



सत्यमेव जयते

# Employment News

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## JOB HIGHLIGHTS

### CMPFO

- Coal Mines Provident Fund Organisation, Dhanbad requires 296 Provident Fund Inspector Group 'B' and Lower Division Clerk Group 'C'

### UPSC

- Union Public Service Commission invites applications for recruitment of 96 Medical Officer and Assistant Labour Commissioner/ Assistant Welfare Commissioner/ Assistant Labour Welfare Commissioner/ Assistant Director in Grade-V against special recruitment Advertisement No. 51/2013

Last Date : 31.01.2013

### INDIAN OIL

- Indian Oil Corporation Limited requires 70 Junior Engineering Assistants.

Last Date : 04.02.2013

### S.B.I.

- State Bank of India requires 61 Security Officer in Middle Management Grade Scale-II

Last Date : 24.01.2013

Turn over the pages for other vacancies in Banks, Armed Forces, Railways, PSUs and other Govt. Depts

## NEW CAREER TRENDS-2013

— Pavan Mahajan

2012 welcomed the culture of big office spaces moving from concrete jungles to virtual environment. It gave way to new possibilities and competition. We saw faster emergence of businesses with more courageous youth turning into entrepreneurs. Year 2012 saw jobs primarily in sectors like healthcare, hospitality and IT/ITES. Apart from these, the other sectors involved in the process of hiring in the year 2012 were non-machinery manufacturing, financial services, education, media & entertainment. According to a latest Assocham report, Jobs saw a decline of over 21% in new job generation in various sectors of the economy in 2012. The report also indicated that the job market slightly recovered during the last six months of 2012. As per the report amid the Top five metro centers, Delhi and National Capital Region topped, followed by Mumbai, Bangalore, Chennai and least number of jobs were generated in Kolkata. Year 2013 will be an era where change, dynamism and competition will be the key words to growth and prosperity of the economy. In this changing landscape not only businesses but education and hiring patterns will change as well. This will pave the way for customized education making tailor made and personalized learning, the education of tomorrow.

In year 2013, careers in education, IT, business services, healthcare, non-profits, luxury & retail management and non machinery manufacturing will provide a snapshot of the new economy.

Most of the job opportunities in busi-

ness services will be in the small and medium enterprises and could require a fair level of local knowledge. In 2013, Jobs in healthcare are expected to outnumber the ones in 2012 and healthcare would become one of the largest contributors to the service sector in India. Non profit jobs in the country are on a rise and though a MSW degree is the most preferred here, many colleges and universities have started offering programs to cater to this sector.

There is going to be new demand for jobs in luxury management. However, owing to the nature of this sector this is not going to be voluminous demand. Retail jobs will continue to grow as the government relaxes entry restriction for foreign players to enter this sector. According to a survey report by CII, 48 percent of the respondents were of the opinion that the government's decision would

will spur more investments, lead to mergers & acquisitions, expansions and change ownership in retail, which will ultimately create more jobs.

Another trend of STEM (Science Technology Engineering & Mathematics) based jobs, which are globally increasing at a much faster rate than non STEM based jobs, is going to pick up in India too. In the US alone, Science and Engineering (S&E) occupations were projected to grow by 26% from 2004 to 2014, twice as fast as the overall job market during that same period. With this movement picking up in India, STEM based education would have to be reinforced right from the primary level. There are approximately 4% of employees in the U.S. who are scientists or engineers; they create the jobs for the other 96%. Should one take the a similar trend to be applicable to India in the future, even a marginal increase in STEM based jobs would have a huge impact in creating job opportunities.

Also as we move from the age of multi tasking to the age of specialized skill set, in 2013, more emphasis will be given to essential career assistance, particularly when higher compensation is the reward for specialization. To facilitate this customized learning, awareness on career specialization and available choices will become more custom-made – it will further be tailored into smaller, more concise chunks of learning. With the emergence of online coursework, 2013 will see the rise of specialized short-term courses using online medium and trainings in very niche skill sets. As India heads towards becoming the

Continued on page 56

### IMPORTANT NOTICE NEW RATE

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have a positive impact on their employment, whereas 35 percent expect no change in the employment scenario. Around 16 percent expect the impact of FDI in retail on the employment in the SME sector to be negative. Many experts believe FDI

## Is that a genuine job offer?

**With growing internet penetration and aspirations, there's a surge in the number of fraudsters issuing fake ads and decamping with the money**

Koushik Kumar had answered a Maruti Suzuki job advertisement, depositing money for the application fee. And, he waited for the interview call. What he got was an email from the company's vigilance department, stating he'd been the victim of a fake ad, put in by a scamster.

India Inc is having to respond to an increasing incidence of fraud, with job seekers being asked to pay a processing fee or deposit security money in a bank account, the ad put in by a faker. Pharma major Ranbaxy Laboratories is perhaps the most recent case in point. Last Thursday, it issued a public notice in the newspapers, stating it does not ask or accept any money or security deposit from job seekers during a selection process. The notice says fraudsters were using its name to do so and that it had filed a police complaint.

Earlier this year, Bangalore-based Toyota Kirsloskar Motor (TKM) went through a similar experience. In January, the personnel department got a complaint from

a victim and both filed a police complaint. The police nabbed a job offer scam network run by a Nigerian national in Delhi. "For every complaint that comes up, there could be hundreds of such cases which go unreported," says Shekar Vishwanathan, deputy managing director, TKM. It has put out public notices in national newspapers and on its website; staffers have also been urged to spread the word.

Human resource executives and head hunters say the typical method is to lure through advertisements and emails, followed by a telephone interaction to build confidence. The reaching out is especially in tier-II and tier-III cities and towns. "Advertisements in English newspapers are used to give credibility to the offer," says an executive. Once job seekers apply, they are general-

ly asked for a processing fee or to deposit an amount, usually in an account with a leading bank. Only after weeks - in some cases, months - do the victims realise they have been duped.

In one instance last year, of Maruti, those "selected" for an interview were asked to pay a refundable security deposit of

around ₹16,000 in a State Bank of India account. There have been brazen instances to build credibility by issuing a fake interview call letter using the company's logo, seemingly signed by the managing director. Fake offer letters purportedly signed by Maruti Suzuki India's managing director, Shinzo Nakanishi, surfaced in late 2010; the upshot was the arrest of three foreign nationals. In fact, Maruti's vigilance department has

been pro-actively working for the past two years with Delhi Police on such cases. It happened again when Maruti's Manesar plant was shut in July this year, following labour unrest. Many fly-by-night-operators raised their heads to lure job seekers. HR professionals say many information technology companies have been at the receiving end of such fraudsters for years. A head hunter recalls a Hyderabad-based multinational IT company facing agitated job seekers with signed offer letters that were never issued by it.

"It is only in the last two-three years that manufacturing companies such as those from the automobile and pharma sectors have become the target of such job frauds," says Sunil Goel, chief executive, Global Hunt India.

Head hunters says in most cases, companies react only after complaints by victims. They need to take the initiative in spreading information to seekers about selection procedures. Else, unsuspecting ones such as Koushik Kumar would continue to fall prey.

courtesy; Business Standard.

### NOTICE

It has been brought to the notice of Ministry of Agriculture, Government of India, that some advertisements and recruitment agencies are luring persons with fake job offers in **Kisan Call Centres**. Ministry of Agriculture has issued messages in public interest to beware of such misleading advertisements. **Employment News has its credibility with maximum reach and authentic job opportunities. Hence look for genuine jobs only through Employment News.**



कॉनकोर  
CONCOR

भारतीय कंटेनर निगम लिमिटेड  
CONTAINER CORPORATION OF INDIA LTD.  
(A Government of India Undertaking Ministry of Railways)  
CONCOR Bhawan, C-3, Mathura Road, New Delhi - 110076  
A Blue Chip Miniratna PSU Requires the Following Professionals

### Recruitment Advertisement No. CON/HR/216/6/12.01.2013

#### RECRUITMENT OF MANAGEMENT TRAINEES THROUGH GATE-2013

Container Corporation of India Ltd. (CONCOR), a Blue-chip Miniratna Public Sector Undertaking under the administrative control of Ministry of Railways is the leader in the field of Containerized Multimodal Logistics Services in India. The company plays a major role in developing multimodal transport and logistics infrastructure to support India's growing domestic and international trade. CONCOR also provides facilities for cargo storage, customs clearance and other value added services like bonded warehousing, bonded trucking, LCL consolidation etc., through vast network of container terminals (ICDs/DCTs/CFSs/PSCTs). In the financial year 2011-12, CONCOR has achieved a total income of ₹ 4,377.49 Crores with net profit of ₹ 1181.78 Crores (NPBT). With its aggressive growth plans the company is looking for talented professionals in the below mentioned areas.

S. No.	Post Code	Name of Post	Job Specification			Job Description	Number of Posts		
			Age (applicable as on 01.01.2013)	Educational Qualification (As per cut-off date prescribed by GATE-2013)	Experience		OBC	UR	Total
1.	MT/TH	Management Trainee (Technical) Pay-Scale: ₹16400-₹ 40500	28 Years (should have been born on or after 01.01.1985 if no age relaxation is applicable)	Bachelor's Degree in Engineering in Mechanical with minimum 60% marks from institute / university duly approved by Govt / recognized by AICTE/UGC.	Nil	Will be given on-the-job & off-the-job training for a period of one year in maintenance and repair of mobile material handling equipments such as heavy duty harbor/other cranes, road rail cranes, maintenance of heavy duty engines/repair and maintenance of electrical /electronics panels/motor and such other control gears including thyristor, controlled rectifiers, etc. Upon successful completion of training they will be absorbed in Asst. Manager Grade (E1)	---	2	2
2.	MT/MIS	Management Trainee (MIS) Pay-Scale: ₹ 16400-₹ 40500	28 Years (should have been born on or after 01.01.1985 if no age relaxation is applicable)	B.Tech (Computer Engg. /Computer Science) / BE (Computer Engg./Computer Science)/MCA/ M.Sc (IT)/M.Sc (Computer Science)/ from institution duly approved by Govt. /recognized by AICTE/UGC with minimum 60% marks.	Nil	Will be given on-the-job & off-the-job training for a period of one year for developing software on diverse platforms and to evaluate and apply new techniques and software tools, etc and general operations of the company. Upon successful completion of training they will be absorbed in Asst. Manager Grade (E1)	1	---	1
3.	MT/CE	Management Trainee (Civil) Pay-Scale: ₹ 16400 - ₹ 40500	28 Years (should have been born on or after 01.01.1985 if no age relaxation is applicable)	Bachelor's Degree in Civil Engineering with minimum 60% marks in aggregate from any university or institute duly approved by Govt / recognized by AICTE.	Nil	Will undergo on-the-job & off-the-job training for a period of one year in the areas of repairs and maintenance of buildings, water supply and electricity, fire fighting system, including construction activities relating to the establishment, maintenance and expansion of CONCOR ICDs/ DCTs/ CFS/ PSCTs/ Air Cargo Complexes and offices. Will be trained in the planning, designing, control and execution of engineering projects including tenders and contracts along with general operations of the company. Upon successful completion of training they will be absorbed in Asst. Manager grade (E1)	1	1	2

#### GENERAL INSTRUCTIONS FOR ELIGIBILITY CRITERIA

- Age, qualification and experience may be relaxed for deserving departmental/internal candidates and for others as per CONCOR Recruitment Rules and Procedures at the discretion of the CONCOR Management.
- Reservation for SC/ST/OBC/Minority/Ex-Servicemen/Persons with Disabilities (PwDs) will be made as per Govt. of India rules applicable to the corporation.
- Age is relaxable in case of Ex-servicemen/ Persons with Disabilities (PwDs) / SC / ST / OBC candidates as per Govt. of India rules applicable to the corporation. Age is relaxable for internal candidates as per CONCOR Recruitment Rules and Procedures,
- Persons with disability of 40% or more only will be considered for relaxation applicable for Persons with Disabilities (PwDs). It is necessary to have a valid Disability Certificate with the PwD candidates.
- To be eligible for a post, candidates should fulfill the eligibility criteria laid down by CONCOR for the concerned post and also the eligibility criteria laid down by GATE for GATE-2013 for the relevant discipline,
- If the marks secured by the candidate in the qualifying examination are in CGPA (Cumulative Grade Point Average) terms, it should not be lower than 7 point in the CGPA (Cumulative Grade Point Average) scale of 10 or equivalent percentage which should not be less than prescribed percentage of marks for the category applied for and it should be indicated in the application as per norms adopted by the university / institute.
- The candidates who qualify for interview after GATE-2013 Examination/group discussion will be required to produce all certificates/ testimonials in original and NOC-No Objection Certificate (for candidates from Govt. / Semi Govt./PSUs). Candidates who fail to submit these documents and/or not found eligible for the post may be rejected.
- Candidates should be conversant working in a computerized environment,
- Candidates not found meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process,
- In case of doubt regarding interpretation of advertised eligibility criteria and terms and conditions, the decision of the CONCOR Management shall be final and binding.

#### APPLICATION PROCEDURE AND SELECTION PROCESS

- With reference to recruitment notifications pertaining to GATE-2013 in September 2012, CONCOR will be utilizing Graduate Aptitude Test in Engineering-2013 (GATE-2013) Scores for the recruitment of Management Trainees in the disciplines mentioned at S.No. 3 below during the year 2013.
- Before applying the candidates should ensure that they are eligible to apply for the post(s) and ready to comply with the requirements and terms and conditions mentioned in this advertisement.
- Only those candidates who are eligible for the post and have registered for GATE-2013 in the below mentioned prescribed GATE-2013 papers can apply for the post of Management Trainee as mentioned corresponding to the post advertised and relevant discipline.

Post	Relevant Discipline	Prescribed GATE-2013 Paper	Paper Code
Management Trainee (Technical)	Mechanical	Mechanical Engineering	ME
Management Trainee (MIS)	Computer Engg./ Computer Science & Engg./Technology	Computer Science & Information Technology	CS
Management Trainee (Civil)	Civil Engineering	Civil Engineering	CE

- From 12.01.2013 to 04.02.2013, candidates have to register themselves at the online application portal for GATE-2013 candidates at CONCOR website ([www.concorindia.co.in](http://www.concorindia.co.in)) at the 'HR & Career' Section-'Recruitment Notices' Sub-Section with details of their GATE-2013 Registration Number and other required information as per the instructions provided therein. GATE-2013 Registration no. will appear in the GATE-2013 Admit Card of candidates,
- Only applications of candidates successfully registered in CONCOR shall be assessed,
- Based on the marks secured by the registered candidates in the prescribed GATE-2013 paper they will be shortlisted for further selection process in CONCOR- Group Discussion and Interview. Please note that only GATE-2013 Scores are valid for this recruitment, prior GATE Scores are not valid,
- Candidates will be required to retain their GATE-2013 Admit card and Original GATE-2013 Score card for verification at the time of Group Discussion/ Interview.
- No correspondence will be entertained for non-calling of the candidate for group discussion/ interview or for non-selection
- Canvassing in any form will disqualify the candidate
- Candidates selected for Management Trainee position are required to execute a service bond of the specified amount to serve the corporation for a minimum period of three years (excluding the training period). Presently the amount is ₹ 2 Lakhs plus 12% interest p.a. On successful completion of the training, they will be absorbed as Assistant Manager (E1 Grade).
- Selected candidates will be having All India Liability. They will be liable to be posted at any office/ terminal/ unit of the company at any location at the sole discretion of CONCOR. They are also liable to be transferred anywhere after initial appointment at any location of the company.
- Number of posts and place of posting may vary,
- Management has the right to cancel the recruitment at any point of time without any notice,
- Appointment to the posts is subject to the candidate being medically fit as per standards of CONCOR. Appointment of selected candidates may also be subject to reference checks/ police verification,
- CONCOR takes no responsibility for any postal delays/loss.
- Candidates must strictly observe that the details furnished by them are true to the best of their knowledge and they are eligible to apply for the concerned post. At any stage (even after appointment), If it came to the knowledge of the management that the candidate has furnished wrong information or they are not eligible as per provisions of the advertisement their candidature/services may be cancelled/terminated without assigning any reason,
- Candidates are required to regularly visit CONCOR website [www.concorindia.co.in](http://www.concorindia.co.in) at the 'HR & Career Section' - 'Recruitment Notices' Sub-Section for all updates including list of candidates called for Group Discussion and interview and other information/ notices,

#### IMPORTANT DATES

CONCOR Application	Commencement of Online Submission of Application to CONCOR	12.01.2013
	Last Date of Online Submission of Application to CONCOR	04.02.2013



# SOUTH CENTRAL RAILWAY

Details of the Tender Notices of S. C. Railway can be seen  
on our website [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in)

No.SCR/P-SC/128/REC/Scouts & Guides

Date: 24-12-2012

## EMPLOYMENT NOTIFICATION NO. 1/2012-13

Sub: Recruitment of Scouts and Guides on Secunderabad division for the year 2012 -13.

Applications are invited from the eligible candidates in the prescribed proforma given below for Recruitment in Group- 'D' posts on Secunderabad division against Scouts and Guides quota.

Category	Pay Band	Grade Pay	No. of posts
1. Group - 'D'	Rs.5200-20200	Rs. 1800/-	(2) Two

The candidates who fulfil the following terms and conditions can only apply

- Qualification** : 10th Class pass / ITI
- Age** : 18 to 33 years as on 01.01.2013
- Eligibility** : The candidate should fulfill following norms for recruitment against Scouts and Guides quota.
  - A President Scout/Guide/Ranger/Rover OR Himalayan wood badge OR a Pre HWB trained Scout Master/Advanced trained Guide/Leader/Captain.
  - Should have been an active member of a Scout organisation for atleast 3 financial years in the recent past and should continue to be active.
  - Should have attended atleast one event at National level and one or two events at State level OR should have a good record of participation in Scouts/Guides activities at Unit/District level.
- Should fulfil necessary conditions regarding age / qualification etc. for Group 'D' appointment as per extent rules.
- MODE OF SELECTION:** A written examination (objective type) regarding scouting followed by interview will be conducted. Syllabus for written exam is enclosed.
- HOW TO APPLY:** The candidates should apply on a quality plain paper of full scape size in the given format only in Hindi/English, no other regional language will be entertained.
- WHOM TO ADDRESS:** The application in all respects along with its enclosures duly attested by a gazetted officer along with Indian postal order of Rs.40/- to OC and Rs.10/- SC/ST, should be sent by **Ordinary post only. Addressed to Senior Divisional Personnel Officer, Sanchalan Bhavan, Secunderabad Division, Secunderabad - 500371, SOUTH CENTRAL RAILWAY.**

8. **Last date for receipt of Application 08.02.2013**

### 9. IMPORTANT INSTRUCTIONS:

- The candidate should send attested copies of the following certificate along with the applications.
  - Certificates issued by Bharat Scouts & Guides.
  - Certificate in support of date of birth.
  - Certificates of Academic / Technical Qualifications - Experiences.
  - Latest Caste Certificate issued by the competent authority if he or she belongs to SC/ST/OBC.
- Candidates already employed in Central/State/PSU should submit their applications through proper Channel duly submitting service certificate and "NO OBJECTION CERTIFICATE" from the employer.
- The application which suffers from irregularities such as unsigned, signed in capital letters, incomplete, illegible, without enclosures, not in prescribed proforma, without attestation of Gazetted Officer and applications received after the last date will be rejected.
- The Railway administration is not responsible for any postal delay.
- The Railway Administration's decision is final: The decision of the Railway Administration in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection shall be final and binding on the candidates.
- The Railway Administration reserves the right for cancellation / rejection without assigning any reason thereof.
- Canvassing in any form shall disqualify the candidate.

