

Government of India
Ministry of Home Affairs
Directorate General
Sashastra Seema Bal

**RECRUITMENT FOR THE POSTS OF
ASSISTANT SUB-INSPECTOR (STENO) AND
HEAD CONSTABLE (MINISTERIAL) CADRE - 2011
FROM MALE AND FEMALE CITIZENS OF INDIA**

Applications are invited from **Male/Female Indian citizens** for direct recruitment as **Assistant Sub-Inspector (Stenographer)** and **Head Constable(Ministerial)** in Sashastra Seema Bal, Ministry of Home Affairs, Government of India, in the pay scale as mentioned against each post plus DA and other allowances as admissible to the member of the Force from time to time as well as accommodation, uniform, LTC and medical facilities etc.

CLOSING DATE – 15/06/2011
FOR REMOTE AREAS- 22/06/2011

Sl.No	Post Code	MINISTERIAL CADRE	Gen	SC	ST	OBC	Total
01	08	ASI (STENOGRAPHER)	30	11	09	21	71
02	09	HC (MINISTERIAL)	96	33	27	58	214

*Note:-

- i) The vacancies may increase or decrease depending upon the position at the time of final selection without any notice.
- ii) 10% vacancies are reserved for Ex-Servicemen, which may later be filled up by fresh candidates, if suitable Ex-Servicemen do not turn up.

1.1. GENERAL CONDITIONS OF SERVICE :

- i) The posts are Combatised Group 'C' Non Gazetted
- ii) The posts are temporary but likely to become permanent
- iii) On appointment, selected candidates shall be entitled for the pension benefit as per the new structured defined Contributory Pension Scheme applicable for the new entrants to the Central Government services w.e.f. 01.01.2004.
- iv) The selected candidates will have to undergo Basic Training at any of the Training Institutions of SSB. The services of those who fail to complete the prescribed training successfully, are liable to be terminated.
- v) Selected candidates are liable to be governed by SSB Act and Rules.
- vi) Selected candidates shall be liable to serve anywhere in India or outside as per the transfer/deployment policy of the Govt.

2. SCALE OF PAY

- (i) ASI(Steno) : Rs 5200 – 20200 with Grade Pay Rs.2800 in Pay Band – I
- (ii) HC (Min) : Rs 5200 – 20200 with Grade Pay Rs.2400 in Pay Band – I

3. ELIGIBILITY CRITERIA.

- (a) **EDUCATIONAL QUALIFICATION BOTH FOR ASI(STENO) & HC(MINISTERIAL):**
Senior Secondary School Certificate(10+2) examination or Intermediate Or equivalent examination of a Recognized board/University

Or

Matriculation with three years Diploma in Secretarial Practice or Modern Office Practice or Commercial Practice from a recognized Board of Technical Education.

(b) **SHOULD QUALIFY :-**

For the post of ASI (Steno)

i) Competitive Written Examination.

ii) **ASI (Steno) : - Short Hand and Typing Speed for General and OBC category candidates :-** A minimum speed of 80 words per minute in English or 60 words per minute in Hindi Stenography. A minimum speed of 40 words per minute in English Type writing or 30 words per minute in Hindi Type writing.

Short Hand and Typing Speed for Scheduled Caste and Scheduled Tribe candidates:-

A minimum speed of 70 words per minute in English or 50 words per minute in Hindi Stenography. A minimum speed of 30 words per minute in English Type writing or 20 words per minute in Hindi Type writing.

iii) Should have basic knowledge in Computer Application

For the post of HC (Ministerial)

i) Competitive Written Examination.

ii) **HC (Ministerial) :- Typing Speed for General and OBC category candidates :-**A minimum speed of 30 words per minute in English Type writing or 25 words per minute in Hindi Type writing.

