information or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing any selection or examination for appointment and if appointed the service of such candidate is liable to be terminated.

xi) WARNING

Beware of Touts and job racketeers trying to deceive you false promises of securing job either through influence or by use of unfair and unethical means. Dy. Director General, Gandhidham has not appointed any agent(s) or centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and not fall in their trap. Candidates attempting to influence Deputy Director General directly or indirectly; shall be disqualified and legal action can be initiated against them.

Note: In instruction wherever "OBC" is mentioned it includes OBC Minorities.

-sd/-

**Dy. DIRECTOR GENERAL
DIRECTORATE OF LIGHTHOUSES &
LIGHTSHIPS
GANDHIDHAM**

(b) Technical	Qualification	University / Board	Year of Passing	Discipline	Marks %
Diploma					

15. Details of previous & present employment held (in chronological order starting from present position backwards) (Attach separate sheet, if required).

Name & Address of Employer	Designation & Scale	Date from	Date to

16. Ex-Servicemen (Ex-SM)

Date of Enrolment	Date of Attestation	Date of Discharge	Length of Service

17. Do you seek age relaxation (Tick ' ' in appropriate box)

Other Backward Class (OBC)	Judicially separated / divorced woman / widow	J & K Resident	Ex-SM

18. Document attached in proof of: Indicate (' ') in relevant boxes indicated below

<input type="checkbox"/> Matric/SSLC Certificate (for DOB proof)	<input type="checkbox"/> Qualification/Diploma Certificate	<input type="checkbox"/> Mark list of all sem/year
<input type="checkbox"/> Discharge Certificate for EX-SM	<input type="checkbox"/> Disability Certificate - PWD	<input type="checkbox"/> Community Certificate (for OBC)
<input type="checkbox"/> Self Declaration from OBC candidate	<input type="checkbox"/> No Objection Certificate (for Govt. / PSU employees)	

19. If selected minimum time for joining :

20. Have you ever been detained in police custody? Or convicted by Court of Law? Or any criminal case is pending or contemplated by court of law? If any of this is Yes give complete details thereto on separate paper

No Yes

21. Declaration:

"I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statement is found untrue during any stage of recruitment or thereafter, shall disqualify me for the post and I shall be liable for any action under the extant rules" and my services are liable to be terminated without giving any notice or reason thereof.

Date :

Place :

Signature of Candidate

(b) Technical	Qualification	University / Board	Year of Passing	Discipline	Marks %
Diploma					

14. Experience :

Sl.No	Name & Address of Employer	Designation & Scale	Period	
			From	To

15. Details of previous & present employment held (in chronological order starting from present position backwards)
(Attach separate sheet, if required).(For Govt. PSU employees)

Name & Address of Employer	Designation & Scale	Date from	Date to

16. Ex-Servicemen (Ex-SM)

Date of Enrolment	Date of Attestation	Date of Discharge	Length of Service

17. Do you seek age relaxation (Tick ' ' in appropriate box)

Judicially separated / divorced woman / widow	J & K Resident	Ex-SM

18. Document attached in proof of: Indicate (' ') in relevant boxes indicated below

<input type="checkbox"/> Matric/SSLC Certificate (for DOB proof)	<input type="checkbox"/> Qualification/Diploma Certificate	<input type="checkbox"/> Mark list of all sem/year
<input type="checkbox"/> Apprenticeship certificate	<input type="checkbox"/> Experience Certificate	<input type="checkbox"/> No Objection Certificate For Govt. / PSU employees
<input type="checkbox"/> Discharge Certificate for EX-SM	<input type="checkbox"/> Disability Certificate -PWD	

19. If selected minimum time for joining :

20. Have you ever been detained in police custody? Or convicted by Court of Law? Or any criminal case is pending or contemplated by court of law? If any of this is Yes give complete details thereto on separate paper

No Yes

21. Declaration:

“I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statement is found untrue during any stage of recruitment or thereafter, shall disqualify me for the post and I shall be liable for any action under the extant rules” and my services are liable to be terminated without giving any notice or reason thereof.

Date :

Place :



Signature of Candidate

**The form of certificate to be produced by Other Backward Classes candidates
applying for appointment to posts under the Government of India.**

This is to certify that Shri/Shrimati/Kumari*.....son/daughter* of
Shri..... of village/town*in District/Division*..... of the State/Union
Territory*.....belongs to theCommunity which is recognised as a backward class
Under:

- @ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.
- @ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
- @ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
- @ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
- @ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.
- @ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.
- @ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.
- @ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kamari*.....and/or* his/her* family ordinarily resides in village/
town*..... of..... District/Division* of the State/ Union Territory* of.....

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 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004 Estt. (Res.) dated 14th October, 2008.

Place.....

Signature.....

Date.....

**Designation.....

(With seal of Office)
State/Union Territory

*Please delete the words which are not applicable.

@ Strike out whichever 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 OBC Certificate**

(i) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/Additional Deputy Commissioner /Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.

†(not below of the rank of 1st Class Stipendiary Magistrate).

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

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

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

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Note 1: Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

Note 2: The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father’s OBC certificate from the State to which he (father) originally belongs.

Note 3: No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I Son/daughter of Shri.....resident of village/town/city.....
district.....state.....hereby declare that I belong to the.....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 No36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on
closing date, I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of theSchedule to the above referred
Office Memorandum dated 8-9-1993, O.M. No.36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-
Estt.(Res.) dated 14th October, 2008.

Signature:.....

Full Name:.....

Address:.....

**The form of certificate to be produced by Physically Handicapped candidates applying for
appointment to posts under the Government of India NAME & ADDRESS OF THE
INSTITUTE/HOSPITAL**

Certificate No.....

Date:

DISABILITY CERTIFICATE

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—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.

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 by standing. Yes/No
- (viii) W—Can perform work by walking. Yes/No
- (ix) SE—Can perform work by seeing. Yes/No
- (x) H—Can perform work by hearing/speaking. Yes/No
- (xi) RW—Can perform work by reading and writing. Yes/No

(Dr.....)

**Member
Medical Board**

(Dr.....)

**Member
Medical Board**

(Dr.)

**Chairman
Medical Board**

Countersigned by the Medical
Superintendent/CMO/Head of Hospital
(With seal)

* Strike out whichever is not applicable.

The form of certificate to be produced by Government servants for claiming Age concession

(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....is a regularly appointed an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under

(Short description of duties performed)

Certified that:

(a) Shri/Shrimati/Kum.holds substantively a permanent post ofin the Office/Department ofwith effect from(b) Shri/Smt./Kum. has been continuously in temporary service on a regular basis under the Central Government in the post of.....in the Office/Department..... with effect from.....

Signature.....
Name.....
Designation.....
Ministry/Office.....
Address.....

Place:

Date:

Office SEAL.....