A1709

Sr. Divisional Personnel Officer, Secubderabad

### ANNEXURE - I

Syllabus for selection under Scouts and Guides quota for Group - 'D' posts. History of Scouting / Guiding, Law & promise, organisation, District & State level Training Centre, District & State level, knowledge of books - Scouting for boys / Guiding for Girls in India, Motto, Left hand shake, salute, Prayer, Flag Song, National Anthem, Know the National and Scouting Flags, Social service at various occasions, Hiking, proficiency Badges. How the badges are earned, Stages in scouting/guiding, progressive training of Scouts/Guides/Rangers/Rover pioneering Handicrafts, Indian Railway Jamboree, National Jamboree, Jamboree in the Air.

### ANNEXURE - II

## Application for Recruitment of Scouts and Guides in Group - 'D' Service 2012 - 2013

Passport size  
photograph  
duly attested  
by a Gazetted  
Officer

### Employment Notice No.01/2012-2013

- Name in Full  
(BLOCK LETTERS) : \_\_\_\_\_
- Father's Name : \_\_\_\_\_
- Address : \_\_\_\_\_
- Date of Birth : Date  Month  Year
- Age as on 01.01.2013. : \_\_\_\_\_
- a) Sex : \_\_\_\_\_
- Whether belongs to  
SC/ST/OBC/UR : \_\_\_\_\_
- Academic Qualification : \_\_\_\_\_
- Professional/Technical  
Qualification : \_\_\_\_\_
- Scouts Qualification:  
President's Scout/Guide/Rover/Ranger OR : \_\_\_\_\_  
Himalayan Wood Badge Holder OR : \_\_\_\_\_  
A Pre-HWB Trained Scout Leader/ : \_\_\_\_\_  
Advanced trained Guide/Captain/Leader : \_\_\_\_\_
- Details of Scout events attended during the Financial year

	2009-10	2010-11	2011-12
a) National Level:			
b) State Level :			
c) Dist./Unit Level:			

And should continue to be active.

11. If you are already appointed, give particulars:

- Name of the organisation where employed: \_\_\_\_\_
- Employed From: \_\_\_\_\_ To \_\_\_\_\_
- Designation : \_\_\_\_\_
- Address of the employer : \_\_\_\_\_

12. Postal Pay Order No: \_\_\_\_\_ Dt: \_\_\_\_\_ Amt: \_\_\_\_\_

(If the candidate is in service, application should be forwarded through proper channel)

I hereby declare that all Statements made in this application are true and correct to the best of my knowledge and belief, I understand that in the event of particulars or information given herein being found false or incorrect, my candidature for the Recruitment on Scouts and Guides quota is liable to be rejected or cancelled and in the event of my mis-statement/ discrepancy in the particulars being detected, after my appointment my services are liable to be terminated without any notice to me.

Signature of Candidate

(Name of the Candidate)  
(In BLOCK letter )

Place : \_\_\_\_\_

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

**Enclosures:** (duly attested by a Gazetted Officer).

- Date of Birth certificate (SSC/TC)
- Caste Certificate (SC/ST/OBC)
- Certificates of Academic, Qualification other than (SSC/TC)
- Certificates of Scouts and Guides
- Certificates of professional/Technical qualification
- No objection Certificate if employed.



IndianOil

# IndianOil



IndianOil

Indian Oil Corporation Limited is the largest commercial undertaking in India and the leading Indian Company in Fortune's prestigious 'Global 100' listing. Indian Oil's Mathura Refinery a modern Public Sector Refinery with state of art technology, requires young and energetic Junior Engineering Assistants in various disciplines indicated below.

S.No.	Post (Pay Scale of Rs.11900-32000/-)	Discipline	* Vacancy & Reservation	Eligibility Criteria (Qualification & others)	Minimum Post Qualification Experience Excluding Training/ Apprenticeship Training Period
1.	Junior Engineering Assistant-IV (Production)	Production	22 (UR-11, OBC-06 & SC-05)	3 years Diploma in Chemical Engineering with minimum 60% marks or B.Sc. with Physics, Chemistry and Maths with minimum 60% marks.	Minimum 02 years experience as on 01.01.2013 in operation (in rotating shift) of Pump House, Fired Heater, Compressor, Distillation column/ reactor in a Petroleum Refinery, petrochemical or Fertilizer/ Heavy chemical/Gas Processing Industry. Knowledge of safety aspects of handling Petroleum / Petrochemical products is desirable.
2.	Junior Engineering Assistant-IV (Electrical Maintenance)	Electrical	07 (UR-04, OBC-02 & SC-01)	3 years Diploma in Electrical Engineering with minimum 60% marks.	Minimum 02 years experience as on 01.01.2013 in operation of Generators / Distribution Substation comprising of both HT and LT at 0.4 and 6.6 KV level respectively or above; and/or maintenance of HT/LT Switchgears (PCC& MCC), Transformers, Motors, A.C.Bs, VCBs, UPS, variable speed drives, protection relays including Electromagnetic/Static/ Numerical Relays. Candidate should have working experience in Petroleum Refinery, Petrochemical Industry or Heavy Engineering Industry.
3.	Junior Engineering Assistant-IV- Mechanical Maintenance- (Rotary Equipment/General Fitter/ Machinist)	Rotary Equipment/ General Fitter/ Machinist	13 (UR-07, OBC-03 & SC-03)	<p><b>For Jr. Engineering Assistant-IV-Mechanical Maintenance- (Rotary Equipment / General Fitter):-</b></p> <p>3 years Diploma in Mechanical Engineering with minimum 60% marks or Matric with ITI (fitter) with minimum 60% marks.</p> <p><b>For Jr. Engineering Assistant-IV-Mechanical Maintenance- (Machinist):-</b></p> <p>3 years Diploma in Mechanical Engineering with minimum 60% marks or Matric with ITI (Machinist) from a recognized University / Institute with minimum 60% marks.</p>	<p><b>Experience : (i) Essential</b></p> <p><b>For Jr. Engineering Assistant-IV-Mechanical Maintenance- (Rotary Equipment) :</b> Minimum 02 years experience for diploma holders &amp; Minimum 03 years experience for Matric with ITI as on 01.01.2013, in Mechanical Maintenance of large Chemical Plant like Petroleum Refinery/ Fertilizer/ Petro Chemical Complex/ Gas Processing Industry. Candidate should have knowledge of Rotary Equipment maintenance like pumps/ Compressors/ turbine, alignment, vibration monitoring.</p> <p><b>For Jr. Engineering Assistant-IV-Mechanical Maintenance - (General Fitter) :</b> Minimum 02 years experience for diploma holders &amp; Minimum 03 years experience for Matric with ITI as on 01.01.2013, in Mechanical Maintenance of large Chemical Plant like Petroleum Refinery/ Fertilizer/ Petro Chemical Complex/ Gas processing Industry. Candidate should have knowledge and skill of fixing pump on foundation, Bolting/De-Bolting of Flanges &amp; Fittings, Dismantling, Servicing and Assembly of Gate / Globe / Check Valves and Pressure relief valves in Hydrocarbon Industry, Maintenance of Process Towers and Pressure Vessels etc. Knowledge &amp; Experience in Rigging shall have added advantage</p> <p><b>For Jr. Engineering Assistant-IV-Mechanical Maintenance (Machinist):</b> Minimum 02 years min. for diploma holders &amp; Minimum 03 years experience for Matric with ITI as on 01.01.2013, on Machines like Lathe, Boring / Shaping / Drilling Machine etc.</p> <p><b>Experience : (ii) Desirable</b></p> <p><b>For Jr. Engineering Assistant-IV-Mechanical Maintenance- (Rotary Equipment):</b> Work experience on Centrifugal / Reciprocating Compressor shall have added advantage.</p> <p><b>For Jr. Engineering Assistant-IV-Mechanical Maintenance-(Machinist):</b> Work experience on Vertical Boring Machine/Milling Machine shall have added advantage.</p>
4.	Junior Engineering Assistant-IV (Power & Utility)	Power & Utility	20 (UR-09, OBC - 05, SC-05 & ST-1)	3 years Diploma in Mechanical or Electrical Engineering with minimum 60% marks <b>OR</b> B.Sc. with Physics, Chemistry and Mathematics (as main subject) from a recognized university/Institute as a regular student with minimum 60% marks. Other things being equal, candidates who are having Boiler Competency Certificate will get preference.	<p><b>For Diploma Holders :</b> Minimum 01 year Apprenticeship in Boiler Operations in an industrial house under the Apprentice Act, 1961 or Minimum 2 year work experience as on 01.01.2013 in operation of Thermal Power Station (DM plant / RO plant / Air compressors / Steam Turbines / Gas turbines / Boilers / Cooling Towers / HRSG etc).</p> <p><b>For B.Sc. candidates :</b> Should have completed their Apprenticeship in Boiler Operations in an industrial house under the Apprentice Act, 1961 or Minimum 3 year work experience as on 01.01.2013 in operation of Thermal Power Station (DM plant / RO plant / Air compressors / Steam Turbines / Gas turbines / Boilers / Cooling Towers / HRSG etc).</p>
5.	Junior Engineering Assistant-IV (Fire & Safety)	Fire & Safety	6 (UR-03, OBC-02 & SC-01)	<p>1. Matric /SSC with Sub officers' course from NFSC, Nagpur or from other Govt. recognized institute with HMV License.</p> <p>2. <b>Physical Standards (Minimum) :-</b></p> <ul style="list-style-type: none"> <li>● Height: 165 CM</li> <li>● Weight: 50 Kg</li> <li>● Chest: Normal 81 CM, Expanded : 86.5 CM</li> <li>● Eyesight normal without glasses, colour vision normal</li> <li>● Free from any vertigo problem, disease of heart, lungs, kidney and abnormal blood pressure.</li> </ul> <p>3. <b>Valid Heavy Vehicle Driving License</b></p>	Minimum 2 years experience as on 01.01.2013 in Fire & Safety set up of handling fire fighting equipments, Fire water networks, related communication systems, emergency handling, Fire Fighting Operation of Fire Tenders/ Pump House etc. in a Petroleum/ Petrochemical/ Chemical/ Fertilizer / Gas Processing Industry/Steel Plant.
6.	Junior Engineering Assistant-IV (Instrumentation)	Instrumentation	2 (UR-01 & OBC-01)	3 years Diploma in Instrumentation / Industrial Electronics Engineering with minimum 60% marks.	Minimum 02 years experience as on 01.01.2013, in maintenance of Electronic Instruments of a large Chemical Plant like Petroleum Refinery / Fertilizer / Petrochemical Complex or a large power plant (more than 100 MW capacity) Gas Processing Industry. Knowledge of layout / Installation standard / Cable schedule / wiring diagram / Impulse piping / Cu-tubing / Fluid Pressure / Flow Temperature / Level Inst. / Control valve is essential. Work experience of DCS / PLC system & Analyzers shall have added advantage.

\* The vacancies and reservation indicated above are tentative and include vacancies likely to occur in future and may increase or decrease in the relevant categories at the absolute discretion of management and in compliance with Presidential Directives on reservation at the time of appointment.

**Note :-**

- The prescribed qualification must be from Govt. recognized University /Institute as a regular student and the required minimum post qualification experience period calculated as on **01.01.2013**
  - The requirement of percentage marks in qualification is relaxed to minimum 55% for SC/ST candidates.
  - Candidates who possess professional qualification such as BE or equivalent, MBA or equivalent / MCA shall not be considered for any of the above posts.
  - SC/ST/OBC candidates applying against un-reserved posts shall be considered under general standards and no relaxation in age, qualification marks etc. shall be extended to them.
  - Offer against vacancies will be issued to the candidates for the post of Jr. Engineering Assistant-IV in relevant discipline in the pay scale of Rs. 11900-32000/- as and when vacancy arises.
  - Candidates who were engaged at Mathura Refinery as apprentice will be given age relaxation to the extent of the period for which the apprentice had undergone apprentice training at Mathura Refinery.
- **Pay Scale & Emoluments :** Above posts are in Salary Grade IV in pay scale of Rs. 11900- 32000/- . In addition to Basic Pay, DA and HRA other benefits like PF, gratuity, LTC, liberalised medical benefits, productivity/performance linked incentive, leave encashment, conveyance allowance, superannuation benefits, post retirement medical benefits, Employees' Pension Scheme under PF, company accommodation (subject to availability), children education benefits etc. shall also be admissible as per rules of the Corporation.
  - **Age Limit :** Minimum 18 years and maximum 26 years as on **01.01.2013**
  - **Concessions/Relaxation :** (1) Relaxation in upper age limit by 5 years for SC/ST candidates & 3 years for OBC candidates and Ex-servicemen as per rules (2) Outstation SC/ST candidates called for test/interview will be reimbursed to and from second class rail/Bus fare by shortest route on production of ticket provided the distance is not less than 30 kms. (4) SC/ST and Ex-servicemen candidates are exempted from payment of application fee.
  - **Selection Methodology :** The selection methodology will comprise of written test followed by Interview of the short listed candidates. The candidates will have to pass through each stage successfully for being adjudged as suitable for selection. The candidature of the applicant would be provisional and subject to subsequent verification of certificates / testimonials. Written test and interview shall be conducted at Mathura. Canvassing in any form will be considered a disqualification.
  - **Application Fee :** The applications should be accompanied with a crossed **Demand Draft of Rs. 100/-** (Rs. One hundred only) as application fee (non refundable) in favour of **Indian Oil Corporation Ltd, Mathura Refinery payable at Mathura.** Money Order, Postal Order, Cash or any other mode of payment will not be accepted.
  - **General Instructions :** (1) Candidates should send their typed application on a plain paper(A-4 size) duly signed with date in the prescribed proforma given below. (2) Candidates employed in Govt. Deptt./Public sector organisations should apply through proper channel. (3) Advt. No. and post applied for should be superscribed on the envelope. (4) Candidates should attach self attested photocopies of testimonials (proof of age, education qualification, experience and caste certificate) failing which the applications are liable to be rejected. (5) Candidates belonging to OBC category should submit proper caste certificate as per the proforma of Govt. of India, which should among others, specifically mention that he/she does not belong to the persons/sections (creamy layer) as mentioned in Col. 3 of the schedule to the Department of Personnel & Training in the Govt. of India OM No. 36012/22/93-Estt.(SCT) dated 8.9.93. (5) Applications without supporting documents/Incomplete/not fulfilling the prescribed criteria in any respect or those received late are liable to be rejected. (6) One candidate can apply for one post only. Candidate applying for more than one post will not be considered. (7) Applications complete in all respects should be sent by **ORDINARY POST ONLY to Post Bag No. 007 Srinivaspuri Post Office Srinivaspuri, New Delhi-110065** so as to reach latest by **04.02.2013**. Please note that applications sent through courier or registered post or in person will not be accepted. The Corporation will not be responsible for any application lost in transit. Application form can also be downloaded from our corporate website : [www.iocl.com](http://www.iocl.com). **The date of written test and list of eligible candidates for written test will be posted in our official website i.e. www.iocl.com**

Continued on page 5

No.A-12025/2/2012-Est. I  
Films Division

# Ministry of Information & Broadcasting

Government of India

24-Dr. G. Deshmukh Marg, Mumbai - 400026

**Subject:- Filling up of the one post of Senior Personal Assistant (Group 'B' Gazetted) in the scale of pay of Rs. 9300-34800 in PB-2 with Grade Pay of Rs.4600/- in Films Division at Mumbai - by transfer on deputation.**

It is proposed to fill up the one post of Senior Personal Assistant in the Pay Scale of pay of Rs.2000-60-2300-EB-75-3200 (pre-revised of 4<sup>th</sup> CPC), Rs.6500-200-10500 (pre-revised of 5<sup>th</sup> CPC), Revised Rs. 9300-34800 in PB-2 (of 6<sup>th</sup> CPC) with Grade Pay of Rs.4600/- in Films Division at Mumbai by deputation from amongst officers of the Central Government.

a) I) holding analogous posts on regular basis; or  
II) with two years regular service in posts in the scale of Rs.1640-2900 (Pre-revised of 4<sup>th</sup> CPC), Rs.5500-9000 (Pre-revised of 5<sup>th</sup> CPC), i.e. Rs. 9300-34800 in PB-2 with Grade Pay of Rs.4200/- (Revised of 6<sup>th</sup> CPC) or equivalent; or  
III) with 7 years regular service in posts in the scale of Rs.1400-2300 (Pre-revised of 4<sup>th</sup> CPC), Rs.5000-8000 (Pre-revised of 5<sup>th</sup> CPC), i.e. Rs. 9300-34800 in PB-2 with Grade Pay of Rs.4200/- (Revised of 6<sup>th</sup> CPC) or equivalent; or

**2. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.**

3. The Senior Personal Assistant in the Films Division has to perform duties as Personal Assistant to Head of Department.

4. **The place of posting will be at Mumbai. However it is transferable anywhere in India.**

5. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organisation/department of the Central Government shall ordinarily not exceed three years. However, initially the appointment will be for one year which is extendable from year to year basis at the discretion of the Appointing Authority. The maximum age shall not exceed 56 years as on the closing date of receipt of application.

6. The Pay and Allowances of the Officers selected will be regulated in accordance with the Department of Personnel and Training O. M. No.2/29/91-Estt.(Pay) II dated the 5th January, 1994 as amended from time to time.

7. It is requested that the applications of the officers who are eligible and can be spared immediately in the event of their selection may be sent to this Division (in duplicate) in the proforma at **Annexure-A**, addressed to **"The Director General, Films Division, Ministry of Information & Broadcasting, Government of India, 24-Dr. G. Deshmukh Marg, Mumbai - 400 026 alongwith requisite enclosures / certificates within 8 weeks from the date of publication of the advertisement in the Employment News.** While forwarding the applications, the Departments are requested also to furnish an Integrity Certificate in respect of the officer in addition to Vigilance Clearance and also a certificate to the effect that no major / minor penalty was imposed on the officer during last 10 years.

8. **No application will be entertained which is found incomplete or received after the due date of submission and / or which has been forwarded without complete and up-to-date character rolls, vigilance clearance etc.**

(P.S. Bodas)  
Assistant Administrative Officer  
**ANNEXURE-A**

**PROFORMA**

**APPLICATION FOR APPOINTMENT TO THE POST OF SENIOR PERSONAL ASSISTANT IN THE SCALE OF PAY OF RS.6500-200-10500 (PRE-REVISED OF FCPC), REVISED RS. 9300-34800 IN PB-2 WITH GRADE PAY OF RS.4600/- ON DEPUTATION IN FILMS DIVISION, MINISTRY OF INFORMATION AND BROADCASTING**

1. Name of the Applicant :  
2. Name of the Father/Husband :  
3. Address for communication, Telephone No. (if any):

4. Date of Birth (In Christian era) :
5. Date of appointment under Central/State Government Service. :
6. Whether belongs to SC/ST? (If Yes, please mention sub-caste):
7. Date of Retirement under Central/State Govt. Rules.
8. Educational Qualifications :
9. Whether Educational and other qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.

**Qualifications/  
Experience required**

**Qualifications/Experience  
possessed by the Officer**

**Essential** (1) (2) (3)  
**Desired** (1) (2)

10. Please state clearly whether in the light of entries made by you above you meet the requirements of the post.

11. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature if the space below is insufficient.

Sr No.	Office/Institution/ Orgn.	Post held	From	To	Scale of Pay and basic pay	Nature of duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

12. Post held at present and whether it is cadre or ex-cadre post and the date from which held (whether Permanent or temporary)

13. In case the present employment is held on deputation/contract basis, please state:-

- (a) The date of initial appointment
- (b) Period of appointment on deputation/contract
- (c) Name of the parent Office/Organization to which you belong.

14. Additional details about present employment:-

Please state whether working under

- (a) Central Government
- (b) State Government
- (c) Autonomous Body
- (d) Government Undertakings
- (e) Universities

15. Present pay and pay scale:

16 A total emoluments per month now drawn

17. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

18. Remarks

**Signature of the Applicant with Date & Address**

**Place :** \_\_\_\_\_  
**Date :** \_\_\_\_\_  
**Countersigned** \_\_\_\_\_  
**(Employer)**  
**List of Enclosures.**

**CERTIFICATE**

- i) Certified that the particulars of the officer has been verified and found to be correct.
- ii) It is certified that no disciplinary proceedings are either pending and / or contemplated against the officer. Also it is certified that no any major/minor penalty was imposed on the officer during the last 10 years.
- iii) Integrity of the officer is also certified.

**(Signature of the Head of Department with stamp)**

davp 22210/11/0023/1213

EN 41/23

Continued from page 4

**APPLICATION FORM**  
(USE CAPITAL LETTERS, LIMIT INFORMATION TO BOXES ONLY)

1. POST A/F	2. CATEGORY (Please tick)				SC	ST	OBC	GEN	Affix Small size photograph 3 x 3.5 cms
3. NAME	4. Parent's Name								
5. Mailing Address	Pin code				6. State of Domicile		7. E-Mail id		
8. Date of Birth	Date	Month	Year	9. Age	Year	Month	Days	10. Contact No. (Tel/Mobile)	

11. Qualification : (Academic, Technical, Professional and computer related, if any (Class Xth onwards)	Duration of Course (In years)	% of marks obtained	Month and Year of passing	Name of University/Institute	Subjects

12. APPRENTICESHIP TRAINING:- Whether undergone Apprenticeship Training in Mathura Refinery. YES  NO  IF YES, YEAR: \_\_\_\_\_

13. Whether belongs to Ex-servicemen category YES  NO  Duration of training in months \_\_\_\_\_

14. Post Qualification Experience: (Other than Apprenticeship Period/training)

Name of Company Organisation where working/worked	Duration of Experience		Number of		Type of assignments handled/specific nature of work/duty performed (attach additional sheets if required)
	From date	To date	Years	Months	

NOTE:- Please attach your self attested copies of Certificates/ testimonials with the application.

15. Application Fee particulars:

DD No. \_\_\_\_\_ Name of Issuing Bank \_\_\_\_\_ Date of issue \_\_\_\_\_  
Branch and code no. \_\_\_\_\_

I hereby declare that the particulars furnished above are complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that the information given in the application is false or incorrect or I do not meet the prescribed eligibility criteria, my candidature/appointment is liable to be cancelled.

Date : \_\_\_\_\_ Place : \_\_\_\_\_ Signature : \_\_\_\_\_



# SOUTH CENTRAL RAILWAY

Details of the Tender Notices of S. C. Railway can be seen  
on our website [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in)

No.SCR/P-GNT/128/Rectt/BSG/2012-13

Date: 21-12-2012

## EMPLOYMENT NOTIFICATION NO. 1/2012-13/SCOUTS QUOTA-GNT

Applications are invited from the eligible candidates in the prescribed proforma appended for Recruitment to Posts in erstwhile Group-D Services in PB-I Pay Band Rs. 5200-20200 with grade pay Rs.1800/- on Guntur Division against Scouts & Guides quota. The last date of receipt of application is **28.01.2013** and for residents of Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tirupura, Sikkim, Jammu & Kashmir, Lahoul & Spiti Districts and Panji, Sub-division of Chamba district of H.P. and Andaman & Nicobar, Lakshdweep islands is **11.02.2013**.

S.No.	PB-1 Pay Band	No. of posts
1.	Rs.5200-20200 with grade Pay Rs. 1800/-	02- Two

The candidates who fulfill the following terms and conditions can only apply.

- Qualification** : 10th pass or ITI or Equivalent.
- Age as on 01.01.2013** : Between 18 to 33 years for UR candidates, 18-36 years for candidates belonging to OBC & 18-38 for candidates belonging to SC/ST categories.
- Eligibility** : The candidates should fulfill following norms for recruitment against Scouts & Guides quota.
  - A President Scout/Guide/Ranger/Rover or Himalayan Wood Badge or a Pre HWB trained Scout Leader/Advanced trained Guide/Leader/Captain.
  - Should have been an active member of a Scout Organization for atleast 3 years in the recent past and should continue to be active.
  - Should have attended atleast one event at National level and one or two events at State level or should have a good record of participation in Scouts/Guides activities at Unit/District level.
- Recruitment Process**: The candidates, who apply in response to notification issued and are found eligible for consideration for appointment against scouts and guides quota shall be assessed on the following basis.

**A) Written test** **50 MARKS**  
The written test will consist of 50 objective type questions relating to Scouts and Guides organisation and its activities as per syllabus given below.

**B) Scouts/Guides qualifications over and above the minimum prescribed as eligibility condition.**

- 35 MARKS**
- Participation in International event one event 5 marks two or more events **(7 marks)**
  - Participation in National Events/ National Jamboree (No marks for the first event. The same being the minimum eligibility condition First additional event 5 marks, two additional events or beyond-7 marks). **(7 marks)**
  - Participation in Jamboree on the Indian Railways (one event 5 marks, two or more events 7 marks). **(7 marks)**
  - Events/Rallies attended at state level(one event 5 marks two or more events 7 marks). **(7 marks)**
  - Specialised Scout/Guide course Pioneering/ Mapping and standard judging course / vocational craft course (one course 5 marks two or more courses 7 marks). **(7 marks)**

**(C) Personality test/Interview** **15 MARKS**

**Total** **100 MARKS**

The final empanelment to the extent of vacancies notified will be based on the merit order as per the aggregate marks obtained by the candidates.

**Syllabus** : History of Scouting/Guiding. Law & Promise, Organisation, District & State level, Training Centre, District and State level, knowledge of books, Scouting for boys/Guiding for Girls in India, Motto Left hand shake, Salute, Prayer, Flag Song, National Anthem, Know the National & Scouting Flag, Social Service at various occasions, Hiking, Proficiency Badges, How the badges are earned? Stages in Scouting/Guiding, Thinking day, Progressive training of Scouts/Guides/Rangers/Rovers, Pioneering, Handicrafts, Indian Railway Jamboree, National Jamboree, Jamboree on the Air.

5. **Fees** : Indian Postal Order of Rs. 40/- drawn in favour of Senior Divisional Finance Manager, Guntur Division, South Central Railway payable at Guntur. The fee is not refundable under any circumstances. Candidates belonging to SC/ST communities, women, minority and economically backward classes whose family income is less than Rs.50,000/- per annum, are exempted from payment of fee, subject to submission of income certificate.

6. **How to apply**: The Candidate should apply on a quality plain paper of full scape size in the given format only in Hindi/English, no other regional language will be entertained and send in a closed cover superscribed as **"RECRUITMENT AGAINST SCOUTS AND GUIDES QUOTA, GUNTUR DIVISION 2012-2013"**.

7. **Whom to Address**: The application filled in all respect along with the enclosures duly attested by a gazetted officer should be sent by ordinary post only addressed to **Senior Divisional Personnel Officer, Guntur Division, Ground floor, Rail Vikas Bhavan, Pattabhipuram, Guntur-522006**.

8. **Important instructions**:

- The candidate should send a attested copies of the following certificates along with the applications.
  - Certificates issued by Bharat Scout & Guides.
  - Certificate in support of date of birth.
  - Certificate of Academic/Technical qualifications-Experiences.
  - Latest Caste Certificate issued by the competent authority if he or she belongs to SC/ST/OBC.
- Candidates already employed in Central/State/PSU should submit their applications through proper channel duly submitting service certificate and "No Objection Certificate" from the employer.

(iii) The application with irregularities such as un-signed, signed in capital letters, incomplete, illegible without enclosures, not in prescribed proforma, without prescribed fee, without attestation of Gazetted officer and applications received after the last date will be rejected.

(iv) The Railway Administration is not responsible for any postal delay.

(v) Candidates attempting to give false information/suppressing the facts will be disqualified and are liable for debarment and for legal action. Candidates who attempt fraud/impersonation are liable to be debarred for life from appearing in any examination conducted by this Railway.

(vi) Candidates recommended for appointment will have to pass the prescribed medical examination conducted by the Railway administration before appointment.

(vii) The Railway Administration reserves the right to cancel/reject without assigning any reason thereof.

(viii) Canvassing in any form shall disqualify the candidate.

**A1707**

**Sr. Divisional Personnel Officer, Guntur.**

Above advertisement along with Application forms is also available on Railway Website at [www.scrindianrailways.gov.in](http://www.scrindianrailways.gov.in) and can be downloaded.

**Application for Recruitment of Scouts & Guides in PB-1 in Pay Band Rs.5200-20200 with grade pay Rs.1800/- posts [2012-2013]. on Guntur Division, South Central Railway.**

Employment Notice No.001/2012-13/Scouts Quota.

IPO No.	Issue Post Office	Date of issue	Value

Affix Latest Passport size photograph duly attested by a Gazetted Officer.

- Name in Full (Block Letters) : \_\_\_\_\_
- Father's Name : \_\_\_\_\_
- Address : \_\_\_\_\_

Nearest Railway Station : \_\_\_\_\_

4. Date of Birth : Day  Month  Year

5. Age as on 01.01.2013. : \_\_\_\_\_

6. Whether belongs to (SC/ST/OBC/UR) : \_\_\_\_\_

7. Academic Qualification : \_\_\_\_\_

8. Professional/Technical Qualification. : \_\_\_\_\_

9. Scouts Qualification

President's Scout/Guides/Rovers/Ranger (or): \_\_\_\_\_

Himalayan Wood Badge holder(or) : \_\_\_\_\_

A Pre-HWB trained scout leader/ : \_\_\_\_\_

Advanced trained guide captain/Leader : \_\_\_\_\_

10. Details of scout events attended during the financial year:

	2010-11	2011-12	2012-13
a) National Level:			
b) State Level :			
c) Dist./Unit Level:			

11. If you are already employed, give particulars:

a) Name of the Organisation where employed: \_\_\_\_\_

b) Employed : From \_\_\_\_\_ To \_\_\_\_\_

c) Designation : \_\_\_\_\_

d) Address of the Employer : \_\_\_\_\_

(If the candidate is in service, application should be forwarded through proper channel)

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief, I understand that in the event of particulars or information given herein being found false or incorrect, my candidature for the recruitment on Scouts & Guides quota is liable to be rejected or cancelled and in the event of my mis-statement/ discrepancy in the particulars being detected, after my appointment, my services are liable to be terminated without notice to me.

Place : \_\_\_\_\_ Signature of Candidate

Date : \_\_\_\_\_ Name of the Candidate (in Block letters)

Enclosures:

- Indian Postal Order.
- No, objection certificate if employed.

Attested copies of

- SSC/Matriculation/Tenth class pass certificate in proof of date of birth.
- Caste certificate (SC/ST/OBC).
- Certificate of Academic qualification other than SSC/Matriculation/Tenth class pass certificate.
- Certificates of Scouts and Guides.
- Certificates of Professional/Technical Qualification.

# RECRUITMENT OF SPORTS PERSONS AGAINST SPORTS QUOTA IN KANCHRAPARA WORKSHOP FOR THE YEAR 2012-13

**Employment Notice No. E/R/SPORTS/2012-13/KPA**  
Dated: 21.12.2012

**Closing Date : 27.01.2013 Time : 16.30 hrs.**

(For candidates residing abroad and Andaman Nicobar, Lakshadweep Islands, Assam, Meghalaya, Sikkim, Mizoram, Nagaland and Arunachal Pradesh: The closing date is 13.02.2013 and time is at 14.30 hrs. )

Applications are invited from the eligible Male Sports persons in Pay Band-1+Grade Pay ₹1800 against Sports Quota in prescribed format given in this Employment Notice for the Year 2012-13 for Kanchrapara Workshop.

**(1) Details of Sports Recruitment:**

- (i) **Category of Post** : Pay Band-1+Grade Pay ₹1800
- (ii) **Scale of pay** : Pay Band-1 ₹5200-20200 with Grade Pay ₹1800

**(2) No. of posts : 02 Nos.**

**(3) Sports Discipline: 02 Men**

- (i) **Volleyball – 01 (Men) – Smasher**
- (ii) **Kabaddi – 01 (Men) – All Rounder**

**(4) EDUCATIONAL QUALIFICATION: Candidates should have passed minimum Educational Qualification of Class-10th pass or ITI or equivalent.**

**(5) Outstanding sports persons who are class-VIII and have sports norms identical to 6-B mentioned below including upto 8th position in Olympics or Gold Medal in Asian Games can be considered for recruitment in (-) 1s Pay Band in Scale ₹4440-7440 without carrying any Grade Pay. Such sports persons will be given the regular Pay Band of ₹5200-20200 along with the Grade Pay ₹1800 only on acquiring the minimum educational qualification required for Pay Band-1, Grade Pay ₹1800 or passing the requisite training test.**

**(6) Required Sports qualification:**

**(A) (i) Norms for Sports Discipline:** Represented the Country in Commonwealth Championships (Junior/Senior Category) or Asian Championships/Asia Cup (Junior/Senior Category) or South Asian Federations (SAF) Games (Senior Category) or USC (World Railways) Championships (Senior Category) or at least 3rd position in Federation Cup Championships (Senior Category) or Represented State or equivalent Unit, except in Marathon and Cross Country, in Senior / Youth / Junior National Championships or at least 3rd position in Senior State Championships for All Units and Districts of the State.

**(ii)** For Recruitment in Volleyball and Kabaddi disciplines, the following age group of Junior National Championships will be considered as Sports norms.

Game	Age Group
Volleyball	Under-19
Kabaddi	Under-19

**(B) Norms for Outstanding Sports Persons:** (a) Represented the Country in World Cup (Junior/Senior Category) or World Championship (Junior/Senior Category) or Asian Games (Senior Category) or Commonwealth Games (Senior Category) or at least 3rd position in any of the Category mentioned in "A" above Championships / events or at least 3rd Position in Senior / Youth / Junior National Championships or at least 3rd Position in National Games Organized under aegis of Indian Olympic Association or at least 3rd Position in All India Inter University Championship Organized under the aegis of Association of Indian Universities or 1st Position of Federation Cup Championships (Senior Category).

(b) Represented the Country in Olympic Games (Senior Category) or at least 3rd Position in any of the Category mentioned above Championships/events.

**(7)** Appointment will be subject to being medically fit in the appropriate category after Empanelment of the Candidate.

**(8) Age:** The age will be reckoned as on 01.01.2013. The candidates should not be less than 18 years of age and not more than 25 years (i.e. the date of birth should be between 01.01.95 to 01.01.88). No age relaxation (Upper or Lower) shall be permissible for recruitment (Documents of age proof to be submitted).

**(9) Postal Order:** (a) Indian Postal Order of ₹40 for the post in Scale Pay Band-1 ₹5200-20200 + Grade Pay ₹1800 should be sent along with the application form in favour of FA&CAO, Eastern Railway, Kolkata, Payable at GPO/Kolkata by UR and OBC candidates. Candidate should mention their Name and Address on the Indian Postal Order. This is not applicable for SC/ST, Minorities & Economically Backward Class Candidates. (i) Minorities will mean Muslims/Christians/Sikhs/ Buddhists/Jains/Zoroastrians (Parsis). (ii) Economically Backward Class will mean the candidates whose family income is less than ₹50,000 per annum.

(b) The following authorities are authorized to issue income certificates for the purpose of identifying economically backward classes:- (a) District Magistrate or any other revenue Officers upto the level of Tehsildar. (b) Sitting Member of Parliament of Lok Sabha for persons of their own constituency. (c) BPL Card or any other Certificates issued by the Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways. (d) Union Minister may also recommend for any person from anywhere in the Country. (e) Sitting Member of Parliament of Rajya Sabha for persons of the District in which these MPs normally reside.

(c) The Income Certificates issued by the authorities mentioned in 9-'b' above would have to be as per Annexure 'A' given below consisting of the following information as mentioned. This would

have to be issued on letter head of the issuing authority.

(d) Indian Postal Order issued before the date of publication of this notification will not be accepted.

(e) The amount of Indian Postal Order is neither refundable nor transferable nor will be kept reserved for any other purpose.

(f) Any type of suit or claim cannot be filed in any Court for transfer or refund of the amount of Indian Postal Order.

**(10) General terms and Conditions for Recruitment:**

**1.** Sports Persons having sports norms for higher Grade Pay and applied against the Vacancies for the lower Grade Pay can be considered for Recruitment. In such cases the sports person has to give an undertaking that he will not claim for higher Grade Pay after joining the Railway, on the basis of sports achievement he has acquired prior to joining Railways. **2.** The selection will be conducted through trial and interview. **3.** Reservation for SC/ST/OBC etc. is not applicable for Sports Quota Recruitment.

**4.** SC/ST candidates will be given free travelling authority. **5.** SC/ST candidates will have to submit a copy of Caste Certificate issued by duly authorized competent Government authority for the purpose. **6.** Eligibility will be considered based on the performance in the Championships held on 01.04.2010 or afterwards only and sports persons shall be a currently active player. For this purpose, concluding day of the Championships will be taken into account. Performance in earlier Championships i.e. before 01.04.2010 will not be taken into consideration.

**7.** Eastern Railway reserves the right to consider only those candidates who have potential to strengthen the Eastern Railway's existing team on the basis of field trial conducted. For individual events, the performance during the field trial should be at least equivalent or better than the 3rd place (time/distance etc.) of last All India Railway Championships. **8.** All the Championships mentioned above as sports norms for Recruitment shall be conducted under the aegis of recognized International / National Federation and also recognized by the Railway Sports Promotion Board. **9.** All or any of the terms / conditions in the notification can be modified / cancelled without any notice. **10.** Kindly ensure to bring original documents of Date of Birth, Educational Qualification, Sports Achievements, Caste Certificate on the date of trial and interview without which the candidate will not be allowed to appear in the selection. **11.** The candidates will have to bring their own kit and also two recent Passport Size Photographs (same affixed on the application). **12.** The candidates may be required to stay during the selection trials for 2-3 days for which they have to make their own arrangements. **13.** The Railway Administration reserves the right to fix any date as deemed suitable, change the venue or postpone trials /interview for its own convenience, which can also be cancelled due to unforeseen causes against which no claim will be entertained.

**14.** Non fulfillment of any of the criteria mentioned in this advertisement will make the application liable for rejection. **15.** The applications should be filled in the candidates own handwriting. **16.** Incomplete application is liable to be rejected. **17.** Separate application with separate Postal Order to be submitted in case of candidate applying for post in each category. **18.** Candidate should be prepared to attend for trials within short notice. **19.** All the candidates getting the appointment through sports quota will undergo provisional period of two years. **20.** The application in prescribed format will only be entertained. **21.** The selected candidates shall fill and sign a "SERVICE BOND" for 5 years in a format at the time of appointment against sports quota. **22.** All the columns should be filled in neatly and clearly by the candidates himself in ball pen (blue /black). Cutting or overwriting/erasing will be disqualification of the candidates.

**23.** All the copies of the certificates in regard to Age, Caste, Educational Qualification, Sports Qualification and other Qualification duly attested by Gazetted Officer should be enclosed along with the application. **24.** One passport size photograph duly signed by the candidate on the front side top should be affixed in space provided in the application form duly attested by Gazetted Officer and two passport size photographs also be signed on the top of the front side should be attached along with the application form. **25.** Two self address envelop size 23 cm x 10 cm with postage stamp of ₹5 for each envelop should be enclosed with the application form. **26.** The decision of the Railway Authority in all matter relating to eligibility, acceptance or rejection of application etc. will be final and no enquiry or correspondence will be entertained on this account. The Railway Administrations do not undertake any responsibility for sending reply to the candidates not selected or not called for selection test. **27.** The application is liable to be rejected if any of the compulsory enclosures are not attached as indicated on the proforma or any columns are left blank. If there is nothing to write against any column it should be filled "NIL". **28.** Mere calling for trial/interview does not confer any right or claim for appointment. Names of successful candidates declared to be so by competent recruitment committee will be notified separately whose candidature shall be purely provisional till departmental verification of all testimonials etc. as deemed necessary are not completed and found genuine. **29.** Canvassing in any manner will lead to disqualification of the candidate. **30.** No TA / DA will be paid to the candidates. **31.** Envelope containing the application should be superscribed as "APPLICATION FOR APPOINTMENT OF SPORTS PERSONS AGAINST SPORTS QUOTA (Sports Discipline ..... ) FOR THE YEAR 2012-13 FOR KANCHRAPARA WORKSHOP". **32.** The complete application should be sent to **Workshop Personnel Officer, Eastern Railway, Kanchrapara, Dist: 24-Parganas (North), Pin-743145, West Bengal** by Ordinary post or dropped the Application in the Box/Dram kept in Loco Gate. **33.** The application will be received up to **27.01.2013 (16.30 hrs.)** and there after application will not be accepted or entertained. **34.** The Railway Administration will not be held responsible for postal delay. **35.** The Railway Administration will not be responsible for any printing error.

**Please log on to: www.er.indianrailways.gov.in**  
Chief Works Manager/Kanchrapara

**ANNEXURE-A**

**FORMAT OF INCOME CERTIFICATE FOR ECONOMICALLY BACKWARD CLASS FOR WAIVE OFF PROCESSING FEE FOR RECRUITMENT AGAINST SPORTS QUOTA IN RAILWAYS**

1. Name of the Candidate : .....
  2. Father's Name : .....
  3. Age : .....
  4. Residential Address : .....
  5. Annual Family Income (in words and figures) : .....
  6. Date of Issue : .....
  7. Signature of issuing Authority : .....
- (Name)

8. Stamp of issuing Authority : .....

**Note:** Economically backward classes will mean the candidates whose family income is less than ₹50,000 per annum. The following authorities are authorized issue income Certificate for the purpose of identifying economically backward classes:

- (i) District Magistrate or any other Revenue officer upto the level of Tehsildar
- (ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- (iii) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviations programme or Izzat MST issued by Railways.
- (iv) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.
- (v) Union Minister may also recommend for any person from anywhere in the Country.

**FORMAT FOR APPLICATION**

**Application for Appointment of Sports Persons in Pay Band-1+Grade Pay ₹1800 against Sports Quota for the Year 2012-13 for Kanchrapara Workshop**

(This application form should be filled in neatly and legibly by the candidates. It should be completed in all respect and should be accompanied by certified copies of testimonials. INCOMPLETE application will not be entertained.)

**Employment Notice No. E/R/SPORTS/2012-13/KPA**  
Dated: 21.12.2012

To:  
Workshop Personnel Officer  
Eastern Railway, Kanchrapara  
P.O.: Kanchrapara  
Dist: 24-Parganas (North)  
Pin-743145  
West Bengal

RECENT PASSPORT  
SIZE PHOTO TO BE  
AFFIXED DULY  
SIGNED BY  
APPLICANT AND  
ATTESTED BY  
GAZETTED  
OFFICER

1. Name of the candidate (in Capital Letter) : .....
  2. Father's Name and Occupation : .....
  3. Age as on 01.01.2013 (In Christian era) : ..... Days Month Year  
(a) In Figure : .....
  - (b) In Words : .....
  4. Name of Sports Discipline : .....
  5. Educational Qualification (Attached : .....
- Attested copies of certificate and Mark Sheet)
6. Details of Recognized sports achievements as per norms (last 2 years) attached attested copies)

Sl. No.	Name of the Championship	Venue	Date of Championship	Name of the event in which participated (individual/ Team events)	Perfor- mance (last 2 years)	Medal/ Position

7. Present Address: Vill: ..... P.O.: .....  
Dist: .....  
State: ..... Pin .....
8. Permanent Address: Vill: ..... P.O.: .....  
P.S.: ..... Dist: .....  
State: ..... Pin .....  
Nearest Railway Station: .....

9. Identification Marks (i) .....  
(ii) .....
  10. Nationality : .....
  11. Caste (UR/SC/ST/OBC) : .....
- (Attached attested copies of SC/ST/OBC Certificate issued by competent authorities)

12. Details of the Postal Order:

Name of Post Office from where IPO issued	Postal Order No.	Date of Issue	Amount

13. Employment Exchange Registration No. (If any) : .....

14. Specimen Signature and Thumb impression of the Candidate

Sl. No.	In English	In Hindi	Thumb Impression in Black Printers Ink
1.			
2.			

15. Nos. of enclosures : .....

**DECLARATION**

I do hereby declare that the statements furnished above are true to the best of my knowledge if any irregularity noticed at any stage, my candidature/service may be terminated.

.....  
(Signature of the Candidate in Hindi) (Signature of the Candidate in English)

Place : .....  
Date : .....



# RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI

Advt. No.2A/2012-13

(This advertisement and the format of the Application can be accessed on RBI Website [www.rbi.org.in](http://www.rbi.org.in))

Applications (App.) are invited for the post mentioned below in Reserve Bank of India (RBI/Bank) from Indian citizens, citizens of Nepal and subjects of Bhutan, Tibetan refugees (who came over to India before 1<sup>st</sup> January, 1962) and persons of Indian origin who have migrated from Myanmar and Sri Lanka with the intention of permanently settling in India and in whose favour Eligibility Certificates have been issued by Government of India.

Post	Number of Vacancies				Total
	Unreserved i.e. General (GEN)	Scheduled Castes (SC)	Scheduled Tribes (ST)	Other Backward Classes (OBC)	
Legal Officer in Grade 'B'	04	-	-	02	06

Note: (i) Within the overall notified total vacancies, Persons with Disability (PWD) candidates belonging to any of the three categories of disability (except 'Deaf' persons under Hearing Impaired category, as they are not eligible for this post) will be considered for selection, subject to their suitability, over and above the vacancies, notified for PWD in this advertisement, in order to clear the backlog of PWD vacancies.

(ii) PWD means a person suffering from not less than forty per cent of any disability as certified by a medical authority. PWD should possess a latest certificate to this effect issued by an authorized Government of India/State Government Department/Hospital.

**2. (A) Job Requirements:** (i) Dealing with references on legal issues received from various departments of the Bank and its associate institutions, which are mainly related to the interpretation of various statutes such as Reserve Bank of India Act 1934, Banking Regulation Act 1949, Foreign Exchange Management Act 1999, Companies Act, 1956 etc. (ii) Preparing initial drafts of legislation administered/to be administered by the Bank. (iii) Preparation of drafts of pleadings and comprehensive instructions/briefs to counsel in connection with litigation involving the Bank and its associate institutions. (iv) Appearing before Conciliation Officers, Labour Courts, Tribunals etc. on behalf of the Bank.

### (B) Eligibility Criteria:

#### (I) Educational Qualifications (as on 01-01-2013)

**Essential:** Bachelor's Degree in Law recognized by the Bar Council of India for the purpose of enrolment as an Advocate with a minimum of 50% marks or equivalent in the aggregate of all semesters/years.

Note: (i) For PWD candidates, minimum required marks shall be 45% in Bachelor's Degree in Law in the aggregate of all semesters/years.

(ii) Some Universities/Institutes do not award percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into percentage of marks, the same will be accepted. However, where the University/ Institute does not define criteria for conversion of Aggregate Grade Point into percentage of marks, the same would be worked out as under :

Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10-point scale	Aggregate Percentage of Marks
6.75	60%
5.75	50%
5.25	45%

(iii) Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

(iv) Where the Aggregate Grade Point (CGPA/OGPA/CPI etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per note (ii) above.

**Desirable:** (a) Bachelor's Degree in Law with 60% marks or equivalent in the aggregate of all semesters/years or Master's Degree in Law. (b) Proficiency in computer applications.

#### (II) Experience (as on 01-01-2013)

**Essential:** At least two years' experience as an Advocate or as a Law Officer in the Legal Department of a large bank/financial institution /statutory corporation /company and/or legal associate /legal consultant in an Advocate's or Solicitor's office or in the Legal Department of Central/State Government or as teacher in law in a Law College /University.

Note : In case of practising advocates (i) copy of the Bar Council Registration Certificate and (ii) a certificate from Bar Association of which the candidate is a member or a certificate issued by the presiding officer of a Court before which the candidate has practised for the required period should be produced at the time of interview.

**Desirable:** Special knowledge of Banking Law, Company Law, Labour Law and Constitutional Law and experience in drafting of pleadings and documents.

#### (III) Age (as on 01-01-2013)

Not exceeding 32 years (i.e. candidates must have been born not earlier than 02-01-1981).

Upper age limit is relaxable by 3 years in the case of candidates possessing LL.M. degree and 5 years in the case of candidates possessing Ph.D in Law. Refer item 4 below for relaxation in upper age limit for specified categories.

#### (C) Scheme of Selection:

Selection will be through Written Examination ('WE') and interview. 'WE' will be held on **Sunday, the March 31, 2013** and shall consist of objective and descriptive type questions as detailed below:

Details	Maximum Marks	Duration
<b>Paper I – General Knowledge of Law</b>		
Objective Type	30	Three Hours
Descriptive Type	120	
<b>Total</b>	<b>150</b>	
<b>Paper II – English</b>		
Descriptive Type	100	Three Hours
<b>Grand Total</b>	<b>250</b>	

Question Paper I (General Knowledge of Law) will be set in Hindi and English. Answers may be written either in Hindi or in English. Candidates may answer the Interview in Hindi or English at their option. The number of candidates to be called for interview will be decided by the Board based on the marks scored in WE. Final selection will be on the basis of the performance in the WE and interview taken together. The WE and Interview will be held at places as decided by the Board.

#### (D) Syllabus:

**Paper I - General Knowledge of Law** (Objective and Descriptive Type): (i) Constitutional

Law (ii) Administrative Law (iii) Principles of Statutory Interpretation (iv) Law of Evidence (v) Contract Act, 1872 (vi) Transfer of Property Act, 1882 (vii) Negotiable Instruments Act, 1881 (viii) Registration Act, 1908 (ix) Code of Civil Procedure, 1908 (x) Legal Drafting, etc. The above syllabus is only indicative and not exhaustive.

**Paper II - (English):** Essay, Precis writing, Comprehension and Business/Office Correspondence.

### 3. EXAMINATION CENTRES:

'WE' may be held at the following centres (Code Numbers indicated in the brackets)

Name of Centre	Code No.	Name of Centre	Code No.
Ahmedabad	(11)	Jaipur	(20)
Bangalore	(12)	Jammu	(21)
Bhopal	(13)	Kanpur	(22)
Bhubaneswar	(14)	Lucknow	(24)
Kolkata	(15)	Mumbai	(25)
Chandigarh	(16)	Nagpur	(26)
Chennai	(17)	New Delhi	(27)
Guwahati	(18)	Patna	(29)
Hyderabad	(19)	Thiruvananthapuram	(31)

Candidates can select only one centre and must indicate its Name and Code No. in the application. Centre and date of Written Examination ('WE') are liable to be changed at the Board's discretion. In the event of cancellation of 'WE' at any centre, the Board may at its discretion allot an alternative centre to the candidates concerned. Candidates admitted to the 'WE' will be intimated date, time table and venue of 'WE' through Admission Letters (AL). Candidates will not be admitted to the 'WE' without the AL. **Request for change of centre will not be entertained.**

### 4. RELAXATION IN THE UPPER AGE LIMIT:

Upper age is relaxable by:

(a) 3 years in the case of OBC candidates **if the posts are reserved for them.**

(b) 5 years in the case of: i) SC/ST candidates **if the posts are reserved for them** ii) Ex-employees of banking institutions whose services had to be terminated for reasons of economy or as a result of bank going into liquidation and personnel retrenched from Government Offices after at least one year's service and applying through Employment Exchanges, iii) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided the applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidity, iv) Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, v) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1<sup>st</sup> January, 1980 and 31<sup>st</sup> December, 1989.

(c) 10 years for PWD (GEN); 13 years for PWD (OBC) and 15 years for PWD (SC/ST) candidates.

**NOTE : CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.**

**5. APPLICATION FEE (Non-Refundable) :** ₹ 100/- (Rupees one hundred only). No fee is payable by SC/ST/PWD candidates. Fee is payable by Demand Draft favouring **Reserve Bank of India** and payable at **Mumbai** only. However, candidates from un-banked areas may pay fee by crossed Indian Postal Orders in favour of Reserve Bank of India payable at GPO, Mumbai. Candidates should write their Name and Address on the reverse of the Demand Draft and in the space provided for the purpose on the Postal Orders (if fee is payable) and enclose them to the application with a pin (should not be stapled). Fees sent separately not accompanied with proper application or payment in any other manner will not be accepted. Fees once paid will not be refunded under any circumstances.

### 6. SERVICE CONDITIONS / CAREER PROSPECTS :

#### (i) Pay Scale:

Selected Candidates will draw a starting basic pay of ₹ 21,000/- p.m. in the scale of ₹ 21000-1000-30000-EB-1000-32000-1100-36400 applicable to Officers in Grade B and they will also be eligible for Dearness Allowance, Local allowance, House Rent Allowance, Family Allowance and Grade Allowance as per rules in force from time to time. At present, initial monthly Gross emoluments to direct recruit Grade B Officers are approximately ₹ 43,216/- (including House Rent Allowance).

**NOTE:** For candidates possessing very high academic or professional qualification/experience of significant value to the Bank, the Bank may, at its sole discretion, consider granting up to four advance increments. The Board, at the sole discretion, may consider requests for higher emoluments on account of higher qualification/special experience of value to the Bank at the interview stage only. Such information may be furnished in the Bio-data form in the appropriate column. The number of maximum increments will be 4. The Board/Bank will not entertain any request received after the interview.

#### (ii) Perquisites:

Bank's accommodation subject to availability, reimbursement of expenses for maintenance of vehicle for official purpose, newspaper, telephone charges, book grant, allowance for furnishing of residence, etc. as per eligibility. Free dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalization as per eligibility. Interest free festival advance, Leave Fare Concession (once in two years for self, spouse and eligible dependents), Loans and Advances at concessional rates of interest for Housing, Car, Education, Consumer Articles, Personal Computer, etc. The post also carries benefits of Provident Fund, Pension and Gratuity. Total pay and allowances along with admissible perquisites attached to the post considering market value of housing in Mumbai work out as ₹ 11.58 lakhs p.a. (approx) on a cost to the Bank basis.

(iii) Candidates selected for the post will be governed by **'the defined contribution New Pension Scheme (NPS)'**.

(iv) At certain centres, limited number of residential quarters are available. Facility for securing residential accommodation on lease, however, exists at all centres.

(v) Initial appointment will be on probation for a period of two years which may be extended up to four years at the discretion of the Bank.



**Continued from page 8**

- (vi) There are reasonable prospects for promotion to higher grades.
- (vii) Selected candidates are liable to be posted and transferred anywhere in India.

**7. GENERAL RULES / INSTRUCTIONS:**

- (i) Application format for Off-line mode is given at the end of this advertisement. Candidates applying by off-line mode should apply strictly in conformity with the format as prescribed.
- (ii) App. not accompanied by prescribed fees (unless exempted) or incomplete/illegible/not in the prescribed format/without photograph/without signature will be rejected and no correspondence in this regard will be entertained by the Board.
- (iii) Candidates **should not enclose any certificate/s or copies thereof with the application.** Their candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any information furnished in the application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.
- (iv) All educational qualifications must have been obtained from recognized universities/institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate their numerical equivalent.
- (v) Candidates should satisfy themselves about their eligibility for the post. The Board would admit to the 'WE' all the candidates applying for this post with the requisite fee (wherever applicable) on the basis of the information furnished in the application and shall determine their eligibility only at the final stage i.e. Interview stage.
- (vi) Candidates already in service of Govt./Quasi-Govt. Organisations and Public Sector Banks /Undertakings will have to produce a "No Objection Certificate(NOC)" from their employer, at the time of Interview. **Without 'NOC' no candidate shall be allowed to appear in the interview.** However, before appointment in RBI, a proper discharge certificate from the employer will have to be produced. If the App. is required to be routed through the employer and in the process it reaches the Board's Office after the closing date, it will not be considered even though the applicant submitted the application to the employer before the closing date. In such cases, App. marked 'Advance Copy' should be sent to the Board's Office direct together with the fee (wherever applicable) and the regular copy without fee should be routed through the employer.
- (vii) Change of address, if any, should be informed to the Board immediately. Although every effort will be made to take on record such changes, the Board does not accept any responsibility in the matter particularly when the time gap between receipt of intimation and date of WE/ Interview is very short.
- (viii) The Board shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- (ix) The list of admitted candidates for the 'WE' will be displayed on RBI website at the appropriate time. If an applicant does not receive Admission Letter (AL) for 'WE' / any other communication from the Board, he/she should contact the In-charge of the RBI Office during office hours, at the examination centre indicated in the application, along with duly signed passport size photograph, on any day starting from four days before the date of examination for necessary guidance. Failure to comply with above instructions will deprive the candidate of any claim for consideration.
- (x) **Candidates will have to appear for the 'WE' at their own expense.** However, candidates called for interview, will be reimbursed to and fro actual First Class(Non-AC) or II AC railway fare by the shortest route from the place of their residence /place of work to the place of interview whichever is nearer.
- (xi) Mobile phones, pagers or any other communication devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including ban from future examinations.
- (xii) In all correspondence with the Board, Roll No. indicated in 'AL' must be quoted.
- (xiii) The Board does not furnish the mark-sheet to candidates. However, WE and interview marks may be available on the Bank's website after the declaration of the final result.
- (xiv) The posts are also open to the employees of RBI (Staff Candidates) who satisfy the eligibility criteria relating to educational qualifications, experience etc., stipulated in this advertisement. However, staff candidates are exempted from the age limit.
- (xv) Canvassing in any form will be a disqualification.
- (xvi) In all matters regarding eligibility, conduct of examination, interviews, assessment, prescribing minimum qualifying standards in 'WE' and interview, in relation to number of vacancies and communication of result, the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- (xvii) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

**8. SUBMISSION OF THE APPLICATION :**

Candidates can apply for the post either on the prescribed Application (OFF-LINE) or **submit the application ON-LINE followed up by sending a printout (hardcopy) of the online application to the Board's office.**

- i. **ON-LINE:** The candidate can apply ON-LINE using the link/URL <http://onlinedr.rbi.org.in> Detailed 'Instructions for Applying ON-LINE' are available on this link. Candidates should read the instructions carefully and then click on "Apply" link. Salient features of the system of On Line Application are given hereunder:
  - a) Before starting filling up of ON-LINE application, a candidate must purchase the DD or IPO for ₹ 100/- (except SC/ST/PWD candidates who are exempted from payment of fees).
  - b) Fee exempted category candidates can straightway fill the ON-LINE application.
  - c) **Candidates NEED to take a PRINTOUT (hard copy) of their ON-LINE Application after submission of the data through the system. A signed photograph must be pasted (not to be stapled) at the specified place on the printout and the candidate must sign on the printout of the application and attach DD or IPO of ₹ 100/- (if required to pay fee).**
  - d) Candidates **need to** send the system generated printout (hard copy) of the ON-LINE Application to the address given in item iii below by ordinary post. In case the printout (hard copy) is not received by the Board by the CLOSING DATE mentioned in this advertisement, the ON-LINE application will not be entertained and will be rejected.
  - e) Applications should not be submitted more than once. Duplicate applications will not be entertained and will be rejected.
  - f) The ON-LINE applications can be submitted till **11.59 P.M. on January 29, 2013** after which the link will be disabled.
- ii. **OFF-LINE :** The candidates must apply in the Application format published in this advertisement. It should be typed or neatly handwritten in Hindi or English on a good quality "White A- 4 size" paper. All the columns in the application (except PWD category and Fee, if not applicable) must be filled legibly or typed. Incomplete and illegible applications will be rejected.
- iii. OFF-LINE Application or printout of the ON-LINE Application (hard copy), as the case may be, have to be sent by **ordinary post** to  
**"The General Manager, Reserve Bank of India Services Board, Post Bag No. 4618, Mumbai Central Post Office, Mumbai-400 008".**  
 The cover should be superscribed **"APPLICATION FOR THE POST OF LEGAL OFFICER IN GRADE B"**.
- iv. OFF-LINE Application or printout of the ON-LINE Application (hard copy), as the case may be, in closed cover, may also be deposited in the box specially kept for the purpose at Reserve Bank of India, Opposite Mumbai Central Railway Station, Mumbai Central, Mumbai-400 008.

- v **Candidates should apply either by ON-LINE mode or OFF-LINE mode. They should not submit application by both the modes. Duplicate applications will be rejected.**

**9. CLOSING DATE:**

- (i) ON-LINE applications can be submitted till **11.59 P.M. on January 29, 2013.**
- (ii) OFF-LINE Application or the printout of the ON-LINE Application (hard copy), as the case may be, should reach the Board's Office on or before **6.00 P.M. on February 05, 2013.**
- (iii) In the case of App. received **only by post** from candidates living abroad, in Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura; Ladakh division of Jammu and Kashmir State; Lahaul and Spiti Districts and Pangi Sub-division of Chamba district of Himachal Pradesh; Andaman and Nicobar Islands and Lakshadweep, the last date of receipt of Applications will be February 12, 2013 (before 6.00 P.M.) For Applications received in any manner other than by post, the benefit of extended time will not be available.
- (iv) The Board takes no responsibility for any delay in receipt of Applications or loss thereof in postal transit.

**10. CHECK-LIST FOR SUBMISSION OF THE APPLICATION :**

- (i) The Format of the application given below should not itself be used as application.
- (ii) The App. **strictly in conformity with the Format as prescribed** must be typed or neatly hand-written in Hindi or English on a good quality "White A4 size" paper and duly affixed (not stapled) with a signed latest passport size photograph. Candidates should ensure that all the entries have been correctly filled in and the Application, as also the photograph are signed. **Application without signature, photo, fee (if applicable), not in prescribed Format, incomplete or illegible shall be rejected.**
- (iii) Name and Address in the application must be written **IN CAPITAL LETTERS in English only**, since processing is computerized.
- (iv) Candidates should write their name and address on the reverse of the Demand Draft and in the space provided for the purpose on the Postal Orders (if fee is payable) and enclose them to the application with a pin (should not be stapled).
- (v) The post applied for should be superscribed on top of the cover containing the Application.
- (vi) Candidates must ensure that the Application [either OFF-LINE or printout of the ON-LINE] along with DD/IPO (if applicable) should reach the Board's office on or before the CLOSING DATE. **Even after the successful submission of ON-LINE application through the system, unless the system generated printout of the ONLINE application together with fee (if applicable), photograph and signature is received by post at the Board's office within the closing date, the ONLINE application is not valid and will be rejected.**

RESERVE BANK OF INDIA SERVICES BOARD, MUMBAI					
APPLICATION FOR THE POST OF LEGAL OFFICER IN GRADE 'B'					
Advt. No.2A/2012-13		<b>RECEIPT NO.</b> <input style="width: 100%;" type="text"/>			
<b>1. NAME IN FULL (IN ENGLISH WITH CAPITAL LETTERS) :</b>		<b>(ONLY FOR OFFICE USE)</b>			
<b>2. CATEGORY:</b>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">                     PASTE A SIGNED LATEST PASSPORT SIZE PHOTOGRAPH                 </div>			
A. WRITE <b>GEN</b> for General/ <b>SC</b> for Scheduled Caste/ <b>ST</b> for Scheduled Tribe / <b>OBC</b> for Other Backward Class. (OBC candidates coming under ' <b>Creamy Layer</b> ' should indicate their category as <b>GEN</b> ). <b>This column should not be kept blank.</b> B. PWD Category WRITE <b>OH</b> for Orthopaedically Handicapped, <b>HI</b> for Hearing Impaired and <b>VH</b> for Visually Handicapped in addition to the main Category in <b>A</b> above ( <b>Others leave it Blank</b> ).					
<b>3.</b>		<b>EXAMINATION CENTRE</b>	<b>CODE NO.</b>		
<b>4. SEX: WRITE [M] FOR MALE AND [F] FOR FEMALE:</b>		<input type="checkbox"/>			
<b>5. DATE OF BIRTH:</b>		<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>			
<b>6. AGE (AS ON 01-01-2013):</b>		_____Years _____Months			
<b>7. A. ACADEMIC QUALIFICATIONS (AS ON 01-01-2013)</b> (Starting with minimum qualification stipulated for the post)					
<b>Name of the Exam. (Please specify)</b>	<b>Main subjects</b>	<b>Date of Result</b>	<b>University/Institute</b>	<b>Overall % of marks (up to two dec. points)</b>	<b>Class / Division</b>
Graduation					
Post Graduation					
<b>B. HIGHER QUALIFICATIONS (AS ON 01-01-2013)</b> (Write in the box whether Ph.D. in Law)		<input style="width: 100%;" type="text"/>			
<b>8. DO YOU FALL UNDER EX-SERVICEMAN/DOMICILED IN J. &amp; K./ RETRENCHED FROM GOVT. OFFICE/BANKING INSTITUTION ?</b>		<input type="checkbox"/>			
<b>WRITE [Y] FOR YES [N] FOR NO</b>					
<b>9. DO YOU HAVE THE PRESCRIBED MINIMUM TWO YEARS' EXPERIENCE STIPULATED AT ITEM NO. 2 OF THE ADVERTISEMENT?</b>		<input type="checkbox"/>			
<b>WRITE [Y] FOR YES [N] FOR NO</b>					
<b>10. EXPERIENCE WITH REFERENCE TO THE ADVERTISEMENT (AS ON 01-01-2013)</b>					
<b>Name and address of the employer</b>	<b>Designation</b>	<b>Job profile</b>	<b>Period</b>		<b>Duration</b>
			<b>From</b>	<b>To</b>	<b>Yrs Mths</b>
<b>11. PARTICULARS OF EXAMINATION FEE:</b>					
<b>Name of the Drawee Bank/Post Office</b>		<b>No. of DD/Indian Postal Order/s</b>		<b>Date of DD/Indian Postal Order/s</b>	
<b>12. POSTAL ADDRESS : (IN ENGLISH AND IN CAPITAL LETTERS WITH PIN CODE NO. – DO NOT WRITE YOUR NAME)</b>					
<b>E-mail address if any</b>					
<b>Tel No (with STD code)/Mob., if any</b>					
I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or that I do not satisfy the eligibility criteria according to the Board, my candidature /appointment is liable to be cancelled/terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them. PLACE : _____ DATE : _____ <div style="text-align: right;">                         _____                          (Signature of the Applicant)                          Name : _____                     </div>					
<b>Very important points to be noted by the candidates : (i) Candidates must complete the application in all respects including Pasting of photograph. (ii) Incomplete applications in any respect will be rejected and no correspondence will be entertained by the Board in this matter.</b>					

# Government of India Ministry of Defence

## Ordnance Equipment Factory, Kanpur-208001, Uttar Pradesh

On Line Applications are invited from Indian citizens for recruitment to the following 50 Group 'C' "Labour" posts in Semi-Skilled Grade in the Pay Band -1 Rs. 5200 – 20,200/- and Grade Pay of Rs. 1800/- in the Industrial Establishment of the Ordnance Equipment Factory, Kanpur-208001 (UP). The Advertisement and the format of On Line Application available on the Ordnance Factory Board, Kolkata website [www.ofb.gov.in](http://www.ofb.gov.in). The on line application form should be filled in and submitted within due date as mentioned in para-4 of this advertisement.

### NAME OF THE POSTS AND NUMBER OF VACANCIES (TABLE)

Name of the Post	UR	SC	ST	OBC	TOTAL	PHP	Ex-SM
LABOURER	26	10	01	13	50	02 HH (D, PD)	05

(D- Deaf, PD- Partially Deaf, Ex-SM= Ex Servicemen)

The number of vacancies mentioned above is provisional and may marginally increase or decrease depending upon the circumstances. The terms and conditions of the advertisement is subject to further orders, if any, by Hon'ble Courts/Ministry of Defence/Ordnance Factory Board and/or change in Govt. Policies etc.

**1.0 Age:-** Not below **18 years and not above 32 years** as on closing date of receipt of application. Cut-off date for eligibility of age for the post will be closing date of submission of "On Line" application.

**1.1 Age Relaxation:-** Relaxation in upper age limit is admissible to the following categories of applicants as shown against each category.

- i) Up to 05 years for SC/ST ( **only in respect of posts reserved for them**)
- ii) Up to 03 years for OBC on production of **caste certificate with latest Non-creamy layer clause issued by the competent authority ( only in respect of posts reserved for them) in prescribed proforma.**
- iii) For PHP; Candidates belonging to UR= 10 years, SC/ST= 15 years & OBC= 13 years.
- iv) Up to the age of 42 years for Departmental candidates with 3 years continuous services. Age relaxation for the reserved categories (SC/ST) is available cumulatively.
- v) Up to 03 years in addition to the period of service rendered in the Defence services for Ex-Servicemen on production of Discharge Certificate for Ex-Servicemen issued by Competent Authority.

### 2 Qualification, Syllabus & Mode of Selection for posts mentioned in the table:-

- i) Passed Matriculation (10th) or equivalent examination.
- ii) **Syllabus for Written test of Labourer:-**
  - (a) **Numerical Aptitude:-** Number Systems, Fractions, Decimals and Percentages, Ratio and Proportion, Averages, Interest, profit & loss, Discount, Time & Distance, Time & Work.
  - (b) **General Science (10th Standard) :-** Questions may include subjects and activities which are more relevant to day-to-day existence/activities of human life.
  - (c) **General Awareness (10th Standard):-** Current Events-National & International, History & Culture, General Polity and Indian Constitution, General Geography.
- iii) **Written Test of 100 marks:-** The question papers of written test will be bi lingual i.e. English & Hindi, objective type multiple choice and OMR based.
- iv) **Trade test (Qualifying only- No marks):-** For Labour as per trade test specification, an unskilled workman will be mainly engaged on handling/shifting of material. He will also be required to clean machines, floors of shops/areas around machines and other similar places, if and as necessary. The trade test may be designed accordingly to test the aptitude of the candidates. However Trade test only be of qualifying nature.

On the basis of merit in written test, candidates to the extent of 1.25 times the number of vacancies shall be called for the trade test. **Final Selection will be based on marks obtained only in written test subject to qualifying in the prescribed trade test".**

### 3. HOW TO APPLY:

- (a) Candidate must carefully read all the provisions/conditions/ instructions etc. given in the advertisement before they apply for the post so as to avoid any disappointment at later stage. The candidates, who fulfill the requisite qualifications/specifications, have to apply On Line through OFB Kolkata website [www.ofb.gov.in](http://www.ofb.gov.in) The candidates should cross check the information furnished in the "Application Form" before finally submitting the same as no correction will be possible later.
- (b) Before registering/submitted applications on the website, the candidates should possess the Valid E-mail ID and Mobile No. (Optional, if possessed). The E-mail ID and mobile No. entered in the Online Application form should remain valid/active until the recruitment process is completed. No change in the E-mail ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-mail ID & Mobile No.
- (c) After submitting the On Line Application and uploading recent colour photograph as well as his/her signature in digital format (jpg or jpeg file of less than 1 MB size each), a Serial No. will be generated automatically. This Serial No. and date of Birth (both) of the candidate should be used for downloading the filled in Application form and the Acknowledgement Slip. The candidate should take print of duly filled in Application form and Acknowledgement Slip in two copies each. One copy of each is to be retained by the candidate for further reference and other one is to be sent along with IPO/Bank Draft to the address printed on the Acknowledgement Slip i.e. The General Manager, Ordnance Equipment Factory, Kanpur-208001, Uttar Pradesh along with the following documents.
  - i) **Attested Copies of Educational & Technical qualification.**
  - ii) **SC/ST/OBC(Non Creamy Layer)/PHP/Ex-Serviceman certificates issued by Competent Authority as applicable in prescribed proforma. The Certificates attached in non-standard proforma shall not be considered at all.**
  - iii) **Certificate of age proof.**
  - iv) **Rs. 50/- (Fifty ) through crossed Indian Postal Order (I.P.O.) or crossed Bank Draft issued from a Nationalized Bank in favour of THE GENERAL MANAGER Ordnance Equipment Factory, Kanpur-208001. Candidates belonging to SC/ST/Ex-Serviceman and PHP category are exempted from submitting the Fee. The Postal Order/Bank Draft should be issued on or after date of publication of the advertisement in the Employment News. Instruments issued prior to that date are not acceptable. The application fee is non- refundable.**
- (d) The candidates may send the filled in application form along with requisite documents sufficiently in advance. Application received after the closing date of submission of Application form is not acceptable.
- (e) The General Manager/OEFC is not responsible for postal delay.
- (f) After completion of necessary office formalities, Admit cards to the eligible candidates will be uploaded on the Website ofb.gov.in

### 4 CLOSING DATES:-

- i) Filling of On line Application will start **7days** after publication in Employment News (to be counted from the 1st date of the week of publication).
- ii) Closing date of Application on On line system – **21days** from the date of publication of advertisement in Employment News (English) (to be counted from next day of the last date of the week of publication).
- iii) Closing date of receipt of the filled in hard copy of the application form filled in On line upto 7 days from the closing date of on line application. (This is the last date of receipt of hard copy of the application forms filled in "On line" along with requisite documents, age limit and qualification will not be computed with reference to this date).
- iv) If the closing date for both (ii) & (iii) above falls on Sunday or Holiday, then the next working day will be taken as closing date.
- v) Important actual dates shall be notified on website for information.

### 5 IMPORTANT INSTRUCTIONS TO THE APPLICANTS:-

- i) Name of the post applied for (LABOUR) must be clearly written on the top of the envelope in capital Letter.
- ii) **Traveling Allowance :** Candidates appearing in Written Test and Trade Test will have to come at their own expenses. However, SC/ST candidates will be paid travelling allowance of second class Railway/Bus fare as per rules for onward and return journey performed by shortest route on production of journey details as well as Railway/Bus Ticket provided that the to and fro distance travelled is more than 30 KM for appearing in written test only.
- iii) Persons working in Central/State Govt. /PSU must apply through proper channel along with

- a certificate from their Establishment that neither any disciplinary case is pending nor contemplated against them. They must also enclose a certificate from the Establishment concerned that in case of selection, their Establishment shall release them immediately.
- iv) New entrants to Government Service will be governed by New Pension Scheme termed as "Defined Contributory Pension Scheme" and existing provisions of CCS (Pension Rules ) 1972 will not be applicable.
- v) SC/ST/OBC/PHP/Ex-Serviceman certificates issued by the competent authorities only and in prescribed format only, will be acceptable. OBC certificate must specifically include clause regarding "Non-creamy Layer" and should be updated/valid at the relevant point of time. A specimen certificate of OBC(Non-Creamy layer) is available in the website. OBC (Non-Creamy layer) certificate is to be submitted in the prescribed format only.
- vi) The information furnished in the application should be supported by relevant documents as stated in this advertisement.
- vii) Mere submission of application form does not guarantee issue of Admit card for written test.
- viii) Only selected candidates would be communicated of their selection in due course after the selection process.
- ix) For Departmental Candidates relevant rules shall apply.
- x) It may be noted that bringing any outside/extraneous/political influence for getting employment in the Factory shall render the candidate ineligible.
- xi) The services of the candidates furnishing any fake/false certificates are liable to be terminated at any stage after appointment. Apart from this, suitable action will also be initiated as per the law of the land. Hence, candidates are advised not to submit dubious certificates.
- xii) Eligible/Non eligible candidates can see their status by entering Serial No. & date of Birth on the website [www.ofb.gov.in](http://www.ofb.gov.in)
- xiii) Admit cards for written exam shall be uploaded on the website [www.ofb.gov.in](http://www.ofb.gov.in) Candidates are advised to keep visiting the website.
- xiv) Computation of upper age limit for eligibility – Upper age limit shall be computed with reference to closing date of submission of "On Line" application.
- xv) Date on which certificate of eligibility for educational and technical qualification should be possessed by the applicant:- With reference to the closing date of submission of Online Application.

### 6 REJECTION OF APPLICATION:


- The applications/candidature are liable to be rejected/cancelled on the following grounds:-
- (a) Application received after closing date as mentioned in para-4 of this advertisement.
  - (b) If, the age of the candidate exceeds the prescribed age limit on the closing date of filling of Application.
  - (c) If, the essential qualification is not possessed by the candidate on the closing date of receipt of on line application.
  - (d) If, copies of all supporting documents i.e. academic or technical qualifications, age proof, caste certificate (as applicable) are not enclosed.
  - (e) If, application is not complete in any respect as per the requirement given in the advertisement.
  - (f) If, application is not accompanied by the Postal Order/Bank Draft of Rs. 50/- except in case so exempted.
  - (g) If, the applicant produced application form other than the one generated from on line application.

### CAUTION TO ALL APPLICANTS

Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the Factory through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such element in any way. It is emphasized and reassured that the selection will be done strictly on merit only in a transparent manner.

( A.K. DWIVEDI )  
A.W.M./ADMIN  
EN 41/30

davp 10201/11/2323/1213



**Government of India**  
**Ministry of MSME**  
**M.S.M.E.-Development Institute**  
10- Pologround Industrial Estate, Indore - 452015 (M.P.)


Applications are invited from Indian National for filling up the following Central Service Group 'C' Non-Gazetted Non-Ministerial Post :

Name of the post	No. of Post/ Category	Place of Appointment	Pay Scale	Educational Qualification
Skilled Worker Gr.-II	01- Unreserved 02- Scheduled Caste	Rewa, Gwalior, Indore, Bhopal As per requirement of the organization.	PB-1 Rs. 5200-20200 Plus Grade Pay of Rs. 1900/-	(a) Matriculation (b) Certificate of successful completion from Industrial Training Institute (I.T.I.) in any workshop related trades like Machinist, Mechanic Fitter, Turner, Grinder & Miller. (c) Two years experience in any Engineering Workshop

**Note :**  
**Age limit:** 18 to 28 years as on closing date for receipt of application (05 years age relaxation for SC/ST candidates).  
 Age relaxable for Government Servents upto the age of 40 years in case of general candidates and upto 45 years in case of SC/ST in accordance with instructions or orders issued by the Central Government from time to time.  
**Probation Two years:** the post is under Govt. of India, Ministry of M.S.M.E. which will be governed by New Pension Scheme introduced by Government of India, w.e.f. **01.01.2004** as amended from time to time.  
**General Conditions :**  
 1. Applications in plain paper, duly typed and signed giving the details viz. Name, Residence Address, Mobile No, Dale of Birth, Father's Name, Community Certificate, Educational qualification & experience certificates (self attested copy of all documents) etc. should reach to the **Director, MSME-Development Institute, 10- Pologround, Industrial Estate, Indore-452015 (M.P.) within 20 days** from the date of publication of the advertisement.  
 2. The Competent Authority reserves the right to short-list/ reject the applications on reasonable grounds.  
 3. The selection of candidates will be based on interview/skill test and medical fitness.  
 4. Photographs pasted on the application should be duly signed by a serving Gazetted Officer.  
 5. Candidates belonging to SC/ST category will be reimbursed travel contribution on submission of proof of journey/ticket by the train sleeper/Ind class from the shortest route for attending interview/skill test. It is also to mention here that stay arrangement during the interview/skill test has to be made by the concerned candidate at his own.  
 6. Serving candidates should apply through proper channel and must enclose a certificate from the Head of Department that no disciplinary/vigilance case is pending against them.  
 7. Canvassing in any form will be disqualification of candidature and such candidates are liable to be summarily rejected.  
 8. Candidates should superscribe "Post applied for Skilled Worker Gr.-II" on the TOP of the envelope.  
 9. Incomplete or unsigned application and applications received without photographs or proper enclosures or received after due date will be summarily rejected.  
 10. The date, time & venue of the interview will be informed accordingly.

(Nilesh Trivedi)  
Asstt. Director (Chem./Admn.)  
EN 41/27

davp 25113/11/0832/1213



**Tea Board**, a statutory body under the Ministry of Commerce & Industry, Govt. of India, invites applications for filling up the vacant posts of Development Officers (18 Nos.), Factory Advisory Officers (6 Nos.), Spl. Grade Stenographer (01 No.), Assistant Accountant

(01 No.) and Assistant (3 Nos.) by direct recruitment for various North Eastern Offices. Interested candidates may visit the websites [www.teaboard.gov.in](http://www.teaboard.gov.in) OR [www.teaboard-guwahati.com](http://www.teaboard-guwahati.com) for further details. Last date for receipt of filled in applications is **31 Jan 2013**.  
EN 41/85



# INDIAN AIR FORCE

**INVITES ENTERPRISING & ADVENTUROUS MEN TO JOIN THE INDIAN AIR FORCE AS COMMISSIONED OFFICERS IN METEOROLOGY BRANCH**



## METEOROLOGY BRANCH

1. Applications are invited from **Male Indian Citizens** as per Citizenship Act 1955 for the following courses commencing in **January 2014** for grant of Permanent / Short Service Commission in **Meteorology Branch**.

### COURSES COMMENCING IN JANUARY 2014

- METEOROLOGY BRANCH**  
**(a) No. 135 Ground Duty Officers' (135 GDOC) Course (Permanent Commission)**  
**(b) No. 28 Short Service Commission (28 SSC) Course**

Last date for receipt of applications: **12 February 2013**.  
 Last date for receipt of applications for the candidates who are sending their applications from Andaman & Nicobar Islands, Lakshadweep & Minicoy Islands, Assam, Meghalaya, Manipur, Arunachal Pradesh, Tripura, Nagaland and Mizoram: **19 February 2013**.

### ELIGIBILITY CONDITIONS

2. **Meteorology Branch - 135 GDOC / 28 SSC COURSES**

(a) **Age : 20-25 Years as on 01 January 2014** i.e. born in between 02 January 1989 to 01 January 1994. The upper age limit is relaxed upto **27 Years** (i.e. born in between 02 January 1987 to 01 January 1994) for candidates who have completed **Ph D** after completing following educational qualifications.

(b) **Educational Qualifications:**

Post Graduate Degree in any Science stream / Mathematics / Statistics / Geography / Computer Applications / Environmental Science / Applied Physics / Oceanography / Meteorology / Agricultural Meteorology / Ecology & Environment / Geo-physics / Environmental Biology with minimum of 50% marks in aggregate of all papers put together (Provided Maths and Physics were studied at Graduation Level, with a minimum of 55% marks in both).

(c) **Physical Standards**

- (i) **Height and Weight:** Minimum height :- Men - 157.5 Cms with correlated weight .
- (ii) All other medical criteria would be evaluated by the Air Force Medical Authorities whose decision on the fitness would be final.

**Candidates appearing in final year/semester examinations may also apply provided they fulfil the following conditions:-**

- (a) Candidates should not have any present backlog and should have secured a minimum of 50% marks in Post Graduation in aggregate in all papers put together upto the last semester / year for which results have been declared at the time of applying / AFSB testing.
- (b) Candidates should be able to provide provisional / original degree certificate latest by **15 December 2013**.

### TYPE OF COMMISSION :

3. **Permanent Commission :** Candidates joining as Permanent Commission (PC) Officers would continue to serve till the age of superannuation.

4. **Short Service Commission :**

(a) The initial tenure for Short Service Commission Officers in Meteorology Branch would be for a period of ten years. An extension of four years may be granted subject to willingness, service requirements and availability of vacancies.

### SELECTION PROCEDURE

5. Candidates who are short-listed will be called for testing at one of the Air Force Selection Boards (AFSBs) at Dehradun, Mysore, Gandhinagar or Varanasi. The testing would consist of two stages as given below.

(a) Stage-I Test consisting of Intelligence Test along with other tests will be conducted on the first day. Stage-I Test is a screening test and only those who qualify would undergo subsequent testing. Applicants who qualify Stage-I testing would be required to fill up a detailed application form. Thereafter, all candidates would be subjected to document check to ascertain their eligibility for the Meteorology Branch. Those candidates who either do not qualify in Stage-I testing or do not meet the required eligibility criteria would be sent back on the first day itself.

(b) Stage-II Testing consisting of Psychological Test, Group Tests and Interview will be conducted on subsequent days (Four Days).

6. **Change of Interview Dates.** Request for change of SSB interview date should be avoided. However, as an exception, such change may be considered based on the circumstances of the case. Request for such change should be forwarded to the respective AFSB from where the call letter for SSB interview has been received and not to Air Headquarters. The AFSBs may consider change of date at their discretion.

7. Medical Examination will be conducted at AFCME, New Delhi or IAM Bengaluru based on the recommendations at AFSB.

8. Candidates recommended by the AFSBs and declared medically fit will be detailed for training in the order of all India Merit list depending on the number of vacancies available. Grant of PC / SSC would be based on number of vacancies, performance in the selection process and the choice given by the candidate.

9. No compensation will be paid in respect of any injury sustained during the testing at AFSB.

10. 10% of the vacancies are reserved for NCC Air Wing 'C' certificate holders.

11. **Onus of meeting the eligibility criteria rests with the applicant. Merely undergoing AFSB testing would not constitute fulfilment of eligibility requirements.**

### 12. How to Apply

(a) Candidates are to complete the application as per format given in this advertisement, and forward the same to **POST BAG NO. 001, NIRMAN BHAWAN POST OFFICE, NEW DELHI - 110106** by ordinary post only.

**Note:** Candidates who are debarred by the Ministry of Defence from holding any type of commission in Defence Services shall not be eligible to apply and if admitted, their candidature will be cancelled.

13. **Superscribe the envelope with 'APPLICATION FOR METEOROLOGY BRANCH COURSES COMMENCING IN JANUARY 2014'.** Application must be accompanied with the following:-

- (a) One self addressed envelope (size - 23 X 10 cm) with Rs 27/- postage stamp.
- (b) Two unattested recent colour photographs similar to the one pasted on the application form.

**No queries / correspondence will be entertained regarding late receipt / non receipt or incomplete / non eligible / illegible applications.**

14. **Serving Air Warrior candidates would be required to apply as per the service format as given in AFO 39 / 2006 through service channel. Other government employees need to apply through proper channel and are to produce NOC at the time of AFSB testing.**

### TRAINING

15. Training is scheduled to commence in the first week of **January 2014**.

16. The duration of training for Meteorology Branch is 52 weeks at Air Force Training Establishments.

### IAF OFFERS YOU

17. **Pay and Allowances:-** Flying Officers will be entitled to Pay in Pay Band of **Rs 15,600 - 39,100** per month along with Grade Pay, Military Service Pay, Dearness Allowance, Kit Maintenance Allowance, Transport Allowance. In addition, other allowances are applicable based on nature of duty / place of posting and would include , Field Area Allowance, Special Compensatory (Hill area) Allowance, Special Force Allowance, Siachin Allowance, Island Special Duty Allowance, Hard Area Allowance and Remote Locality Allowance. On successful completion of Training, the newly Commissioned Flying Officers would be entitled to approximate gross monthly emoluments in Meteorology Branch, including Transport Allowance of major cities, of **Rs 52,444/-**.

18. **Benefits:-** In addition to the Pay & Allowances, Officers are entitled to Furnished Accommodation, Comprehensive Medical Cover for self and dependants, Leave Travel Concession, Leave (60 days Annual and 20 days Casual), supply of entitled rations, canteen & Officers' Mess facilities and many more.

19. **Insurance:-** **Rs. 50 Lakh** Insurance Cover (on contribution) is applicable to serving officers.

### IMPORTANT INSTRUCTIONS

20. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the University from where they have obtained the degree. In case the University does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.

21. Terms and conditions given in the advertisement are guidelines only and are subject to change without notice.

22. Candidates below 25 years of age must be unmarried (term unmarried excludes widower and divorcee even though without encumbrances). Marriage is not permitted during training. Married candidates above 25 years of age are eligible to apply but during training period they will neither be provided married accommodation nor can they live out with family.

23. Permanent body tattoos are only permitted on inner face of forearm i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. Permanent body tattoos on any other part of the body are not acceptable and candidates will be barred from further selection. Tribes with tattoo marks on the face or body as per their existing custom and traditions will be permitted on a case to case basis.

24. Candidate should not have been arrested, convicted or prosecuted on criminal charges.

25. The candidates must carry a valid photo identity card such as passport, driving licence, voter identity card, college identity card or any other valid photo identity proof while reporting for SSB Interview at Air Force Selection Board.

26. The candidature for the courses commencing in **January 2014** will be valid only if the proof of meeting eligibility criteria is submitted latest by **15 December 2013**.

27. Candidates who have been withdrawn / suspended from Defence Training Establishments on grounds of discipline are not eligible to apply.

28. **Physical Conditioning:** Prospective candidates are advised to keep themselves in good physical condition to adapt to physical training at AFA which encompasses running, swimming, rope climbing and other forms of physical training / conditioning.

29. **Disclaimer:** Information given in the advertisement and on the website are guidelines only. In case of any ambiguity, the existing policies, rules and regulations of IAF / Govt. of India will be final.

30. **Statutory Warning:** Selection in the Indian Air Force is free, fair and merit based. Any attempt to influence the selection process detected at any stage is liable to lead to termination of candidature or service and legal action against the concerned individual will be initiated.

### APPLICATION FOR METEOROLOGY BRANCH : 135 GDOC / 28 SSC COURSES

1. NAME IN BLOCK CAPITALS : \_\_\_\_\_  
 (as in Matriculation Certificate)

2. MOTHER'S NAME: \_\_\_\_\_

3. FATHER'S NAME : \_\_\_\_\_

4. GENDER: \_\_\_\_\_

5. PRESENT ADDRESS WITH PIN CODE :(for Correspondence) \_\_\_\_\_

(CITY) \_\_\_\_\_ (DISTRICT) \_\_\_\_\_ (STATE) \_\_\_\_\_ PIN \_\_\_\_\_

6. MOBILE NO \_\_\_\_\_ TELEPHONE NO \_\_\_\_\_

7. DATE OF BIRTH (DD/MM/YYYY) (As per Matriculation Certificate): DD \_\_\_\_/MM \_\_\_\_/YYYY \_\_\_\_

8. VISIBLE IDENTIFICATION MARK: \_\_\_\_\_

9. E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

10. EDUCATIONAL QUALIFICATION (PG) WITH SUBJECT & PERCENTAGE OF MARKS \_\_\_\_\_

11. PERCENTAGE OF MARKS IN GRADUATION (I) MATHS \_\_\_\_\_ & (II) PHYSICS \_\_\_\_\_

12. DATE/EXPECTED DATE OF ACQUIRING THE REQUIRED EDUCATIONAL QUALIFICATION \_\_\_\_\_

13. WHETHER DONE PH D..... YES/NO \_\_\_\_\_

14. NEAREST RAILWAY STATION \_\_\_\_\_

15. APPEARED IN SSB EARLIER FOR ARMY / NAVY / AIR FORCE / COAST GUARD..... YES / NO \_\_\_\_\_

16. COURSES APPLIED IN ORDER OF PREFERENCE (REF PARA 1) 1. \_\_\_\_\_ 2. \_\_\_\_\_



### DECLARATION

- 1. I hereby declare that all the statements made in the application are true to the best of my knowledge and belief.
- 2. I have never been debarred from appearing in any examination nor, have I ever been withdrawn from Defence Training Establishments on disciplinary grounds, nor have I ever been arrested, prosecuted or convicted by criminal court or involved in any other case registered by the police.
- 3. I undertake not to make any claim for compensation if at any stage of my selection, my ineligibility for candidature is detected and my candidature is cancelled as a result thereof.
- 4. This is the **ONLY** application submitted by me for **Meteorology Branch : 135 GDOC / 28 SSC Courses**.
- 5. Any wilful misrepresentation of facts and concealment of information will result in the cancellation of the candidature and may debar permanently or for a specified period from applying for future courses.
- 6. Certified that I have read and understood the advertisement and fulfill the stipulated eligibility criteria. I understand that my candidature is liable to be cancelled at any stage in case any discrepancy is noticed.
- 7. I understand that my candidature is provisional in nature and I would be considered only for those courses for which I meet the eligibility conditions.

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

LEFT THUMB IMPRESSION FOR MEN \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

EN 41/83

**WWW.CAREERAIRFORCE.NIC.IN**

davp10801/11/0070/1213

**Government of India**  
**Ministry of Petroleum & Natural Gas**  
 314-B Wing, Shastr Bhawan  
 New Delhi - 110001  
 Applications are invited for filing up the post of Assistant Library and Information Officer in the Ministry of Petroleum & Natural Gas, Shastr Bhawan, New Delhi on deputation basis in the pay Band-2 [9300-34800 with Grade Pay 4600/-] within forty **five days** of the publication of this advertisement. Full details are available on the website of the Ministry. [www.petroleum.nic.in](http://www.petroleum.nic.in).  
 davp 33101/11/0008/1213 EN 41/72

**India Trade Promotion Organisation**  
 (A Government of India Enterprise)  
 Pragati Maidan, New Delhi-110 001 (India)

**F. No. 4-ITPO(2)/E-I/2012 Dated: 19.01.2013**

India Trade Promotion Organisation (ITPO) invites applications for the post of **Financial Adviser & Chief Accounts Officer** in the pay scale of Rs. 43200-66000 (IDA pattern) with usual allowances on deputation basis for a period of Three years. For further details, please visit our website [www.indiatradefair.com](http://www.indiatradefair.com) EN 41/94

**Ranchi Women's College, Ranchi-834001**  
**Project Fellow Required**

Applications are invited for **purely temporary one post of Project Fellow (Rs. 14,000/- per month consolidated) for three years in a UGC supported Major Research Project entitled "Studies in Tasar Silk of Jharkhand: Cocoon, Fibre, Fabric and Sericin."** Essential qualification- **Master's in Home Science, Desirable Qualification-** UGC-NET qualified candidate with specialisation in Clothing and Textiles at master's level and research experience in post cocoon technology. Interested candidates may apply **within 15 days** of publication of advertisement with relevant documents by email/post to **Dr. Shipra Kumari, Principal Investigator**, UGC Major Research Project, Department of Home Science, Ranchi Women's College, Ranchi-834001, Jharkhand. (email-[shipusinha@hotmail.com](mailto:shipusinha@hotmail.com)). website [www.ranchiwomenscollege.org](http://www.ranchiwomenscollege.org) EN 41/79

Advt. No.7/2012

## Parliament of India (Joint Recruitment Cell)

Applications are invited from eligible Indian citizens to fill up the vacancies for the following posts in Lok Sabha Secretariat:

Sl. No.	Name of post and pay scale	Vacancies				
		UR	OBC	SC	ST	Total
1.	Parliamentary Interpreter Grade-II Rs. 15600-39100 (PB-3)+Grade Pay: Rs. 5400	a	a	a	a	2 (01 Marathi; 01 Tamil)
2.	Parliamentary Reporter Grade-II (English/ Hindi) Rs. 15600-39100 (PB-3)+Grade Pay: Rs. 5400	09	05	01	01	16# (English-13, Hindi-03)
3.	DTP Operator Rs. 9300-34800 (PB-2)+Grade Pay:Rs. 4200	03	01	00	00	04
4.	Junior Proof Reader Rs. 5200-20200 (PB-1)+Grade Pay:Rs. 2800	08	00	00	00	08 <sup>Δ</sup>
5.	Printer Rs. 5200-20200 (PB-1)+Grade Pay:Rs. 2800	05	01	01	00	07
6.	Binder Grade-II Rs. 5200-20200 (PB-1)+Grade Pay:Rs. 2400	04	01	00	00	05
7.	Warehouseman Rs. 5200-20200 (PB-1)+Grade Pay:Rs. 2200	02	00	00	00	02*

a The category-wise break-up would be finalised later.

\*The stream-wise break-up is not final and is likely to change.

Δ01 vacancy reserved for physically handicapped persons (Locomotor Disability).

\*01 vacancy reserved for physically handicapped persons (Hearing Impairment).

### 2. QUALIFICATIONS, EXPERIENCE & UPPER AGE LIMIT:

#### POST No.1: Parliamentary Interpreter Grade-II

**QLFNS:** Master's degree in English or any other discipline [with English as a medium of instruction] with regional language concerned upto Degree level.

**Desirable:** (1) Experience in translation or interpretation work..

(2) Certificate in computer course recognised by All India Council for Technical Education (AICTE)/ Department of Electronics Accreditation of Computer Courses (DOEACC) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

**Note:** (i) The candidates selected for appointment as Parliamentary Interpreter Grade -II have to undergo training in interpretation for such period as may be specified by the Lok Sabha Secretariat. They will also have to qualify two departmental interpretation tests i.e., one after two years of service and the other after three years of service with such standard of proficiency in interpretation as may be prescribed. Unless the incumbents qualify the said interpretation tests, they will not be considered for promotion to the grade of Parliamentary Interpreter Grade - I which will also be subject to availability of vacant post(s).

(ii) They may also be required to perform non-interpretation duties as may be assigned to them from time to time.

**UPPER AGE LIMIT: 35 years.**

#### POST NO.2: Parliamentary Reporter Grade-II (English/ Hindi)

**QLFNS.:** Bachelor's degree in any discipline and shorthand speed of 160 words per minute in English/ Hindi.

**Desirable:** Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

**Note:** In case sufficient number of candidates with requisite shorthand speed are not available, those with shorthand speed of 140 words per minute may be considered for appointment on the condition that they should qualify shorthand test at the speed of 160 words per minute within a year, failing which they will not be granted annual increment and their confirmation in the grade deferred.

**UPPER AGE LIMIT: 27 years.**

#### POST No. 3: DTP Operator

**QLFNS.:** (i) Bachelor's degree in any discipline from a recognized University.

(ii) Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.

(iii) Typing speed of 40 wpm either in English or Hindi. Preference will be given to those candidates who qualify the typing test both in English and Hindi.

(iv) 03 years' experience in Desk Top Publishing work in Central/State Government/State Legislature Secretariats/ Central/State Public Sector Undertakings/ Autonomous bodies/ Industries /Establishment coming under the purview of Factories Act, 1948, as amended/ Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as amended.

**UPPER AGE LIMIT: 30 years**

#### POST NO. 4: Junior Proof Reader

**QLFNS.:** (i) Bachelor's degree in any discipline.

(ii) Diploma in Printing Technology or P.G. Diploma in Book Publishing from any Institute approved by AICTE OR 5 years experience as Copy Holder in English and Hindi in a Printing Press coming under the purview of Factories Act, 1948 as amended.

**Desirable:** Certificate in computer course recognised by AICTE/ DOEACC or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

**UPPER AGE LIMIT: 27 years** (32 years for the candidates having the prescribed work experience of 5 years).

#### POST No. 5: Printer

**QLFNS.:** (i) Diploma in Printing Technology of 03 years duration recognized by AICTE or

(ii) Bachelor's degree in any discipline from a recognised University with 03 years' experience in hand composing in English & Hindi, Operation of Letterpress, Offset and Screen Printing Machines in Central/State Government/ State Legislature Secretariats/Central/State Public Sector Undertakings/ Autonomous bodies/ Industries /Establishment coming under the purview of Factories Act, 1948, as amended/ Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as amended. or

(iii) Intermediate (Class XII) from a recognized Board with 05 years' experience in hand composing in English & Hindi, operation of Letterpress, Offset and Screen Printing Machines in Central/State Government/ State Legislature Secretariats/Central/State Public Sector Undertakings/ Autonomous bodies/ Industries /Establishment coming under the purview of Factories Act, 1948, as amended/ Employees' Provident Fund and / Miscellaneous Provisions Act, 1952, as amended.

**Note:** The candidates having qualification prescribed in (i) above shall be considered in the first round of selection from those who have secured the prescribed minimum cut off marks. If sufficient number of candidates could not be selected in the first round, the candidates with qualification as prescribed in (ii) above shall be considered for selection in the second round. If still sufficient number of candidates could not be selected in the second round, the candidates with qualification as prescribed in (iii) above shall be considered for selection in the third round.

**UPPER AGE LIMIT: 27 years** [30 years for the candidates having the qualification/experience prescribed in (ii) above and 32 years for the candidates having the qualifications/experience mentioned in (iii) above.]

#### POST NO. 6: Binder Grade-II

**QLFNS.:** (i) Bachelor's degree in any discipline.

(ii) Diploma in Printing Technology from any Institute approved by AICTE OR 5 years experience of quarter, half or full binding, stationery binding, library binding, gold block binding etc., in a Printing Press coming under the purview of Factories Act, 1948 as amended.

**Desirable:** Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

**UPPER AGE LIMIT: 27 years** (32 years for the candidates having the prescribed work experience of 5 years).

#### POST NO. 7: Warehouseman

**QLFNS.:** (i) Secondary School Certificate or Matriculation;

(ii) Diploma in Printing Technology from any Institute approved by AICTE (OR) 5 years experience on cutting, stitching and perforating machines in a Printing Press coming under the purview of Factories Act, 1948 as amended and ability to do folding, pasting, counting and sewing work.

**Desirable:** Certificate in computer course recognised by AICTE/ DOEACC or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

**UPPER AGE LIMIT: 27 years** (32 years for the candidates having the prescribed work experience of 5 years).

### 3. SELECTION PROCEDURE:

Eligible candidates will have to appear in written examination/trade test/personal interview as per the following scheme:

#### 3. A. POST No.1: Parliamentary Interpreter Grade-II

**I. Oration Test:** Candidates will be subjected to an Oration test which will be of 200 marks. During

the Oration test, a candidate will be required to speak ex-tempore in English for 3 minutes on any one of the 7 given topics. The objective is to assess fluency; language content; style, pronunciation and accent; material content; and voice of the candidates.

**II. Written Test:** Only those candidates who qualify the Oration Test at the requisite standards will be allowed to appear in a Written test comprising the following papers:

(i) Translation from concerned language to English which will be of **200 Marks** (1 Hour); and (ii) 50 Multiple choice objective type questions each on General Knowledge & Current Affairs; General English; and General regional language concerned -**150 Marks** (75 Minutes).

Candidates will have to qualify both papers of the Written Test and components thereof at the requisite standards. Only those candidates who qualify the Written Test will be allowed to appear in the Simultaneous Interpretation Test. Prior to that they would be provided one or two-day training in simultaneous interpretation. The period of training may be extended for a few more days and will be intimated to the candidates vide call letter.

Only those candidates who qualify the Written Test may be allowed to appear in the simultaneous Interpretation Test.

**III. Simultaneous Interpretation Test** from concerned language to English (10 Minutes) which will be of **200 Marks**. The performance of the candidates will be assessed under five specific parameters, i.e. Coverage; Accuracy; Style and Diction; Continuity of Interpretation; and Voice, Pronunciation and Accent.

**IV. Personal Interview:** The personal interview will carry **50 Marks**. Candidates will have to qualify the Personal Interview at the requisite standards.

From amongst the candidates who qualify Personal Interview, selection will be made on the basis of the overall performance of the candidates in the Oration Test, Written Test, Simultaneous Interpretation Test and Personal Interview, subject to availability of vacancies.

#### 3. B. POST No.2: Parliamentary Reporter Grade-II

##### I Preliminary Examination:

Paper	Subject	Marks	Time
Part A	General Knowledge and Current Affairs	50	
Part B	General English (100 multiple choice objective type questions consisting of 50 questions in each part.)	50	50 minties

The marks secured by the candidates in this paper will not be counted while preparing the final selection list. Only those candidates who obtain the minimum qualifying marks in each component and aggregate in the Preliminary Examination will be called for the Stenography Test and Personal Interview.

##### II Stenography Test and Personal Interview:

**Stenography Test** will be of **100 marks**. Dictation in English/Hindi will be at the speed of:

(i) 160 w.p.m. of 10 minutes duration to be transcribed within 1 hour 30 minutes (which includes 10 minutes for reading of notes) in case of English Stenography Test and 1 hour 55 minutes (which includes 10 minutes for reading of notes) in case of Hindi Stenography Test.

(ii) 140 w.p.m. of 10 minutes duration to be transcribed within 1 hour 20 minutes (which includes 10 minutes for reading of notes) in case of English Stenography Test and 1 hour 45 minutes (which includes 10 minutes for reading of notes) in case of Hindi Stenography Test.

A candidate will be considered for appointment against the vacancies in that stream (English/Hindi) only, in which he qualifies the Stenography Test.

Only those candidates who qualify the stenography test at the requisite speed of 160 w.p.m. will be called for personal interview. In case, sufficient number of candidates do not qualify the stenography test at the speed of 160 w.p.m., the candidates who qualify the stenography test at the speed of 140 w.p.m. may also be called for the personal interview.

**The Personal Interview** will carry **10 marks**. Candidates will have to secure the minimum qualifying marks in the Personal Interview.

From amongst the candidates who qualify the Personal Interview, selection will be made on the basis of the overall performance of the candidates in the Stenography Test and the Personal Interview, subject to availability of vacancies.

#### 3. C. Post No. 3: DTP Operator

Paper	Subject	Marks	Time
<b>Preliminary Examination</b>			
Part -A	General Knowledge and Current Affairs	25	
Part-B	General English	25	65 mintues
Part-C	General Hindi	25	
Part-D	Questions relating to DTP	25	
Part-E	Proof Reading (25 multiple choice objective type questions in each part)	25	
<b>Main Examination</b>			
I*	Typing test at 40 w.p.m. in English and /or Typing test at 40 w.p.m. in Hindi	100	10 mintues
		100	10 mintues
II (Trade Test)	Page Making test on DTP	100	

**\*Keeping in view the requirements of the post, only those candidates qualifying at the typing speed of 40 w.p.m. in either stream will be deemed to have passed the typing test. Both the typing papers will be of 100 marks each. If a candidate qualifies the typing test at 40 w.p.m. only in one stream, his marks in that stream will be taken into account while preparing the merit list. In case, a candidate qualifies the typing test at 40 w.p.m. in both the streams, his marks in the stream in which he secures higher marks will be taken into account while preparing the merit list. However, preference will be given to such candidates, over those candidates who qualify typing test in one stream only.**

The candidates will be required to secure minimum qualifying marks in each component and aggregate in the Preliminary Examination. The marks secured by the candidates in the Preliminary Examination will not be accounted for while preparing the final selection list.

Candidates will have to qualify the typing test (Paper-1) of **Main Examination** at the requisite speed of 40 w.p.m. They will have to obtain the minimum qualifying marks in Paper II (Page Making test on DTP), The typing scripts (Paper-1) of only those candidates will be got evaluated who secure minimum qualifying marks in Preliminary Examination as well as Paper-II.

Selection will be made on the basis of the overall performance of candidates in the Main Examination [(Typing Test and Page Making Test) - 200 Marks], subject to the availability of vacancies. However, preference will be given to candidates qualifying both English and Hindi typing tests at 40 w.p.m.

#### 3. D. POST No. 4: Junior Proof Reader

##### I Preliminary Examination:

Paper	Subject	Marks	Time
Part -A	General Knowledge and Current Affairs	50	
Part-B	General English	50	75 mintues
Part-C	General Hindi (150 multiple choice objective type qonsisting of 50 questions in each part)	50	

The candidates will have to secure the minimum qualifying marks in each component and aggregate. The marks secured by the candidates in this paper will not be counted while preparing the final selection list. The answer scripts of Main Examination of only those candidates who obtain the minimum qualifying marks in each component and aggregate in the Preliminary Examination will be got evaluated.

##### II Main Examination:

Paper	Subject	Marks	Time
I : Part -A	Proof Reading in English	50	90
Part- B	Proof Reading in Hindi	50	mintues
II : Part -A	English Essay and Grammar*	50	2 hours
Part-B	Hindi Essay and Grammar*	50	

\* Essay (40 Marks) and Grammar (10 Marks)

From amongst the candidates who secure the minimum qualifying marks in each component of Papers I and II above, selection will be made on the basis of the overall performance of candidates in the Main Examination, subject to the availability of vacancies.

#### 3. E. Post No. 5: Printer

Paper	Subject	Marks	Time
<b>Preliminary Examination</b>			
Part -A	General Knowledge and Current Affairs	25	
Part-B	General English	25	1 hour
Part-C	General Hindi	25	
Part-D	Proof Reading (25 multiple choice objective type questions in each part)	25	
			<b>Continued</b>

**Trade Test**

I : Part -A	Hand Composing in English	100
Part-B	Hand Composing in Hindi	100
II:	Operation of Letterpress machine, Offset machine and screen printing machine	200

The candidates will have to secure the Minimum qualifying marks in each component and aggregate in the Preliminary Examination. The marks secured by the candidates in the Preliminary Examination will not be accounted for while preparing the final selection list.

From amongst the candidates who obtain the minimum qualifying marks in each component of Paper I and also in Paper II of the Trade Test, selection will be made on the basis of the overall performance of candidates in the Trade Test, subject to the availability of vacancies.

**3. F. Post No- 6: Binder Grade-II**

Paper	Subject	Marks	Time
<b>Preliminary Examination</b>	Printing, Proof Reading and Binding (30 multiple choice objective type questions)	30	30 minutes
Trade Test	Binding Techniques	100	

The candidates will have to secure the minimum qualifying marks in the Preliminary Examination. The marks secured by the candidates in the Preliminary Examination will not be accounted for while preparing the final selection list.

From amongst the candidates who obtain the minimum qualifying marks in the Trade Test, selection will be made on the basis of the performance of candidates in Trade Test, subject to the availability of vacancies.

**3. G. POST NO. 7: Warehouseman**

Subject	Marks
Trade test on: (a) Making of Scribbling pad; (b) Making of simple register; (c) Gathering; (d) Folding; (e) Creasing; (f) Numbering and Setting of machine; (g) Booklet Trimming; (h) Counting; (i) Splitting of the pads to the size from 2 UP Printing; j) Cover Folding/Pasting; (k) Setting of Wire Stitching Machine; (l) Gauge adjustment and perforating; etc.	100

Selection will be made from amongst the candidates who secure the minimum qualifying marks in the Trade Test, subject to the availability of vacancies.

**4. RESERVATION FOR PHYSICALLY HANDICAPPED PERSONS**

The reservation of posts for physically handicapped persons, will be as under:

Name of the post	No. of vacancies reserved	Category for which identified	Functional Classification	Physical Requirement
<b>Junior Proof Reader</b>	01	<b>Locomotor disability</b>	<b>OL</b> [one leg affected (R or L) a. Impaired reach b. weakness of grip c. ataxic]	Work performed by manipulating (with Fingers) (F) Work performed by sitting (on bench or chair)(S) Work performed by seeing (SE) Work performed by hearing/speaking (H) Work performed by bending(B) Work performed by standing(ST) Work performed by reading and writing (RW) Communication (C)
<b>Warehouseman</b>	01	Hearing impairment	<b>PD</b> (partially deaf)	

The physically handicapped persons should submit the 'Disability Certificate' in the prescribed format which is available on our website <http://www.loksabha.nic.in> at the end of Advt. No. 7/2012 (ANNEXURE-I). Otherwise, the candidates will not be given any benefits available to PH persons.

**5. HOW TO APPLY**

I. Eligible candidates have to apply in typewritten form for the above posts, either in English or in Hindi, strictly in the prescribed format. The format of the application can be downloaded from the website <http://www.loksabha.nic.in> under the link 'Recruitment',

II. Candidates desirous of applying for more than one post should submit separate application form for each post.

III. Applications which are illegible, not conforming to the prescribed application format and the instructions given in the Advertisement or received after the last date will be summarily rejected.

IV. Candidates in Government service should submit their application(s) through proper channel only. No such application will be accepted 7 days after 11.02.2013.

V. Applicants should affix two self-attested identical recent passport size photographs, one on the application form and the other on the attendance sheet.

VI. In case sufficient number of eligible candidates prefer to take examination in Chennai, Kolkata and Mumbai, Joint Recruitment Cell may hold the preliminary examination for the posts contained in this advertisement in these cities also besides Delhi. In the eventuality of insufficient number of eligible candidates for a post opting for taking examination in any of these three cities, those candidates will have to take examination in Delhi. The choice once made by the applicant with regard to the examination centre shall be final. Joint Recruitment Cell will, however, have final discretion in the allotment of examination centre to the applicants on the basis of number of applications received in respect of a particular post for a particular centre.

VII. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.

VIII. All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on. The applications of the candidates who do not specify their category in sl. no.12 of the application, will be rejected.

IX. For candidates staying abroad and for those posting applications from Andaman & Nicobar Islands/ Lakshadweep/ Assam/ Meghalaya/ Arunachal Pradesh/ Mizoram/Manipur/Nagaland/ Tripura/Sikkim/Jammu & Kashmir/Lahaul and Spiti districts and Pangi Sub-division of Chamba District of Himachal Pradesh, the last date for receipt of application by post only (not by Hand or by Courier) will be 7 days after 11.02.2013.

X. Candidates should send their application in an envelope superscribing clearly the name of the post applied for on the cover of the envelope.

XI. Applicants must fill up all the columns of application form properly. Applications complete in all respects should be sent to:-

THE JOINT RECRUITMENT CELL  
ROOM NO. 521, PARLIAMENT HOUSE ANNEXE,  
NEW DELHI-110001.

Incomplete applications shall be summarily rejected.

XII. AGE/QUALIFICATIONS/EXPERIENCE: Age/qualifications/experience will be reckoned as on 11.02.2013.

Applicants should attach self-attested copy of the matriculation or equivalent examination certificate as proof of date of birth. No other document will be accepted for this purpose.

XIII. CUT OFF PERCENTAGE OF MARKS: The minimum cut off percentages of marks in Written Test and Personal Interview in an examination is 50%, 45% and 40% for vacancies in Gen, OBC and SC/ST categories, respectively. The above percentages are relaxable by 5% in case of physically handicapped persons of relevant disability and category for appointment against the vacancies reserved for physically handicapped persons. These percentages are the minimum marks which a candidate is required to secure in each paper/component and aggregate in the written test and in aggregate in the personal interview. However, the cut-off percentages may be raised in individual component/paper/aggregate to arrive at reasonable vacancy: candidate ratio.

For the post of Parliamentary Interpreter Grade-II, in Oration Test and Simultaneous Interpretation Test, the candidates will be required to secure minimum 50% marks in each component /parameter.

In Trade Test(s) for the posts of DTP Operator, Printer, Binder Grade-II and warehouseman, the candidates will be required to secure minimum 50% marks.

XIV. The candidates for the posts of Parliamentary Reporter Grade-II/Junior Proof Reader will be required to qualify the Stenography/typing Test at the requisite speed. Not more than 5% errors will be allowed for passing the Stenography/Typing Test. These tests will be held on computer. For Hindi Typing/Transcription, the candidates will be provided the facility of typing on Inscript' or 'Remington' keyboard. It is clarified that in both the keyboards (while operating), the vowel signs (matras) will be typed only after typing the consonant as in 'दिन = द + ि न' and also after typing the full consonant (not after half consonant) as in 'दृष्टि = दृ + ष्टि'.

XV. EXPERIENCE: Wherever experience is prescribed for eligibility to a post, the term 'experience' means requisite experience gained/obtained from recognised institutions of the Central or State Government or State Legislature Secretariats or Central/State Public Sector Undertakings/Autonomous Bodies or Supreme Court of India or High Courts of States, Statutory

Corporations of the Centre/States, Commissions, Tribunals and other institutions established by Law/Notifications of the Centre or State Governments. Experience certificates obtained from private institutions, etc., shall not be taken into consideration for grant of eligibility unless: experience in private organization has been specifically permitted in the qualification and experience prescribed for the post.

Candidates having the required experience, applying for post nos. 3 to 7, should have continuous service in the prescribed trade on regular basis as on 11.02.2013 and he should be in service doing the relevant work at the time of applying for the post. The experience certificate issued by the employer should clearly bring out that the Printing Press comes under the purview of 'Factories Act, 1948' or wherever permitted in this advertisement under "Employees' Provident Fund and Miscellaneous Provisions Act, 1952".

XVI. AGE RELAXATION: Relaxation in upper AGE LIMIT to Physically Handicapped Persons, Government Employees, ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder:

(i) Physically Handicapped Persons: The upper age limit will be relaxable up to a maximum of 10 years in the case of physically handicapped persons having disabilities mentioned in this advertisement in respect of those grades in which posts have been reserved for them.

(ii) Government/Public Sector Undertaking employees: The upper age limit is further relaxable up to 5 years (depending upon the extent of their continuous service) to the candidates in Government Service/Public Sector Undertakings who have rendered not less than 3 years continuous service on regular basis as on 11.02.2013 and they should continue in their service till their final selection. Persons who are appointed on ad hoc/daily wages/hourly paid/ contract basis are not eligible for age relaxation.

NOTE: Applicants in Government Service or in service in Lok Sabha and Rajya Sabha Secretariats should have completed 3 years of continuous regular service in Government and/or in Lok Sabha and Rajya Sabha Secretariats, for claiming age relaxation as Government servants as per provisions in para 5(XVI) above.

Applicants in Government Service who are eligible for a post owing to their experience in relevant trade/skills of prescribed duration during the said service, will not be given further age-relaxation on account of rendering Government Service as noted above. However, in case of post nos. 3 and 5 (in those cases in which experience of 3 years has been prescribed), the applicants in Government Service (who gained the required experience during that service), will be eligible for age relaxation (on account of their Government Service) of up to 2 years depending on the length of their service.

(iii) Ex-Servicemen: Length of military service plus 3 years (up to the maximum of 45 years) 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:

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

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

(c) who has been released from such service after completing the specific period of engagement, 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.

(iv) Employees of Lok Sabha Sect: No AGE LIMIT. However, the candidate must have completed three years' continuous regular service in the Lok Sabha Secretariat.

XVII. OBC candidates: Other Backward Classes (OBC) means those communities as included and specified in the Central Government list of the backward classes. OBC certificate of a candidate must show that the caste the candidate belongs to is recognised as OBC under various Resolutions of the Ministry of Welfare, Government of India, and that the person does not belong to creamy layer section. The application of a candidate claiming to be belonging to OBC but not submitting OBC certificate which satisfies these two conditions shall be summarily rejected.

XVIII. NUMBER OF VACANCIES: The number of vacancies specified in respect of the posts is subject to change.

Where specific category has been prescribed for vacancies in any post, there are chances of vacancies occurring in other categories also. Candidates belonging to other categories are also advised to apply.

XIX. In case, the number of eligible candidates for a post are less than or equal to the approved norm for calling the candidates for the Main Examination, the Preliminary Examination for that post may not be held.

XX. RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR A POST OR POSTS: Lok Sabha Secretariat reserves the right to cancel the programme of recruitment to any post(s) at any stage without any prior notice and without assigning any reason therefor.

XXI. The last date for receipt of applications is 11.02.2013.

XXII. Candidates should clearly note that the Joint Recruitment Cell will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Joint Recruitment Cell on or before the expiry date.

XXIII. Candidates can put their applications in the box kept for the purpose at the Reception Office, Parliament House Annexe, New Delhi. However, no acknowledgement will be issued for the same.

XXIV. The advertisement can also be accessed through Lok Sabha website <http://www.loksabha.nic.in> under the link 'Recruitment'.

**ANNEXURE-I**

**NAME & ADDRESS OF THE INSTITUTE / HOSPITAL -----**

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_  
**DISABILITY CERTIFICATE**

**Recent Photograph of the candidate showing the disability duly attested by the Medical Authority.**

This is certified that Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ is suffering from permanent disability of following category;

**A. Locomotor:**

- (i) BL-Both legs affected but not arms.
  - (ii) OL-One leg affected (right or left)
  - (iii) OA-One arm affected
- (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic

**B. Low Vision:**

**C. Hearing impairment: PD-Partially Deaf**

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.\*

3. Percentage of disability in his/her case is ..... percent.

4. Sh./Smt./Kum.....meets the following physical requirements for discharge of his/her duties:-

- (i) F- can perform work by manipulating with fingers. Yes/No
- (ii) PP- can perform work by pulling and pushing. Yes/No
- (iii) L- can perform work by lifting. Yes/No
- (iv) KC- can perform work by kneeling and crouching. Yes/No
- (v) B - can perform work by bending. Yes/No
- (vi) S - can perform work by sitting. Yes/No
- (vii) ST - can perform work by standing. Yes/No
- (viii) W - can perform work by walking. Yes/No
- (ix) SE - can perform work by seeing. Yes/No
- (x) H - can perform work by hearing/speaking. Yes/No
- (xi) RW - can perform work by reading and writing. Yes/No
- (xii) C - can communicate Yes/No

Medical Authority  
(with seal)

\*Strike out which is not applicable.

NOTE: For 'multiple disability' the medical authority will comprise of doctors of relevant specialities.



# State Bank of India

CENTRAL RECRUITMENT AND PROMOTION DEPARTMENT, CORPORATE CENTRE, MUMBAI.

ADVERTISEMENT NO. CRPD/SO/2012-13/03

## RECRUITMENT OF SECURITY OFFICERS IN MIDDLE MANAGEMENT GRADE SCALE - II IN SBI GROUP [DEPUTY MANAGER (SECURITY)]

1) Online registration of Application Form : 09.01.2013

3) Payment of fees - online : 09.01.2013 to 24.01.2013

2) Last date for Registration of online application : 24.01.2013

4) Payment of fees - offline : 11.01.2013 to 28.01.2013

On-Line Applications are invited from eligible Indian Citizens for appointment as Security Officer In Middle Management Grade Scale II in State Bank Group. Selected candidate are liable to be posted anywhere in India.

### VACANCIES :

Bank	SC	ST	OBC	Gen	Total
SBI	9	4	16	31	60
SBBJ	-	-	-	1	1
<b>TOTAL</b>	<b>9</b>	<b>4</b>	<b>16</b>	<b>32</b>	<b>61</b>

1. Please refer to our Advertisement No. CRPD/SCO/2012-12/02 dated 28.09.2012, wherein we have advertised vacancies for the post of Deputy Manager (Security) for the Associate Banks of State Bank of India.

The selection for already advertised vacancies and the vacancies detailed in this advertisement will be done together. Those who have already applied under the earlier advertisement, mentioned above, need not apply again under this advertisement. Preference of Banks will be taken at the time of interview. Allotment of Bank will be done on the basis of ranking and preference of the candidate in the combined merit list.

### ELIGIBILITY CRITERIA : AS ON 01.10.2012

(A) An officer with minimum 5 years commissioned service in Army/Navy/Air Force or a Police Officer not below the rank of ASP/Dy. SP with minimum 5 years service in that rank or officer of identical rank with minimum 5 years service in para-military services. Officers from the fighting arms will be given preference.

(B) Age : 35 years age maximum as on 01.10.2012

2. PROBATION: 2 years

### 3. SELECTION PROCEDURE

The selection of the candidates for the post will be done on the basis of shortlisting and interview. Merit List for selection will be prepared in descending order on the basis of marks scored in interview.

### 4. EMOLUMENTS:

(a) **PAY** : They will draw a starting basic pay of Rs. 19,400/- in the scale of Rs. 19,400- 700/1-20,100-800/10-28,100 applicable to Middle Management Grade Scale II. They will also be eligible for D.A., H.R.A. & C.C.A. as per rules in force from time to time. At present, initial monthly emoluments of Middle Management Grade Scale II Officers, including D.A., H.R.A. and C.C.A., are approximately Rs. 36,500/- p.m. at Metropolitan centres. The emoluments are subject to deduction of pensionary benefits, if any, being enjoyed from previous employer ignoring Rs. 500/- p.m. & as per guidelines issued by Government of India from time to time.

### (b) PERQUISITES

- HTC/LFC facility and Medical Aid for Self and Dependents.
- Concessionary Housing / Vehicle / Personal Loans.
- Superannuation Benefits - Provident Fund, Pension and Gratuity. The new recruits will be eligible for those benefits as applicable / available as on the date of their joining the Bank.

5. **DESPATCH OF COPY OF APPLICATION** :- Candidates for the post of Dy Manager (Security) are advised to send the computer generated hard copy of application duly signed and pasted with their recent photographs along with relevant documents (date of birth, service certificate/discharge certificate, caste certificate, if belonging to SC/ST/OBC categories). These documents should reach General Manager, State Bank of India, Central Recruitment & Promotion Department, Tulsiani Chambers, 1<sup>st</sup> Floor, West Wing, 212, Free Press Journal Marg, Nariman Point, Mumbai-400 021 (Maharashtra), India in an envelope superscribed with "Application for the post of Dy Manager (Security)" by 09.02.2013. In case of non-receipt of application by the aforesaid date, their candidature will not be considered for the shortlisting and selection.

## : GENERAL INSTRUCTIONS :

### 1. APPLICATION FEE AND / OR INTIMATION CHARGES : (Non Refundable)

Sr. No.	Category	Total
1.	SC / ST / PWD	Rs. 50/- (Intimation Charges only)
2.	All others	Rs. 500/- (App. fees plus Intimation charges)

FEE AND /OR INTIMATION CHARGES ONCE PAID WILL NOT BE REFUNDED ON ANY ACCOUNT NOR CAN IT BE HELD IN RESERVE FOR ANY OTHER EXAMINATION OR SELECTION.

### 2. Relaxation in the Upper Age Limit to Reserve category candidates

Upper age is relaxable by

- (1) 3 years in the case of OBC candidates.
- (2) 5 years in the case of : i) SC/ST candidates. ii) Ex-servicemen (including Emergency Commissioned Officers/Short Service Commissioned Officers) provided applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment iii) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.

**NOTE : CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.**

### 3. HOW TO APPLY:

#### GUIDELINES FOR FILLING ONLINE APPLICATION :

Candidates will be required to register themselves online first through Bank's website [www.statebankofindia.com](http://www.statebankofindia.com) or [www.sbi.co.in](http://www.sbi.co.in). After which candidates are required to pay the requisite application fee through one of the following mode-

- Offline mode (the system will generate a cash voucher/ challan form pre-printed with the candidate's details which will be required to be presented at any State Bank of India counter with the requisite fee. On payment of the requisite fee through computer generated challan form, registration of the online application will be complete).
- Online mode (the payment can be made by using debit card/ credit card/ Internet Banking).

#### Pre-requisites for Applying Online

Candidates should have valid email ID which should be kept active till the declaration of results. It will help him/her in getting call letter/interview advices etc. by email.

#### OPTION- I : PAYMENT OF FEE (OFFLINE):

- Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.
- Candidates to visit Bank's website [www.statebankofindia.com](http://www.statebankofindia.com) or [www.sbi.co.in](http://www.sbi.co.in) and open the appropriate Online Application Format, available in the 'Recruitment link'.
- Fill the application carefully. Once the application is filled in completely, candidate should submit the data. In the event of candidate not able to fill the data in one go, he can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. **Candidate should note down the registration number and password.** They can re-open the saved data using registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data and take a printout of the system generated fee payment challan immediately. **No change/ edit will be allowed thereafter. The registration at this stage is provisional.**
- Fee Payment: Fee payment will be accepted from 2nd working day after registration and can be made within three working days at any branch of State Bank of India. System generated fee payment challan will be used for depositing fee. Once fee is paid, the registration process is completed.**
- Candidate will receive registration confirmation by SMS/e-mail after three working days from the date of payment of fees. Please ensure to furnish correct Mobile number / email address to receive the registration confirmation.
- Three days after fee payment, candidates will also have a provision to reprint the submitted application containing fee details. The printout of the application form and fee receipt should be retained with the candidate. It will have to be submitted at the time of interview, if called for.

#### OPTION- II : PAYMENT OF FEES : [ONLINE] :

I. FOLLOW STEPS i) to iii) GIVEN UNDER OPTION-I ABOVE.

No fee payment challan will be generated. Fee payment will have to made online through payment gateway available thereat.

II. After ensuring the correctness of the particulars of the application form candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen.

### No change/edit will be allowed thereafter.

III. The payment can be made by using debit card/ credit card/ Internet Banking by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.

IV. On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record.

V. If the online transaction is not successfully completed, please register again and make payment online.

**Note** : There is also a provision to reprint the e-Receipt and Application form containing fee details, at later stage.

### GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given in Annexure-I. Your online application will not be registered unless you upload your photo and signature as specified.

**On uploading your photo and signature, as specified, your online application will be provisionally registered.**

#### Note :

- In case the face in the photograph or signature is unclear, the candidate's application may be rejected.
- Candidates are advised to take a printout of their system generated online application forms after submitting.
- In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.
- On-line registration of application & fee payment will be available from 09.01.2013 to 24.01.2013. Last date for cash deposit will be 28.01.2013 for offline registration.
- Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- Those who are still in Defence Services but have not completed their specific period of engagement, should submit a certificate from the competent Authority that they will be completing the specific period of engagement and will be relieved from the Defence Services within one year from the last date of online registration of applications.
- Caste certificate issued by Competent Authority on format prescribed by the Government of India to be submitted by the SC/ST candidates, if called for interview.
- Candidates belonging to OBC category but coming under the 'CREAMY LAYER' are not entitled to OBC reservation. They should indicate their category as 'GEN' or 'GEN PH' as applicable.
- A declaration to be submitted in the prescribed format by candidates seeking reservation under OBC category that he/she does not belong to the creamy layer as on 24.01.2013. The OBC certificate containing the 'Non-creamy layer' clause, issued during the period 01.04.2012 to 31.03.2013, should be submitted by such candidates, if called for interview.

### 4. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are cautioned that they should not furnish any particulars that are false, tampered/fabricated and they should not suppress any material information while filling up the application form.

### 5. GENERAL INFORMATION :

- Candidates should satisfy themselves about their eligibility for the post applied for.
- Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.
- SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.
- IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND / OR THAT HE / SHE HAS FURNISHED ANY INCORRECT / FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS / HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS / ARE DETECTED EVEN AFTER APPOINTMENT, HIS / HER SERVICES ARE LIABLE TO BE TERMINATED.
- Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/Interview advices etc.
- Appointment of selected candidates is subject to his /her being declared medically fit as per the requirement of the Bank concerned.
- DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, SELECTION, ALLOTMENT TO ANY BANK OF THE STATE BANK GROUP WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.
- Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

State Bank of India, Corporate Centre, Mumbai  
Date : 07.01.2013

General Manager

This advertisement is also available on Bank's Website : <http://www.statebankofindia.com> or <http://www.sbi.co.in>. The Bank is not responsible for printing errors, if any.

# Ministry of External Affairs

Reference to circular No.: V.IV/575/...../2012

## ANNEXURE- A

### CURRICULUM VITAE PROFORMA

#### CPV Division

Patiala House Annexe, New Delhi-110001

**No. V.IV/575/45/12**

The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Offices/Passport Seva Kendras at stations indicated below amongst officers under the Central Government including Officers of All India Services, on deputation basis:-

**Post :** Deputy Passport Officer (DPO)

**Number of Posts & Stations : Seven (7): One post each at Bareilly, Bengaluru, Chennai, Hyderabad, Jaipur, Nagpur, Surat.**

**Scale of Pay :** Pre-revised Scale of Rs.10,000-325-15,200(revised Pay Band of Rs. 15,600-39,100 + Grade Pay Rs. 6600/-)

**Eligibility :** Officers under the Central Government including Officers of All India Services:

- (a) (i) holding analogous Posts on regular basis in the parent cadre or department; or
- (ii) with five years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and grade Pay of Rs. 5,400 or equivalent in the Parent cadre or Department; and

(b) Possessing the following educational qualification and experience:

- (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities;
- (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.

**Note 1:** The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

**Note 3:** The maximum age limit for appointment by deputation shall not be exceeding **fifty six years** as on the closing date of receipt of applications.

**Note 4:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

**Post :** Assistant Passport Officer (APO)

**Number of Posts & Stations : Twelve(12): One Post each at Bareilly, Bengaluru, Bhopal, Bhubaneswar, Dehradun, Delhi(Hqs)\* Guwahati, Kolkata, Meghalaya(PSK), Srinagar, and Jammu(2)**

**Scale of Pay :** Pre-revised scale of Rs. 8,000-275-13,500( revised Pay Band of Rs. 15,600-39,100 + Grade Pay Rs. 5,400/-).

**Eligibility :** Officers under the Central Government including Officers of All India Services:

- (a) (i) holding analogous Posts on regular basis in the parent cadre or department; or
- (ii) with two years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 (Rs. 9,300-34,800) and grade Pay of Rs. 4,800 or equivalent in the Parent cadre or Department; or

(iii) with three years' service in the Grade rendered after appointment thereto on regular basis in post in Pay Band-2 (Rs. 9,300-34,800) and Grade Pay of Rs. 4,600 or equivalent in the parent cadre or Department; and

(b) Possessing the following educational qualification and experience:

- (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities;
- (ii) One year experience in passport or Consular or Emigration or Administration or Vigilance work.

\* (iii) Two year's experience in audit and accounts work in organization such as Controller General of Accounts/Controller General of Defence Accounts(CGDA)/Comptroller and Auditor General of India(CAG)/Director General of Audit Central Revenue(DGACR) etc. for specialized accounts related work in RPO, Delhi/ Hq.

**Note 1:** The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

**Note 3:** The maximum age limit for appointment by deputation shall not be exceeding **fifty six years** as on the closing date of receipt of applications.

**Note 4:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

2. The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The selected candidates will be required to work in any Passport Seva Kendra (PSK) falling under the jurisdiction of other Passport Offices as well.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including Officers of All India Services, working with them and forward the application (in prescribed proforma **Annexure A**) of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned, **latest by 31 January, 2013.**

(K.Raghu Ram)  
Deputy Secretary (PVA)

1. Name (in Block letters) .....
2. Applied for the post of .....
- (i) Place (Name of Station/s in order) (1).....
- (2).....
- (3).....
3. Date of Birth (in Christian era) .....
- (i) Age as on 01.02.2013 .....
4. Date of retirement under Central/State Government Rules .....
5. Educational Qualifications .....
6. Whether belongs to SC/ST .....
7. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

#### Qualification/ Experience possessed by the officers

**Essential** (1) (2) (3)

**Desired** (1) (2)

8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post. (Yes) (No)
9. Details of Employment, in chronological order.

Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient. ....

Office/ Institution	Post held	From	To	Grade Pay	Scale of Pay and Basic Pay	Nature of duties (in details)
1.						
2.						
3.						

10. Nature of present employment, i.e. ad-hoc or Temporary or Quasi - Permanent
11. In case the present employment is held on Deputation / contract basis, please state -

- (a) The date of initial appointment .....
- (b) Period of appointment on deputation /contract. ....
- (c) Name of the parent Office / Organization to which you belong .....

12. Additional details about present employment: Please state whether working under (indicate the Name of your employer against the relevant column) -

- (a) Central Government .....
- (b) State Government .....
- (c) Autonomous Organization .....
- (d) Government Undertaking .....
- (e) Universities .....
- (f) Others .....

13. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade .....

14. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale .....

15. Total emoluments per month now drawn .....

16. Additional information, if any, which you would like to mention in support of your suitability for the post ( This among other things may provide information with regard to

- (i) additional Academic Qualifications .....
- (ii) Professional training and .....
- (iii) work experience over and above prescribed in the vacancy Circular /Advertisement). ....

(NOTE. - Enclose a separate sheet, if the space is insufficient).

17. Contact details:

**(A) Present Add:-** .....

- (i) Tel. No. ....
- (ii) Mob. No. ....
- (iii) E-mail:- .....

**(B) Office Add:-** .....

- (i) Tel. No. ....
- (ii) Fax. No. ....
- (iii) E-mail:- .....

**(C) Employer's Add:-** .....

- (i) Tel. No. ....
- (ii) Fax. No. ....
- (iii) E-mail:- .....

18. **Remarks:-**

- (i) Research publications and reports and special projects .....
- (ii) Awards / Scholarship / Official Appreciation .....
- (iii) Affiliation with the Professional bodies / Institutions / Societies and .....
- (iv) any other information.) .....

(Note:- Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate  
Address.....

Date.....

Countersigned  
.....  
(Employer with Seal)

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Continued from page 14

### ANNEXURE I

**(i) PHOTOGRAPH IMAGE :**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb-50 kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**(ii) SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb - 20kb
- Ensure that the size of the scanned image is not more than 20KB

**SCANNING THE PHOTOGRAPH & SIGNATURE :**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

**Procedure for Uploading the Photograph and Signature**

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the 'Upload' button.

EN 41/105

**RECRUITMENT AGAINST SPORTS QUOTA FOR THE YEAR 2012-13****Employment Notice No. 04/2012****Date of Publication: 12.01.2013****Closing Date: 09/02/2013 upto 17.30 hrs.**

Applications are invited from eligible citizens of India for appointment of sportspersons through open advertisement against the following sports disciplines:-

**1. For Head Quarter Unit (Maligaon):**

SN	Grade Pay	Event	No. of Posts	Gender	Position
(i)	₹ 2800 & 2400	Cycling	1	Men	Track
(ii)		Power lifting	1	Men	74 kg
(iii)		Boxing	1	Women	81 Kg
(iv)		Volley Ball	1	Men	Attacker
(v)		Volley Ball	1		Central Blocker
(vi)		Basket Ball	1	Men	
(vii)	₹ 2000 & 1900	Archery	1	Men	Recurve
(viii)		Archery	1	Women	Recurve
(ix)		Boxing	1	Men	52 kg
(x)		Boxing	1	Women	60 kg
(xi)		Powerlifting	1	Men	83 kg
(xii)		Weight Lifting	1	Women	48 kg
(xiii)	₹ 1800	Cricket	1	Men	Left Arm Spinner
(xiv)		Tennis	1	Men	
(xv)		Archery	1	Men	Recurve
(xvi)		Football	1	Men	Mid Fielder

**2. For Divisional Units (Katihar, Alipurduar, Rangiya, Lumding & Tinsukia):**

SN	Divn.	Event	Grade Pay	No. of Posts	Gender	Position
(i)	Katihar	Table Tennis	₹ 1800	1	Women	
				1	Men	
(ii)	Alipurduar	Badminton	₹ 1800	1	Women	
				1	Men	
(iii)	Rangiya	Archery	₹ 1800	1	Women	Recurve
		Cricket		1	Men	Batsman
(iv)	Lumding	Weight Lifting	₹ 1800	1	Men	1 (105 Kg)
				1	Men	1 (56 kg)
(v)	Tinsukia	Volleyball	₹ 1800	1	Men	1 (Libro)
				1	Men	1 (Lifter)

**3. Educational Qualification:** (A) For appointment in Grade Pay ₹ 1800 (PB-1) - Matriculate or ITI or equivalent. (B) For appointment in Grade Pay ