

TO BE PUBLISHED IN THE EMPLOYMENT NEWS/ROZGAR SAMACHAR DATED 21.03.2015

GOVERNMENT OF INDIA
STAFF SELECTION COMMISSION
(NORTH EASTERN REGION)
(ADVERTISEMENT NO.1/2015-NER)

Web site: <http://www.sscner.org.in>

**“Government strives to have a workforce which reflects gender balance and
Women candidates are encouraged to apply”**

CLOSING DATE: 20-04-2015

Applicants are advised to go through all parameters under different Paras and Sub-paras of this Notice and satisfy themselves about their suitability on age-limit and Essential Qualification for the post, before applying.

Applications are invited from eligible candidates for the following post in the format given in this advertisement.

ADVERTISEMENT NO.1/2015-NER: Category No.1-B

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|---|---|
| Name of the Post & Department: | TECHNICAL SUPERINTENDENT(WEAVING) in Ministry of Textiles, Govt. of India. |
| Vacancy: | 07(05-UR, 02-OBC) (The post is identified suitable for OH) |
| Pay Scale | PB-2: Rs.9300-34800 with Grade Pay of Rs.4200/- (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) |
| Age Limit | Not exceeding 30 years (Relaxable for government servants upto five years in accordance with the instructions or orders issued by the Central Government). |
| EQ | (i) Bachelor's Degree in Textile Technology or three years Diploma in Handloom Technology or Handloom and Textile Technology from a recognized University or Institute; (ii) Two years practical experience as Shift-in-charge for Degree holders and three years for Diploma holders in textile weaving or production establishment or Corporation or Institution, out of which, at least one year should be in handlooms dealing with all the different techniques of production as well as analysis and costing of handloom fabrics including of all fibres and their blends, dismantling, erecting and working of different types of handlooms and handloom accessories such as jacquards, dobbies, jalas and experience of guiding and controlling the activities of the weavers in the production of fabrics with new designs and textures as well as organize production of commercial samples using improved accessories and appropriate techniques of production. NOTE 1: Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified. NOTE 2: Not Applicable. |
| DQ | NIL |
| IP | Imphal, Agartala, Bhagalpur & Kolkata with All India Service liability. |
| JR | (i) To supervise over the working of looms in Weaving Section. (ii) To prepare costing of fabrics. (iii) To arrange for maintaining technical records of the weavers. (iv) To translate point paper designs on fabrics. (v) To monitor various in-house and field training programmes. (vi) General supervision of the Weaving Section for maintenance of records etc. |
| Period of Probation | 02(two) years |

ADVERTISEMENT NO.1/2015-NER:Category No.2-B

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|---|--|
| Name of the Post & Department: | TECHNICAL SUPERINTENDENT(PROCESSING) in Ministry of Textiles, Govt. of India. |
| Vacancy: | 05(04-UR, 01-SC) (The post is identified suitable for OH) |
| Pay Scale | PB-2: Rs.9300-34800 with Grade Pay of Rs.4200/- (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) |
| Age Limit | Not exceeding 30 years (Relaxable for government servants upto five years in accordance with the instructions or orders issued by the Central Government). |
| EQ | <p>(i) Four years Bachelor's Degree in Textile Processing or Textile Chemistry or Bachelor of Engineering/Bachelor of Technology in Textile Processing or Textile Chemistry from a recognized University or Institute;</p> <p>(ii) Two years experience as a Shift-in-charge/Dyer/Bleacher/Finisher/Dyeing Master/Printing Master/Textile Processing Assistant/Laboratory Technician/Demonstrator(Processing)/Supervisor, handling work relating to bleaching or dyeing or printing or finishing etc. in a textile processing factory/processing or dye house/dyeing laboratory/handloom establishment.</p> <p>OR</p> <p>(i) Diploma in Handloom Technology or Diploma in Handloom and Textile Technology from a recognized University or Institute;</p> <p>(ii) Post Diploma in Textile Chemistry or Textile Processing from a recognized University or Institute;</p> <p>(iii) Two years experience as a Shift-in-charge/Dyer/Bleacher/Finisher/Dyeing Master/Printing Master/Textile Processing Assistant/Lab Technician/Demonstrator(Processing)/Supervisor, handling work relating to bleaching or dyeing or printing or finishing in a textile processing factory/processing or dye house/dyeing laboratory/handloom establishment.</p> <p>NOTE 1: Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>NOTE 2: The qualification regarding experience is relaxable at the discretion of the Staff Selection Commission/Competent Authority for reasons to be recorded in writing, in the case of candidates belonging to SC, if at any stage the SSC/Competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> |
| DQ | NIL |
| IP | Dimapur, Aizawl, Ranchi, Bhagalpur, Bhubaneswar with All India Service liability. |
| JR | (i) To supervise the work of Dyeing and Printing Section. (ii) To give guidance to Printers, dyers. (iii) To conduct and monitor various in-house and field training programmes in dyeing and printing etc. |
| Period of Probation | 02(two) years |