Typing Speed Scheduled Caste and Scheduled Tribe candidates:-A minimum speed of 25 words per minute in English Type writing or 20 words per minute in Hindi Type writing.

iii) **Should have basic knowledge in Computer application having proficiency in MS office/Word/Excel.**

(d) **Physical Standard for the post of ASI (Steno) and HC (Ministerial) :-**

For Male Candidates

DESCRIPTION	HEIGHT	CHEST		WEIGHT
For all except the categories mentioned below	167.5 Cms	81 (Un-Expanded)	86 Cms (Expanded)	Proportionate to height and age as per medical standard
<u>RELAXATION:-</u> Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir Valley, Leh & Ladakh regions of J&K	165 Cm	81 Cms	86 Cms	
Candidates belonging to Scheduled Tribes/Adivasis/Tribals	162.5 Cms	78 Cms	83 Cms	

For Female candidates

DESCRIPTION	HEIGHT	CHEST	WEIGHT
For all except the categories mentioned below	157 cms	No minimum requirement	Proportionate to height and age as per medical standard
<u>RELAXATION:-</u> Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir Valley, Leh & Ladakh regions of J&K	155 Cms	No minimum requirement	
<u>Candidates belonging to Scheduled Tribes / Adivasis/Tribals</u>	152.5 Cms	No minimum requirement	

(e) **Medical Standard:-**

i) pension holders for continuous embodied services;

ii) Gallantry award winners

The Territorial Army Personnel will be treated as Ex-servicemen with effect from 15.11.1986.

- e) Ex-servicemen holding the higher rank may also compete in this recruitment for lower post provided they fulfill the eligibility criteria and also they furnish their willingness in writing that in the event of their selection they will not claim the post equivalent to the rank they were holding in the Defense Forces
- f) Physical Standard: Total relaxation in physical standard.
- g) Break between Defense service and date of applying for re-employment in SSB should not exceed 24 months as on the cut of date i.e. 15-06-2011.
- (ii) Character certificate: Minimum requirement will be Exemplary/Very Good/Good category certificate.
- (iii) Medical Category : “A”(AYE)/SHAPE- ONE, at the time of discharge. They should possess to pass the same medical standards prescribed for direct recruits for the post of Asstt. Sub Inspector/Steno and Head Constable/Ministerial in Central Armed Police Force
- (iv) Age : Relaxation to the extent of military service plus 3 years as provided in DOP&T Notification No.39016/10179-Rectt© dated 15.12.1979.

4. a) **HOW TO APPLY** :-

Eligible and desirous candidates should send their application BY POST in the prescribed proforma given in Annexure-I and II with attested passport size photographs duly affixed on application form and admit card at the space provided for the purpose, along with application fee, attested copies of the testimonials. The application should be typed or neatly hand written. Two self-addressed envelopes of 4 x 9 inch size with Rs.6/- postage stamps duly affixed should also be enclosed with the application forms. The candidates belong to different States/ UTs should send their application forms to the address as shown at column No.3 of the table below on or before closing date. The envelope containing the application should be superscribed in block letters as “ **APPLICATION FOR THE POST OF _____ AND POST CODE _____** ”. The incomplete application and application received after the last date will not be entertained and will be summarily rejected.

Sl No.	Post with post code	Application should be sent to following address	Bank Draft in favour of	IPOs in favour of
(1)	(2)	(3)	(4)	(5)
1.	ASI (Stenographer) (Post Code- 08)	Commandant, CSD&W SSB, Bhopal, Bhadbhada Road, PO- T.T.Nagar, Bhopal, Madhya Pradesh-462003	Commandant, CSD&W SSB, Bhopal (M.P) payable at SBI Bhopal	Commandant, CSD&W SSB, Bhopal (M.P).
2.	Head Constable (Ministerial) (Post Code- 09)	The Commandant, Training Centre, SSB, Sapri, PO- Jwalamukhi, Distt-Kangra, Himachal Pradesh- 176031	The Commandant, TC (SSB), Sapri payable at SBI Dehra -1070	The Commandant, TC (SSB), Sapri

4. b) Tentative Recruitment Venues are as under :-

Sl. No.	Tentative Venue	Remarks
1.	Bhopal(M.P)	All the venues are tentative and subject to change. If less applications will be received then the recruitment venue will be changed. However, the candidates will be informed about the recruitment venue and date for appearing in the test through admit cards/call letter.
2.	Sapri(H.P)	
3.	Pune(Maharashtra)	
4.	Chennai(Tamilnadu)	

5. **ENCLOSURE REQUIRED TO BE FORWARDED WITH APPLICATION :-**

Attested Copies of :-

- i) Educational certificates.
- ii) Date of Birth certificate (Matriculation or 10th class certificate).
- iii) caste certificate i.e. SC/ST certificate.
- iv) **OBC certificate on the format as prescribed for applying for appointment to post under central Government of India in Annexure-IV. The OBC certificate produced other than Annexure-IV will not be entertained and their application will be summarily rejected.**
- v) Domicile certificate issued by the authority not below the rank of Tehsildar. West Pakistani Refugees settled in J&K are exempted to produce domicile certificate, they will produce certificate issued by the village sarpanch/ Numberdar along with a copy of the Electoral Roll showing the name of the candidate in the voter list for election to the Parliamentary Constituency.
- vi) Certificate if any for domicile in J&K during 01-01-1980 to 31-12-1989.
- vii) Community certificate, who intend to avail relaxation in Height and Chest.
- viii) Certificate if any, for 1984 riots or 2002 communal riots of Gujarat.
- ix) 2 self addressed envelopes of 4 x 9” size duly affixed with postage stamps of Rs.6/- on it.
- x) NCC, Scouts & Guide, Sports or any other certificate.

6. **SUBMISSION OF APPLICATION**

(i) The candidates may utilize the application format given with this advertisement and send the application so as to reach at the above mentioned Application Receiving Centres on or before **15.6.2011**. Last date for receipt of applications in respect of candidates belonging to far flung areas of Himachal Pradesh, Jammu and Kashmir and North Eastern States will be **22.6.2011**.

Note : 1) No application will be received after the last date for receipt of applications.
2) Applications will not be received by hand.
3) Applications to be sent by ordinary post.

Note:- The candidates are advised to visit SSB recruitment website www.ssbrectt.gov.in for updates on the recruitment process. The candidates may also seek information on **SSB Help line No. 011-26193929**

7. **SELECTION PROCEDURE**

The Selection shall be held in two phases as under :-

- (a) **FIRST PHASE**
 - (i) Documentation
 - (ii) Physical Measurement
 - (iii) Physical Efficiency Test (PET)

(b) **SECOND PHASE**

- (i) Written Test
- (ii) Short Hand Speed & Typing Test(only for ASI(Steno)*)
- (iii) Typing Speed Test for HC(Min)
- (iv) Test of Basic Knowledge in Computer Application
- (v) Interview
- (vii) Medical Examination

* Short Hand speed test is only for the post of ASI(Steno) and there is no short hand speed test for the post of HC(Ministerial).

There shall be sufficient gap between two phases of the tests.

(A) **PHASE-I**

The candidates found eligible in Documentation stage will be put through physical measurement. Those qualifying the physical measurement will only be allowed to appear in PET which will be qualifying in nature.

Physical Efficiency Test For The Post Of ASI(Steno) & HC (Ministerial)

Male Candidates

- 1. Long Jump : 11 feet (03 chances)
- 2. High Jump : 3'6" (03 chances)
- 3. 800 Metres race : To be completed in 3 minutes

Female Candidates

- 1. Long Jump : 08 feet (03 chances)
- 2. High Jump : 3' (03 chances)
- 3. 800 Metres race : To be completed in 4 minutes

Note : -No separate mark will be allotted for PET. A candidate must qualify in all the above events. Failure to qualify in any of the events will render the candidate disqualified to appear in Written Examination.

(B) **PHASE-II**

i) **WRITTEN EXAM**

The candidates who qualify in the Physical Efficiency Test will be required to appear the written examination which will be conducted at the Recruitment Centres. The date of written examination will be intimated to all the candidates by the Chairman of the Recruitment Board on the date of PET.

(i) (a) **Written Test for the Post Of ASI(Steno)**

Written examination for the post of ASI(Steno) will consist of two papers. The Paper-I will have two parts A&B, consisting of "Objective Type With Multiple Choice" Questions. The question paper will be of 10+2 level. In Paper-II the candidates will be asked to write one Essay in English/Hindi.

<u>Question Paper</u>		<u>Max. Marks</u>	<u>Duration</u>
<u>Paper-I</u>	Part-A	General English 100	3 hours
	Part-B	General Knowledge 100	
<u>Paper-II</u>		Essay 100	2hours
		TOTAL 300	

(b) **Written Test for the Post Of HC(Min)**

The written examination for the post of HC(Ministerial) will have only one question paper of two hours duration consisting of following four parts, which will be OBJECTIVE TYPE WITH MULTIPLE CHOICE.

<u>Paper-I</u>		<u>Max. Marks</u>	<u>Duration</u>
Part-I	Hindi/English	50	2 hours
Part-II	General Intelligence	50	
Part-III	Numerical Aptitude	50	
Part-IV	Clerical Aptitude	50	
		<u>Total</u>	<u>200</u>

- Note:- 1) The question papers for the post of ASI (Steno) and HC(Ministerial) will be printed both in Hindi and English.
2) The candidate will have the option to answer the questions either in Hindi or in English
3) The minimum qualifying marks of written test are **40% for** General/Ex-Servicemen category and **35% for SC/ST/OBC** categories.

(ii) **Short Hand Speed Test, Typing Speed Test & Basic Computer Knowledge Test for the post of ASI(Steno)**

a) **Short Hand Speed Test (For the post of ASI/Stenography only):** The candidates who qualifying the written examination will be required to appear in the shorthand test, which is only qualifying test. A minimum speed of 80 words per minute in English or 60 words per minute in Hindi Stenography for General Category and Other Backward Class candidates. A minimum speed of 70 words per minute in English or 50 words per minute in Hindi Stenography for Scheduled Caste and Scheduled Tribe candidates.

Note:- Failure to qualify in the event of shorthand speed test will render the candidate disqualified to appear in Typing Speed Test.

(b) **Typing Speed Test** : The candidates who qualify in the shorthand test will be required to appear in the Typing Test, which is only qualifying test. Failure to qualify in the event of typing speed test will render the candidate disqualified to appear in Basic Computer Knowledge Test.

(c) **Test of Basic Knowledge in Computer Application :-** The candidates declared successful in Stenography speed and typing speed test will be called to appear in the test of basic knowledge in computer application which will be qualifying in nature.

(iii) **Typing Speed Test On Computer For The Post Of Head Constable (Ministerial)**

a) Those candidates who qualify the written test for the post of HC(Ministerial) will only be called to appear in the typing speed test as per the standards laid down in eligibility criteria at para 3. Failure to qualify in the event of typing speed test will render the candidate disqualified to appear in Basic Computer Knowledge Test.

b) **Test of Basic Knowledge in Computer Application** : Those qualifying the typing speed test will be put through test of Basic Knowledge in Computer Application which will be qualifying in nature.

Note:- Recruitment Board will arrange computers for test of Basic Knowledge in Computer Application.

(iv) **Interview and personality test for the post of ASI (Steno) and HC (Ministerial) :-** The total marks for interview will be 25 marks i.e. 15 marks for general knowledge and current affairs and overall assessment of personality plus 10 marks will be awarded to candidates having creditable achievements in sports, NCC, Scout and Guides and extra curricular activities. Claims of achievements should be supported by the documents. There shall be no qualifying marks in Interview. However, the candidate will have to score aggregate 40% marks in written and interview for General and Ex-Serviceman and 35% for SC/ST and OBC category candidates.

(vi) **Medical Examination:-**

a) The candidates declared qualified on the basis of aggregate marks obtained in written Examination, computer test & Interview will be called for Medical Examination to assess their suitability/fitness strictly on the basis of merit and availability of vacancies. **The aggregate qualifying marks in written and interview for General category and Ex-Serviceman are 40% and 35 % for SC/ST and OBC category candidates.**

b) **Appeal against medical examination :**

If a candidate is declared unfit in the detailed medical examination, the grounds for rejection will be communicated to him by the Chairman. Rejected candidates will obtain form-4,5 and 6 from Chairman concerned, if not satisfied with the findings of the Medical Officer, to prefer an appeal for review medical examination to the “ **Inspector General(Pers), SSB Force HQ, R.K. Puram, New Delhi**”, **within 15 days** from the date of issue of communication in which the findings of the Medical Officer is communicated to the candidate. The appeal should necessarily contain the following (a) Medical re-examination fee of Rs.25/-(Rupees twenty five) only non refundable, through a bank draft/IPO in favour of “PAO, SSB MHA, New Delhi” (b) Appeal form-4,5 & 6 issued by the Initial Medical board declaring the candidate as unfit (c) Fitness certificate obtained from a registered medical practitioner in Form-6 issued by the Recruitment Board. (d) One self addressed envelope with Rs.22/- stamp affixed on it. Certificate other than Medical Form-6 (provided by the Chairman of Recruitment Board to the candidates) to submit appeal for Review Medical Examination will not be considered & rejected straightaway. **The fitness certificate on form-6 is essential only to consider their cases for review medical examination and not for any other purpose.**

Those candidates whose review medical appeals are found in order, will be issued admit cards to appear for Review Medical Examination in the self addressed envelope and their names will also be uploaded in the SSB Recruitment Website www.ssbrectt.gov.in. Candidate may also keep in touch to know their date of appearing in review medical examination & venue by visiting our above Recruitment website and contact through help line No.011-26193929.

The decision of the Review Medical Board of SSB shall be final and no 2nd appeal will be entertained as per Government instructions and also no reply of the correspondence on 2nd appeal will be given/entertained.

Note : i) It should however be clearly understood that the Selection Board reserves to itself absolute discretion to reject or accept any candidate after considering the report of the medical board.
ii) Ex-Serviceman will be required to pass the Written Test, Stenography Test, Typing Test, basic computer knowledge Test, Interview and requisite medical examination viz. X-Ray Chest, Blood for Hb, TLC, DLC, ESR & Sugar(Random) Urine for sugar and albumen and microscopically conducted examination, ECG etc.

8. **FINAL SELECTION**

The final selection of the candidates will be made in order of merit, category wise

The result of provisionally selected candidates will be uploaded in SSB website www.ssbrectt.gov.in as per availability of vacancies.

9. **GENERAL INSTRUCTIONS:-**

(a) The envelope containing the application must be super scribed in bold letters as “**Application For The Post of Assistant Sub-Inspector(Stenographer) or Head Constable (Ministerial) in Sashastra Seema Bal-2011**” with code of the post applied for.

(b) Candidates applying for the post of ASI(Steno) and HC(Ministerial) will have to fill up separate form for each post.

(c) Candidate serving in Government/Semi-Government/Public Sector undertakings should apply through proper channel. No objection certificate is required to be enclosed with the application form while applying for the post.

(d) SSB Departmental candidates will also submit a Service Certificate of qualifying service in present rank & Disciplinary-Vigilance clearance certificate.

(e) All eligible candidates who apply in response to this advertisement before the closing date will be assigned Registration/Roll Numbers and communicated through the self-addressed envelopes . The candidates qualify documentation, physical measurement test and PET will be asked to appear for the written examination.

Note:- No separate call letters/ admit cards will be issued to the qualified candidates called for written examination/ shorthand test/ typing test/ Basic Knowledge in Computer Application Test/ interview and Final Medical Examination. The list of qualified candidates and called for above test will be displayed in the notice board at the Recruitment Venue.

(f) The candidate must be sure of his/her height, chest and educational/technical qualification, which should conform to the minimum standard laid down in the advertisement to avoid disappointment at later stage.

(g) Application Forms are liable to be rejected summarily. if they are

- (i) Incomplete
- (ii) Application not as per format
- (iii) Without IPO/Bank Draft/Banker's Cheque of Rs.50/-
- (iv) Undervalued IPO/Bank Draft/Banker's Cheque attached (In case of General and OBC Category)
- (v) Incorrect Paying Authority mentioned or Wrong address on IPO/Bank Draft/Banker's Cheque.
- (vi) Received without attested copy of caste certificate in case of SC/ST/OBC and discharge certificate in case of Ex-Servicemen
- (vii) Received without attested copies of educational testimonials/ certificate
- (viii) Received without self-addressed envelopes and post card or without postage stamps affixed on the envelopes
- (ix) Without photograph
- (x) Application Form not signed by the candidate.
- (xi) Received after last date of receipt of application.
- (xii) Without signature/seal of H.O.O. (In case of serving candidates)

Note: SSB shall not be responsible for any postal delay and no correspondence will be entertained in this regard.

- (h) The candidates of other categories called for interview and detailed medical examination will not be paid any TA/DA. However, SC/ST candidates not employed under State/Central Government/Public Sector undertaking, will be paid 2nd Class Rail/Bus fare for shortest route after the conduct of written examination on production of proof of fare paid by them as per rules.
- (i) The decision of the selection board with regard to the matters connected with this recruitment will be final in all respects.
- (j) Success in the interview confers no right to appointment unless the department is satisfied after medical examination and such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.
- (k) The appointment will be subject to the conditions that the candidates are medically as well as Physically Fit.
- (l) The recruitment will be conducted on all India basis and recruitment venues will be decided on the basis of number of applications received for the posts. Sashastra Seema Bal reserves the right to cancel or change any recruitment venue.
- (m) Candidates will have to come prepared for 05 to 06 days stay at the recruitment venue and they will have to make their own arrangements for boarding and lodging.

- (n) **Government strives to have a work force that reflects gender balance and women candidates are encouraged to apply.**
- (o) SSB will not be responsible for damage/injury, if any, to the individual sustained during the Physical Efficiency test.
- (p) Signature of the candidate throughout the recruitment process should be the same as put in the application form.
- (q) Candidates failing in any of the prescribed tests will be eliminated at that stage.
- (r) Mobile phone and calculator are strictly prohibited in the recruitment venue.
- (s) Any sort of canvassing or recommendation will debar the candidate from selection.
- (t) Candidates have to appear in all the stages of Recruitment for which they have to qualify/appear. If a candidate is absent from any stage/event for which he/she has to qualify/appear, his/her candidature will be cancelled.
- (u) In case a candidate is found in eligible for service/post on any ground after his/her selection/appointment, his/her services will be terminated without assigning any reason.
- (v) Any wrong attestation of documents/testimonials, attempt to impersonate or forge documents so as to mislead the Recruitment Board or to gain access to recruitment process, canvassing in any form or attempt to bring influence/ pressure in any form, offering illegal gratification or use of threat or attempt to blackmail will lead to criminal action and also disqualification.
- (w) SSB strives to recruit fit, committed, sincere and best candidates with transparency and impartiality, hence candidates are advised to be 'Beware of Touts'.
- (x) **The Director General SSB reserves the right to make changes or cancel or postpone the recruitment without assigning any reason.**
- (y) List of authorities empowered to issue scheduled caste/scheduled tribe and other backward class(OBC) certificates.
- i) 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.
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii) Revenue Officers not below the rank of Tehsildar
- vi) Sub-Divisional Officers of the area where the candidate and/or his family resides.

Note : ST candidates belonging to Tamil Nadu State should submit caste certificate only from the Revenue Division Officer.

THE TERMS AND CONDITIONS GIVEN IN THIS ADVERTISEMENT ARE SUBJECT TO CHANGE AND SHOULD THEREFORE BE TREATED AS GUIDELINES ONLY.

(B.S. Rawat)
Assistant Director (Recruitment)

**Admit Card for the Post of Assistant Sub-Inspector(Steno)/ Head
Constable(Ministerial) in Sashastra Seema Bal : 2011**

(To be filled by the candidate)

1. Name of candidate:
2. Father's Name:
3. Date of Birth:
4. Postal Address:
5. Category:
6. Personal mark of Identification:.....

Paste here a copy
of your recent
passport size
photograph(approx
3.5 x 4.5 cms)
duly attested by a
GO.

**(Signature of Candidate)
In running hand**

(To be filled by the application receiving authority)

7. Roll Number _____
8. Post for which appearing for Test: _____
8. Whether direct/ departmental candidate _____
9. Name of Recruitment Centre with address _____
8. Date and time of Examination: _____

Signature of Nodal Office, ARC

With seal

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO
SCHEDULED CASTE OR SCHEDULED TRIBE**

This is to certify that Shri _____ Son of Shri _____
_____ of village/Town _____ in District/ Division
_____ of the State/Union Territory _____ belongs to the
_____ caste/Tribe which is recognized as a Schedule Caste/Scheduled Tribe under.

The Constitution (Scheduled Castes) order, 1950.

The Constitution (Scheduled Tribes) order, 1950.

The Constitution (Scheduled Castes)(Union Territory) order, 1951.

The Constitution (Scheduled Tribes) (Union Territory) order, 1951.

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

*The constitution (Jammu & Kashmir) Scheduled Caste Order, 1956;

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

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

*The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondichery) Scheduled Castes Order, 1964;

*The Constitution (Uttar Pradesh) Scheduled Tribes 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 (Scheduled Castes) Orders (Amendment) Act, 1990.

*The Constitution (Scheduled Tribes) Order, (Amendment) Ordinance, 1991.

*The Constitution (Scheduled Tribes) Order, (Second Amendment) Act, 1991.

The Constitution (Scheduled Tribes) Ordinance, 1996

*2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issue to Shri _____ Father of Shri _____ of village/town _____ in District/Division _____ of the State/UT _____ who belong to the _____ caste/Tribe which is recognized as a SC/ST in the State/Union Territory _____ issued by the _____ (name of the prescribed issuing authority) vide their No. _____ dated _____ or Shri _____ and or his/her family ordinarily reside(s) in Village/Town _____ of _____ District/Division of the State/Union Territory of _____.

Place _____

Date _____

Signature _____

Designation _____

(With seal of Office)

NOTE:- The terms 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 CERTIFICATE:

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner /Additional Deputy Commissioner/Dy. Collector/ ^{1st} Class Stipendiary Magistrate/Sub Divisional Magistrate/Extra Assistant Commissioner/ Taluka Magistrate/Executive Magistrate.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. **Revenue Officers not below the rank of Tehsildar.**
4. 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 Division Officer.

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

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

This is to certify that son of Village
..... District/Division..... In the
State..... belongs to the..... Community, which is recognized as a
Backward Class under: –

- * (i) Government of India, Ministry of Welfare, Resolution, No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section-I, NO. 186, dated the 13th September, 1993.
- * (ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section, No. 163 dated the 20th October, 1994.
- * (iii) Government of India, Ministry of Welfare, Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 88, dated the 25th May, 1995.
- * (iv) Government of India, Ministry of Welfare, Resoluitiion No.12011/44/96-BCC, dated the 9th March, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 60, dated the 11th March, 1996.
- * (v) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC, dated the 6th December 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210, dated the 11th December 1996.
- * (vi) Government of India, Ministry of Welfare, Resoluitiion No.12011/13/97-BCC, dated the 3rd December, 1997, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 239, dated the 17th December, 1997.
- * (vii) Government of India, Ministry of Welfare, Resolution No.12011/99/94-BCC, dated the 11th December 1997, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 236, dated the 12th December 1997.
- * (viii) Government of India, Ministry of Welfare, Resoluitiion No.12011/68/98-BCC, dated the 27 Oct., December, 1999, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 241, dated the 27th Oct, 1999.
- * (ix) Government of India, Ministry of Welfare, Resolution No.12011/88/98-BCC, dated the 06th December 1999, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 270, dated the 06th December 1999.
- * (x) Government of India, Ministry of Welfare, Resoluitiion No.12011/36/99-BCC, dated the 4th April 2000, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 71, dated the 4th December 2000.
- * (xi) Government of India, Ministry of Welfare, Resolution No.12011/44/99-BCC, dated the 21st December 2000, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210, dated the 21st December 2000.
- * (xii) Government of India, Ministry of Welfare, Resoluitiion No.12011/44/99-BCC, dated the 6th September, 2001, published in the Gazette of India, Extraordinary, Part-I, Section I, No.246, dated the 6th September, 2001

Shri.....and/or his family ordinarily reside(s) in the
..... District/ Division of the State. This is also to certify
that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
schedule to the Government of India, Department of Personnel, and Training, O. M. No.
36012/22/93-Estt. (SCT), dated 8-9-1993.

Dated:

**DISTRICT MAGISTRATE/
DEPUTY COMMISSIONER/
TEHSILDAR ETC.**

- **OFFICE SEAL**
- *Strike out which ever is not applicable*

davp/9114/11/0005/1112