ADVERTISEMENT NO.1/2015-NER:Category No.3-B

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| Name of the Post & Department: | TEXTILE DESIGNER in Ministry of Textiles, Govt. of India. |
| Vacancy: | 03(UR) (The post is identified not suitable for OH/HH/VH) |
| Pay Scale | PB-2: Rs.9300-34800 with Grade Pay of Rs.4200/- (General Central Service, Group 'B', Non-Gazetted, Non-Ministerial) |
| Age Limit | Not exceeding 30 years (Relaxable for government servants upto five years in accordance with the instructions or orders issued by the Central Government). |
| EQ | <p>(i) Bachelor's Degree in Textile Design or Fine Arts with Textile Design as a subject from a recognized University or Institute;</p> <p>(ii) Two years experience as a designer in the field of textile designing with appropriate motifs and colour combination as well as lay-out of designs on paper and fabrics in a handloom establishment or in a dye-house.</p> <p>OR</p> <p>(i) Three years Diploma in Fine Arts with textile designs as a subject from a recognized University or Institute;</p> <p>(ii) Three years experience as a designer in the field of textile designing with appropriate motifs and colour combination as well as lay-out of designs on paper fabrics in a handloom establishment or a dye house..</p> <p>NOTE 1: Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>NOTE 2: Not Applicable.</p> |
| DQ | NIL |
| IP | Agartala, Guwahati with All India Service liability. |
| JR | <p>(i) To prepare appropriate motifs and color combinations as well as layouts of designs on paper and in fabric manually and also to prepare computer aided textile designs.</p> <p>(ii) To collect samples and designs from various handlooms and craft centres, museum and other sources.</p> |
| Period of Probation | 02(two) years |

INSTRUCTIONS TO CANDIDATES:

1. **ABBREVIATIONS USED:**

EQ: Essential Qualifications, **DQ:** Desirable Qualifications, **GP:** Grade Pay, **UR:** Unreserved, **OBC:** Other Backward Classes, **SC:** Scheduled Caste, **ST:** Scheduled Tribe, **ExS:** Ex-Serviceman, **PH:** Physically Handicapped, **OH:** Orthopedically Handicapped, **HH:** Hearing Handicapped, **VH:** Visually Handicapped, **BLA:** Both Legs & Arms, **BA:** Both Arms, **OL:** One Leg, **BL:** Both Legs, **OA:** One Arm, **OAL:** One Arm and One Leg, **B:** Blind, **LV:** Low Vision, **H:** Hearing, **MW:** Muscular weakness, **Cat:** Category, **P.S:** Pay Scale, **CRFS:** Central Recruitment Fee Stamps, **Govt.:** Government, **IP:** Initial Posting, **JR:** Job Requirements, **Deg:** Degree, **Dip:** Diploma, **Sc:** Science, **Eqv.:** Equivalent, **Prof. Test:** Proficiency Test, **Recog.:** Recognised, **Univ.:** University, **Instt:** Institute, **AISL:** All India Service Liability, **Exp:** Experience, **Exam:** Examination, **Hr.:** Higher, **Sec.:** Secondary, **Sr.:** Senior, **Tech:** Technical, **M/o:** Ministry of, **D/o:** Department of, **O/o:** Office of, **UTs:** Union Territories, **SSC:** Staff Selection Commission.

2. **FEE PAYABLE:** Rs.50/- (Rupees fifty only). No fee for Woman candidates, Physically Handicapped, Scheduled Castes, Scheduled Tribes and Ex-S. However, no fee concession would be admissible to Ex-S who would otherwise be considered as general candidate. Such candidates are required to pay the requisite fee. Fee concession is not admissible to sons, daughters, and dependents of Ex-S. Service clerks in the last year of their colour service are not exempted from payment of fee.

Note: Mode of payment of examination fee should be in the form of CRFS (CENTRAL RECRUITMENT FEE STAMP) available in major Post offices.

3. **MODE OF SELECTION:** Candidates fulfilling the minimum prescribed qualifications will be shortlisted on the basis of their educational qualifications, academic records, percentage of marks, etc., or through a screening test at the discretion of the Commission. Candidates, thus, selected may be required to undergo a written proficiency test wherever applicable / required or considered necessary by the Commission at its discretion.

The Commission holds the discretion to fix different qualifying standards for different categories in the proficiency test, wherever applicable. Candidates qualified on the basis of merit of proficiency test, if any held, would be required to appear for Interview. Final select list would be prepared in order of merit as disclosed by the aggregate marks (marks of Proficiency Test wherever applicable and Interview/skill test as the case may be) finally awarded to each candidate taking into account the number of vacancies advertised and in that order so many candidates as are found suitable by the Commission would be recommended.

SC/ST and OBC categories at their discretion may also apply for Cat.No.1B/NER subject to fulfilling all the eligibility criteria given against the unreserved vacancy. However, the normal age relaxation envisaged to them will not be applicable in this case as the vacancy is unreserved post.

4. **HOW TO APPLY:** Applications must be submitted in the format published in the **Employment News / Rozgar Samachar dated 21.03.2015**. Application form is also available on the Regional Office's website <http://www.sscner.org.in>. Applications should be submitted to the Regional Director as per the address given in the notice.

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

Note (2): Commission may consider conducting the screening test or Proficiency test, wherever applicable, at its discretion.

5. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:

- (i) **Central Recruitment Fee Stamps of Rs.50/- affixed and clearly cancelled on the application form.**
- (ii) **One recent passport size photograph to be pasted on the application**
- (iii) **Two self-addressed envelopes of 12 cms x 25 cms size, one of which should be affixed with postage stamps worth Rs.6/-.**
- (iv) **Documents in support of claim of SC/ST/OBC/PH/Ex-S as per format given in Appendixes of the notice.**
- (v) **Self attested copies of certificates** alongwith **mark statements pertaining to all the years** showing age and educational qualifications. Any wrong attestation so as to mislead the Commission or to gain access to the recruitment would lead to criminal/debar action against the candidate, besides cancellation of the candidature. All original certificates will be checked at the time of Personality Test/Skill Test, as the case may be, and the candidature is subject to the result of such scrutiny.
- (vi) **Documents in support of claim of age relaxation (for EXs/OBC/Central Govt. employees/ PH in given format viz. Appendix-I & II/IV & IV(A)/V/VI(A),(B)or(C)).**
- (vii) **Self attested copies of experience certificates.**
- (viii) Candidates in Govt. service are to attach an undertaking that they have informed their Head of Office/Department in writing that they have applied for the post.

6. Closing date: Completed application forms should be received latest by 20.04.2015 (till 5.00 P.M.) Incomplete applications will be summarily rejected. Applications received after the closing date will not be accepted.

7. (A) AGE RELAXATION: (i) The upper Age-limit will be relaxable upto a maximum of 5 years to candidates of Jammu and Kashmir who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 (Any person intending to avail of the aforesaid relaxation shall submit the certificate from either District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority so designated in this behalf by the Govt. of Jammu and Kashmir to the effect that he had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989); (ii) **The upper Age-limit will be relaxable upto a maximum of 5 years to candidates of PH-OH in respect of posts advertised vide cat.No.1-B and 2-B;** (iii) **The upper Age-limit will be relaxable upto a maximum of 3 years to candidates of OBCs against the post reserved for them in Cat.No.1-B;** (iv) **Similarly, the upper Age-limit will be relaxable upto a maximum of 5 years to candidates of SCs against the post reserved for them in Cat.No.2-B.**

Note-I: No age relaxation would be available in respect of SC/ST/OBC candidates applying for UR Posts/vacancies under advertised.

Note-II: Other Backward Class (OBC) for the purpose of Age Relaxation and Reservation will mean "Persons of OBC category not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT), dated 08.09.1993 and modified thereafter.

Note-III: Candidates claiming the benefit of reservation under OBC category not covered under the Creamy Layer must ensure that they furnish the OBC certificate duly signed by the competent authority before or by the **Closing Date (20.04.2015) in the FORMAT prescribed by the Commission in the **Notice as Appendix-IV & IV-(A)**. Any deviation of the OBC Certificate from the prescribed format will not be accepted by the Commission and will lead such applications to be treated under General (UR) category, if they are otherwise eligible age-wise. Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained. The Commission will however have the discretionary power to reduce/waive off any of the provisions in exceptional and deserving cases.**

Note-IV: The closing date for receipt of applications will be treated as the date for OBC status of the candidate and also for assuring that the candidate does not fall in the creamy layer. Candidates claiming OBC status may note that certificate on Creamy Layer Status should have been obtained **within three years before the closing date i.e., 20.04.2015. The Commission has decided to accept OBC certificate, in the prescribed format, issued after the closing date but before the **last tier of the examination i.e., Interview/Skill Test/Computer Proficiency Test/Document Verification**, as the case may be, as valid proof of belonging to non-creamy layer of OBC.**

7 (B) AGE RELAXATION FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES: (i) For all the advertised posts vide Cat.No.1-B, 2-B and 3-B, the Upper age limit is relaxable upto 5 years as per Govt orders in force to the Central Government Civilian Employees who have rendered not less than 3 years continuous service on regular basis (and not on ad-hoc basis) as on closing date; (ii) in respect of OBCs and SCs, for whom reserved vacancy exist vide Cat.No.1-B and 3-B, and who is/are Central Government Civilian Employees, the upper age limit relaxable will be 30 + 3 years and 30+5 years respectively subject to render of not less than 3 years continuous service on regular basis(and not on ad-hoc basis).

NOTE-1: The Central Government Civilian Employees should have rendered not less than 3 years continuous service on regular basis (and not on Ad-hoc basis) as on the closing date for receipt of applications and should remain in Central Government service holding civil post in various Department/Offices of Government of India till the candidate receives offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.

NOTE-2: Central Govt. Civilian Employees claiming the benefit of age-relaxation as Central Govt. employee would be required to submit a Certificate **(as per Appendix-V)** from their office indicating length of service at the time of applying for the post to enable the Commission to decide their eligibility. They may send their applications directly to the Commission after intimating their Head of Office/Department and need not send another copy through proper channel. However, in case they decide to send Applications through proper channel, they must ensure that the application is complete in all respects and should reach Staff Selection Commission by the **CLOSING DATE (i.e.20.04.2015)**.

7. (C) Age concession for Ex-S:

(i) **FOR GROUP 'B' Posts:** The upper age limit shall be relaxed by the length of military service increased by three years in the case of Ex-Servicemen and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers.

(ii) **FOR GROUP 'C' Posts:** 03 years after deduction of the military service rendered from the actual age as on the Closing date of receipt of applications.

EXPLANATION: An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union and:-

(i) Who retired from such service after earning of his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or

(ii) Who has been released from such service on medical grounds attributable to military service / circumstances beyond his control and awarded medical or other disability pension; or

(iii) Who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or

(iv) Who has been released from such service after completing the specified period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories namely:-

- (a) Pension holders for continuous embodied service,**
- (b) Persons with disability attributable to military service, and**
- (c) Gallantry award winners.**

(v) Ex-servicemen who have already joined government job in civil side after availing the benefit given to them as Ex-S for their reemployment are eligible only for age concession. However, such candidates will not be eligible for the benefit of reservation for Ex-serviceman & would have to pay the requisite fee of Rs.50/- for this recruitment.

(vi) The period of "Call up Service" of an Ex-S in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of age relaxation.

(vii) For any servicemen of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of age relaxation, he must have already acquired, at the relevant time of submitting his application for the Post, the status of Ex-Serviceman and/ or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces and that he would be discharged/released within the stipulated period of one year from the **CLOSING DATE (i.e., 20.04.2015)** on completion of his assignment. The format of certificates/undertaking to be submitted by the candidates claiming the benefits/concessions as Ex-serviceman, are given in **Appendix I & II**.

NOTE: AGE CONCESSION IS NOT ADMISSIBLE TO THE SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED SHALL IN NO CASE BE RELAXED.

7 (D) IMPORTANT REQUIREMENT OF PH CERTIFICATE

(i) A disability certificate shall be issued by a Medical Board duly constituted by the Central and the State Government. The State Government may constitute a Medical Board consisting of at least 3 members, out of which, at least, one member shall be a Specialist from the relevant field.

(ii) 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',

(iii) 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 and 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 locomotors/hearing and speech disability, mental retardation and leprosy cured, as the case may be.

8. MODE OF PAYMENT OF FEES:

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

NOTE:

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

(ii) Fee paid by cash, Bank Draft or Pay Order, IPO will NOT be accepted.

9. VACANCIES MENTIONED ABOVE ARE SUBJECT TO VARIATION.

10. SC/ST candidates called for interview will be paid T.A. as per Govt. orders. No T.A. will be paid for screening test/proficiency test, if they are held on a day other than that of Interview.

11. Canvassing in any form will disqualify the candidate.

12. Job requirements of the post are indicated below the details of each post to facilitate the candidates to understand the main functions to be performed after appointment to the posts.

13. Submission of certificates in support of Essential Qualifications:

(a) Post(s) requiring proficiency in the relevant language as an essential qualification means that the candidate must have studied in that language/dialect up to Matric level and in case the relevant language/dialect is not taught as a subject in Matric, the said language/dialect must be the mother tongue of the candidate or he/she should have the working knowledge **which shall be determined by the Staff Selection Commission.**

(b) For posts where an experience in a particular field / discipline for a specified period has been indicated as an essential qualification, in such cases the candidates would submit a certificate in support of their claim of experience in that field/discipline.

NOTE:

(1) If the above documents/certificates are not furnished by the candidates along with their applications, their candidature is liable to be rejected summarily at any stage of the recruitment process.

(2) Only self attested photocopies of certificates and mark sheets are required to be sent. The ORIGINAL CERTIFICATES/MARKSHEETS must not be sent with the application.

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

15. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidate applying to appear at the Proficiency Test/Screening Test/Interview, their applications shall be rejected/candidature shall be cancelled.

16. NO person

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who having a spouse, living has entered into or contracted a marriage with any person, shall be eligible for appointment to service.

Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

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

18. Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over the place of the Regional Office of the Staff Selection Commission, where the candidate has submitted the application, is situated.

19. Candidates must submit separate applications and pay the fee separately for each category of post in case they wish to apply for more than one category of posts. Candidates should also note that one envelope should contain application of one candidate only.

20. After Scrutiny of the applications, the Commission publishes a list of Ineligible candidates in the website of SSC (NER) – <http://www.sscner.org.in>. Candidates in their own interest are advised to go through the website periodically and check the status of their candidature. If anyone in the ineligible list feels that he/she is eligible for the post, he/she may represent within the stipulated time limit given in the website alongwith documentary proof in support of his/her claim of eligibility, failing which no further representations/requests will be entertained.

21. The application, complete in all respects, should reach the Regional Director (As per address given below) latest **by 20.04.2015**. **Incomplete applications will be summarily rejected. Applications received after the closing date will not be accepted.**

Address to which the applications to be sent: The Regional Director, Staff Selection Commission(NER), Housefed Complex, West End Building, Beltola Basistha Road, Dispur, Guwahati-781006.

22. The envelope containing the application must be superscribed in bold letters as “APPLICATION FOR THE POST OF TECHNICAL SUPERINTENDENT(WEAVING) or TECHNICAL SUPERINTENDENT(PROCESSING) or TEXTILE DESIGNER, ADVERTISED VIDE CATEGORY NO. 1-B, 2-B or 3-B OF ADVT. NO.1/2015-NER as the case may be.

23. INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR SELECTION POSTS

(i). It may be noted that the Commission uses Common application form for all its recruitments. **Please go through the notice for the recruitment and also these instructions carefully before applying for any of the posts mentioned in the notice. You must satisfy yourself that you are eligible for the post for which you are applying.**

(ii). Use only blue/black pen for filling up the Application Form.

(iii). Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available or require further clarification, further instructions given below may be gone through carefully.

(iv). Column 10 may be filled up carefully, Ex-servicemen candidates are also required to fill up columns 10 and 10.1.

(v).PH candidates are required to fill up Columns 10, 11, 11.1, 16 and 16.1 as may be applicable. The Commission may decide to hold screening/skill test for certain posts and therefore, VH candidates should fill in columns 16 and 16.1.

(vi). **Column no. 12.1** – (Refer Appendix-VIII of the notification for filling up this column).

(vii). **Column No.12.2** –Age as on normal closing date for receipt of applications should be indicated.

(viii). **Column No.13**: Not required to be filled up in respect of this advertisement.

(ix). **Column 17** Educational Qualifications: The list of Educational Qualifications and subjects mentioned in Appendix VII is not exhaustive. Candidate who possess any educational qualifications or studied any subject other than those mentioned in the list at Appendix VII may use ‘**Others**’ for qualification and/or subject code.

(x). Candidate should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfil the same. **Documents in support of Essential Qualification should invariably be furnished along with the application failing which the application will be summarily rejected.**

(xi). **Column No.19:** Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black pen. Do not forget to write 6-digit PIN in boxes.

(xii). **Column 20:** Paste your recent photograph of size 4cmx5cm. **Do not staple and do not get the photo attested.** Please note that your application shall be rejected summarily if without photograph.

(xiii). **Column No.21 and 22:** Please do sign in running hand. Unsigned applications will be rejected. Signature in capital letters of English shall not be accepted and your application shall be summarily rejected. Variations in the signature will render the application liable to be rejected.

24. IMPORTANT INSTRUCTIONS:

(i) Candidates should note that only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the closing date of submission of application will be accepted by the Commission for determining the Age of eligibility and no subsequent request for its change will be considered or granted. Date of birth will be reckoned as on the normal **Closing Date**.

(ii) If necessary documents as mentioned in item 5 are not submitted along with the application, the application will be rejected summarily or at any stage of the recruitment process and no request for revival will be considered.

(iii) Incomplete or unsigned applications or applications without photograph or fee or applications received late will be rejected summarily. The Commission will not be responsible for postal delays.

(iv) The candidates may note that provisional certificates/mark sheets in support of age, educational qualifications signed by Principals of Colleges or Schools are not acceptable by the Commission. Attested copies of mark sheets/certificates signed/issued by University's/Board's competent officers need be submitted along with the applications.

(v) If a candidate has changed his / her name or dropped/added part of his/her name after Matriculation/SSC/Hr.Sec., he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after matric etc. The changed name should also have been indicated in the Gazette Notification.

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

(vii) Certificates in support of qualifications must have been obtained on or before closing date from recognized University/Institution. Degree/Diploma etc. obtained through open Universities/Distance education mode will not be accepted for the purpose of Educational Qualification unless it is recognized by Distance Education Council in terms of Min. of Human Resource Development Notification No. 44 dated 01/03/1995 published in gazette of India dated 08/04/1995 for the relevant period when the candidate acquired the relevant qualification.



कर्मचारी चयन आयोग / Staff Selection Commission
आवेदन पत्र / APPLICATION FORM



कृपया परीक्षा के नोटिस में दिए गए अनुदेशों को सावधानी पूर्वक पढ़ लें। बॉक्सों () में लिखने के लिए नीले या काले पेन का प्रयोग करें।

Please read instructions in the Notice of the Recruitment carefully. Use Blue or Black ball pen to write in the boxes ()

1. विज्ञापन सं. / Advertisement No. 2. श्रेणी सं. / CAT No.

3. उम्मीदवार का पूरा नाम (अंग्रेजी में) मैट्रिकुलेशन प्रमाण पत्र में दिए गए नाम के अनुसार बड़े अक्षरों में लिखें। नाम के किसी दो भाग के बीच एक बॉक्स को खाली छोड़ दें।
Candidate's Full Name (in English). Write in Capital Letters exactly in Matriculation Certificate. Leave a box blank between any two parts of the name.

4. पिता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें) / Father's Name (Write in Capital Letters in English)

5. माता का नाम (बड़े अक्षरों में अंग्रेजी में लिखें) / Mother's Name (Write in Capital Letters in English)

6. जन्म की तारीख / Date of Birth

दिन / Day माह / Month वर्ष / Year

7. लिंग / Gender

(Write 2 - Female & 1 Male)

8. राष्ट्रियता / Nationality

(Write 1 - Indian & 2 Others)

9. शुल्क / Fees

(Write 1 - Fee Paid & 2 Exemption claimed)

10. श्रेणी / Category

(Write 9 - General, 1 - SC, 2 - ST & 6 OBC)

10.1 क्या आप भूतपूर्व सैनिक हैं? / Whether Ex-Serviceman?

(Write 3 - Ex-Serviceman)

11. क्या आप शारीरिक विकलांग हैं? / Whether PH?

(Write 1 - Yes & 2 - No)

11.1 यदि हाँ, कोड अंकित करें
If yes, indicate Code

(Write 4 - OH, 5 - HH, 7 - VH)

12. क्या आप आयु सीमा में छूट चाहते हैं?
Whether seeking Age relaxation?

(Write 1 - Yes, 2 - No)

12.1 यदि हाँ, कोड अंकित करें
If yes, indicate Code

(Write two digit numeric code)

12.2 आवेदन पत्र की सामान्य अन्तिम तिथि को आयु
Age as on normal closing date

Years Months Days

13. पदों की वरीयता / Preference for Posts

1 2 3 4 5 6 7 8 9 10

14. भूतपूर्व सैनिक के लिए / For Ex-Serviceman सेवा समाप्ति तिथि / Date of Discharge

सेवा अवधि / Length of Service (In Years) D D M Y Y

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

(हाँ - 1, नहीं - 2)

16. यदि दृष्टि बाधित विकलांग है तो क्या आपको प्रतिरिचय
की आवश्यकता है? If VH, whether scribe is required?

(हाँ - 1, नहीं - 2)

16.1 यदि हाँ, तो माध्यम अंकित करें (अंग्रेजी के लिए 1, हिन्दी के लिए 2) / If yes, indicate medium (English - 1 & Hindi - 2)

17. शैक्षिक कोड / Educational Qualification Code

| स्तर / Level | पाठ्यक्रम / Course | विषय / Subject | अंक का प्रतिशत / % of Marks | माध्यम / Medium |
|--|--------------------|----------------|-----------------------------|-----------------|
| मैट्रिक / Matriculation | | | | |
| इंटरमीडिएट/डिप्लोमा / Intermediate/Diploma | | | | |
| स्नातक / Graduation | | | | |
| स्नातकोत्तर / Post-graduation | | | | |

माध्यम : अंग्रेजी के लिए 01, हिन्दी के लिए 02 और अन्य के लिए 03 लिखें। / Medium: Write 01 for English, 02 for Hindi & 03 Others

18. कार्य अनुभव का विवरण / Details of Work Experience

| संस्था का नाम Name of the Organization (s) | पद का नाम Designation | कार्य का विवरण Name of Duty (ies) | कार्य की अवधि / Period of Service से / From तक / To |
|---|--------------------------|--------------------------------------|--|
| | | | |
| | | | |
| | | | |

19. पता : अपने नाम सहित पत्र व्यवहार का पूरा पता अंग्रेजी में बड़े अक्षरों में
या हिन्दी में नीले या काले बाल पेन से लिखें।
Address : Write your complete Communication Address including your
Name in English Capital Letters or Hindi with Blue or Black Ball Pen.

नाम / Name
पता / Address
पिन / PIN

19.1 मोबाइल / Mobile No. :

ई-मेल / E-Mail ID :

20. फोटोग्राफ

4 से 5 सें.मी. x 5 से.मी. आकार का
हाल ही में खींचा गया फोटोग्राफ
यहाँ चिपका दें। फोटो को
(स्टैपल न करें। फोटो को
सत्यापित न करवाएं।)

Photograph

Paste here firmly your
recent photograph
(4 c.m. x 5 c.m.)
(Do not staple. Do not get
the Photograph attested)

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

21. उम्मीदवार के हस्ताक्षर
(केवल घसीट हस्ताक्षरिणी में)
Signature of Candidate (Only in running Hand)

अहस्ताक्षरित आवेदन पत्र रद्द कर दिया जाएगा
Unsigned application will be rejected

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

22. घोषणा / Declaration

- (i) मैंने इस भर्ती के लिए कोई और आवेदन पत्र नहीं भेजा है। मुझे यह मालूम है कि यदि मैं इस नियम का उल्लंघन करता / करती हूँ तो आयोग द्वारा मेरा आवेदन सरसरी तौर पर अस्वीकृत कर दिया जायेगा।
I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.
- (ii) मैंने विज्ञापित में दी गई शर्तों को ध्यानपूर्वक पढ़ लिया है और मैं एतद्वारा उनका पालन करने का वचन देता / देती हूँ।
I have read the provisions of the Notice of the examination carefully and I hereby undertake to abide by them.
- (iii) मैं यह भी घोषणा करता / करती हूँ कि मैं इस परीक्षा के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता आदि संबंधी पात्रता की सभी शर्तों को पूरा करता / करती हूँ।
I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications, etc. prescribed for admission to the examination.
- (iv) मैं यह भी घोषणा करता / करती हूँ कि मुझे आज तक कर्मचारी छयन आयोग / संघ लोक आयोग द्वारा किसी भी परीक्षा में बैठने से नहीं रोका गया है तथा मुझे किसी भी विधि न्यायालय द्वारा कभी भी दोषी नहीं पाया गया है।
I also declare that I do not stand debarred by SSC/UPSC/CPWD/MES/Dept. of Posts as on date and have never been convicted by any court of law.
- (v) * आयु सीमा में छूट पालने वाले केन्द्र सरकार के असेनिक कर्मचारी के लिए
मैं यह घोषणा करता हूँ कि मैं एक केन्द्र सरकार का एक असेनिक कर्मचारी हूँ एवं नियमित आधार पर 3 वर्ष की सेवा या सेवाकाल अवधि जैसा की परीक्षा नोटिस में निर्धारित है, आवेदन पत्र जमा करने की अंतिम तिथि या उससे पूर्व पूर्ण कर ली है।
* For Central Govt. Civilian Employee seeking age relaxation
I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length of service stipulated in the Notice of the examination on or before date of closing of submitting application form given in the Notice.
- (vi) * अन्य पिछड़ा वर्ग से संबंधित अभ्यर्थी के लिए
मैं यह घोषणा करता / करती हूँ कि मैं उस समुदाय से संबंधित हूँ जिसे कार्मिक एवं प्रशिक्षण विभाग के दिनांक ८.९.१९९३ के का.जा. सं. ३६०१२/२२/९३ स्था. (एससीटी) में विहित आदेशों के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण विभाग के प्रयोजन हेतु पिछड़ा वर्ग माना जाता है। यह भी घोषणा करता हूँ कि भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग के विभिन्न सशोधनों जो कि नोटिस में उल्लिखित है, उसके तहत उपरोक्त कार्यालय ज्ञापन सं. कॉलम ३ में उल्लिखित व्यक्ति यों / वर्गों (ब्रौमीलेयर) से संबंधित नहीं हूँ। मैं यह भी घोषणा करता / करती हूँ कि मेरे पास परीक्षा नोटिस में निर्धारित प्रारूप में अन्य पिछड़ा वर्ग का प्रमाण पत्र है।
* For Candidates belonging to OBC
I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No. 36012/22/93, Esst. (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of the OBC Certificate in the prescribed format given in the Notice of the examination.
- (vii) * भूतपूर्व सैनिक के लिए
मैं घोषणा करता / करती हूँ कि मैं परीक्षा विज्ञापित के अनुसार भू.पू. सैनिक संबंधित पात्रता की शर्तों को पूरा करता / करती हूँ।
* For Candidate belonging to Ex-serviceman
I declare that I fulfill all the eligibility conditions relating to Ex-serviceman as per notice of exam.
- (viii) मैं एतद्वारा घोषणा करता / करती हूँ कि इस आवेदन पत्र में दिए गए सभी विवरण मेरी अभिव्यक्त जानकारी और विश्वास के अनुसार सत्य, पूर्ण एवं सही है। मैं समझता / समझती हूँ कि परीक्षा से पहले या बाद में कोई भी सूचना छुपाई हुई/झूठी या असत्य पाई जाने पर या अपात्रता का पता लगने पर मेरी अभ्यार्थिता / नियुक्ति निरस्त की जा सकती है।
I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature / appointment is liable to be cancelled.

स्थान / Place

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

तारीख / Date :

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

अहस्ताक्षरित आवेदन पत्र रद्द कर दिया जाएगा
Unsigned application will be rejected

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

23. के.भ. शुल्क टिकट के लिए स्थान
Space for CRF stamp

अपेक्षित मूल्य वर्ग का के.भ.
शुल्क टिकट यहाँ ठीक ढंग
से चिपकाए तथा डाकघर में
रद्द करा दें जहाँ से
बह खरीदा गया है।
(स्टैपल न करें)

Paste here firmly CRF Stamp
of requisite denomination
and get it cancelled from the
Post Office from where purchased.
(Do not Staple)

APPENDIX – I

Form of certificate for serving Defence Personnel (please see para 7 (C) of Notice)

I hereby certify that, according to the information available with me (No.) _____
(Rank) _____ (Name) _____ is due to
complete the specified term of his engagement with the Armed Forces on the
(Date) _____.

Place:

Signature of Commanding Officer

Date :

Office Seal:

APPENDIX – II

Undertaking to be given by the candidates covered under para 7 (C) of Notice

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

Place:

Signature of Candidate

Date :

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the Sub-Divisional Officer or any other officer as indicated below, of the District in which his parents (or surviving parent) ordinarily reside, who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

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

This is to certify that Shri/Smt/Kumari* _____ son/daughter of _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ belongs to the _____ Caste/Tribe* which is recognised 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 Reorganisation Act, 1960 & the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976,

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

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

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

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

The Constitution (Pondicherry) Scheduled Castes Order, 1964 @

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968 @

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order, 1978 @

The Constitution (Sikkim) Scheduled Tribes Order, 1978 @

The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989 @

The Constitution (SC) Orders (Amendment) Act, 1990 @

The Constitution (ST) Orders (Amendment) Ordinance, 1991 @

The Constitution (ST) Orders (Second Amendment) Act, 1991 @

The Constitution (ST) Order (Amendment) Ordinance, 1996@

% 2 Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Caste/ 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 recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and/or* his/her* family ordinarily reside(s) in village/town* _____ of District/Division* _____ of the State/Union Territory* of _____
Signature _____

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

* Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraph which is not applicable.

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

List of authorities empowered to issue Caste/Tribe Certificates:

District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

Revenue Officers not below the rank of Tehsildar.

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

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

APPENDIX – IV

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

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of
Shri/Smt. _____ of Village/Town _____ in District/Division
_____ in the State/Union Territory _____ belongs
to the _____ Community which is recognized as a backward class under the
Government of India, Ministry of Social Justice and Empowerment's Resolution
No. _____ dated _____.
Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in
the _____ District/Division of the _____
State/Union Territory. 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**

District Magistrate/
Deputy Commissioner, etc.

Dated :

Seal:

*-The authority issuing then certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** -As amended from time to time.

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

APPENDIX – IV(A)

For OBC Candidates only

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 Deptt. Of
Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT), dated 8.9.1993. It is also
declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule
to the above referred Office Memorandum, dated 8.9.1993 which is modified vide Department of
Personnel & Training office Memorandum No. 36033/3/2004-Estt.(Res.) dated 9.3.2004 and 14.10.2008.

Signature of Candidate

Place :

(Application not signed by the candidate will be rejected.)

Note:- The closing date for receipt of application will be treated as the date reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC certificate in the format prescribed for Central Government Jobs as per Appendix-IV issued by the competent authority on or before the closing date stipulated in the Notice.

APPENDIX – V

**Form of certificate to be submitted by Central Government Civilian Employee
seeking Age – relaxation
(Please see para 7(B) of the Notice)**

(To be filled by the Head of the Office or Department in which the candidate is working)

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

Signature _____

Name _____

Office Seal _____

Place: _____

Date: _____

FORM-II
DISABILITY CERTIFICATE

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(See rule 4)

(NAME & ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size Attested
Photograph(Showing
face only) of the person
with disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum _____
son/wife/ daughter of Shri _____ Date of Birth ____ ____ ____ Age ____
years, male/female _____ Registration No. _____ permanent resident
of House No. _____ Ward/Village/Street _____ Post
Office _____ District _____
State _____, whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:-

☐ locomotor disability

☐ blindness

[Please tick as applicable]

(B) The diagnosis in his/her case is _____

(A) He/She has _____ %(in figure) _____ percent(in words)
permanent physical impairment/blindness in relation to his/her _____
(part of body) as per guidelines(to be specified)

2. The applicant has submitted the following document as proof of residence:-

| Nature of Document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

Signature/Thumb
Impression of the
person in whose
favour disability
certificate is issued.

(Signature and Seal of Authorised Signatory
of notified Medical Authority)

FORM-III
DISABILITY CERTIFICATE
(In case of multiple disabilities)
(NAME & ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See rule 4)

Recent PP size Attested
Photograph(Showing
face only) of the person
with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt/Kum_____ son/wife/ daughter of Shri_____ Date of Birth _____ Age _____ years, male/female_____ Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and are satisfied that:

(A) He/She is a Case of **Multiple Disability**. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:-

| Sl.No. | Disability | Affected Part of Body | Diagnosis | Permanent physical Impairment/mental disability(in %) |
|--------|----------------------|-----------------------|-----------|---|
| 1 | Locomotor disability | @ | | |
| 2 | Low Vision | # | | |
| 3 | Blindness | Both Eyes | | |
| 4 | Hearing Impairment | & | | |
| 5 | Mental retardation | X | | |
| 6 | Mental-illness | X | | |

(B) In the light of the above, his/her over all permanent physical impairment as per guideline(to be specified), is as follows:-

In figures:- _____ percent

In words:- _____ percent

2. The condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

Or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till _____ (DD/MM/YY).

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

& e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

| Nature of Document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

5. Signature and Seal of the Medical Authority:

| | | |
|-------------------------|-------------------------|----------------------------------|
| | | |
| Name and seal of Member | Name and seal of Member | Name and seal of the Chairperson |

| | |
|--|--|
| Signature/Thumb Impression of the person in whose favour disability certificate is issued. | |
|--|--|

FORM-IV
DISABILITY CERTIFICATE
(In cases other than those mentioned in Forms II and III)
(NAME & ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See rule 4)

Recent PP size Attested
Photograph(Showing
face only) of the person
with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt/Kum_____ son/wife/ daughter of Shri_____ Date of Birth _____ Age _____ years, male/female_____ Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/Her extent of percentage physical impairment/disability has been evaluated as per guidelines(to be specified) and is shown against the relevant disability in the table below:-

| Sl.No. | Disability | Affected Part of Body | Diagnosis | Permanent physical Impairment/mental disability(in %) |
|--------|----------------------|-----------------------|-----------|---|
| 1 | Locomotor disability | @ | | |
| 2 | Low Vision | # | | |
| 3 | Blindness | Both Eyes | | |
| 4 | Hearing Impairment | & | | |
| 5 | Mental retardation | X | | |
| 6 | Mental-illness | X | | |

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, Or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till _____ (DD/MM/YY).

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

& e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

| Nature of Document | Date of issue | Details of authority issuing certificate |
|--------------------|---------------|--|
| | | |

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

| | |
|--|--|
| Signature/Thumb Impression of the person in whose favour disability certificate is issued. | |
|--|--|

[Countersignature and Seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the Certificate Is issued by a medical Authority who is not a government servant(with seal)]

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide notification number S.O.908 (E), dated the 31st December, 1996.

APPENDIX-VII

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

Subject Code for Educational Qualification

| Subject of Educational Qualification | Code |
|---|-------------|
| History | 01 |
| Political Science | 02 |
| Economics | 03 |
| English Literature | 04 |
| Hindi Literature | 05 |
| Geography | 06 |
| Commerce | 07 |
| Law | 08 |
| Physics | 09 |
| Chemistry | 10 |
| Mathematics | 11 |
| Statistics | 12 |
| Botany | 13 |
| Zoology | 14 |
| Agriculture Science | 15 |

| | |
|---|-----------|
| Civil Engineering | 16 |
| Electrical Engineering | 17 |
| Mechanical Engineering | 18 |
| Electronics Engineering | 19 |
| Electronics & Power Engineering | 20 |
| Electronics & Communication Engineering | 21 |
| Electronics Instrumentation Engineering | 22 |
| Agriculture Engineering | 23 |
| Computer Science | 24 |
| Computer Application | 25 |
| Information Technology | 26 |
| Library Science | 27 |
| Accountancy | 28 |
| Work Accountancy | 29 |
| Business Administration | 30 |
| Mass Communication | 31 |
| Journalism | 32 |
| Mass Communication & Journalism | 33 |
| Pharmacy | 34 |
| Photography | 35 |
| Printing Technology | 36 |
| Nursing | 37 |
| Textile Technology | 38 |
| Handloom Technology | 39 |
| Handloom & Textile Technology | 40 |
| Textile Processing | 41 |
| Textile Chemistry | 42 |
| Textile Design | 43 |
| Fine Arts with Textile Designs | 44 |
| Aeronautical Engineering | 45 |
| Chemical Engineering | 46 |
| Microbiology | 47 |
| OTHERS | 48 |
| Forensic Science | 49 |
| Space Engineering | 50 |
| Telecommunication Engineering | 51 |
| Social Work | 52 |
| Sociology | 53 |
| Criminology | 54 |
| Bio-Physics | 55 |
| Bio-Chemistry | 56 |
| Bio-Technology | 57 |
| Communication | 58 |
| Electronics | 59 |
| Radio Engineering | 60 |
| Radio Communication | 61 |
| Metallurgy | 62 |
| Rubber Technology | 63 |
| Plastic Engineering | 64 |
| Food Nutrition | 65 |
| Food Service Management and Dietetics | 66 |
| Institutional Management & Dietetics | 67 |
| Two years experience as Dietician | 68 |
| Genetics | 69 |
| Automobile Engineering | 70 |

| | |
|-----------------------------|----|
| Marine Engineering | 71 |
| Naval Architecture | 72 |
| Operations Research | 73 |
| Instrumentation Engineering | 74 |
| Agricultural Chemistry | 75 |
| Soil Science | 76 |

APPENDIX-VIII

Codes for filling up column No.12.1 of application.

| Code No. | Category |
|----------|---|
| 1 | SC |
| 2 | ST |
| 3 | OBC |
| 4 | PH |
| 5 | PH + OBC |
| 6 | PH + SC/ST |
| 7 | For Group "B" Posts Ex-Servicemen (Unreserved/General) |
| 8 | Ex-Servicemen (OBC) |
| 9 | Ex-Servicemen (SC & ST) |
| 10 | For Group "C" posts Ex-Servicemen (Unreserved/General) |
| 11 | Ex-Servicemen (OBC) |
| 12 | Ex-Servicemen (SC & ST) |
| 13 | For Group "B" Posts Central Govt. Civilian Employees(General/unreserved) who have rendered not less than 3 years regular and continuous service as on closing date. |
| 14 | Central Govt. Civilian Employees(OBC)) who have rendered not less than 3 years regular and continuous service as on closing date . |
| 15 | Central Govt. Civilian Employees(SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date. |
| 16 | For Group "C" posts Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date. |
| 17 | Central Govt. Civilian Employees(OBC)) who have rendered not less than 3 years regular and continuous service as on closing date |
| 18 | Central Govt. Civilian Employees(SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date. |
| 19 | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(Unreserved/General) |
| 20 | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(OBC) |
| 21 | Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(SC/ST) |
| 22 | Departmental candidates (UR who have rendered not less than 3 years regular and continuous service as on closing date |
| 23 | Departmental candidates (OBC) who have rendered not less than 3 years regular and continuous service as on closing date |
| 24 | Departmental candidates (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date |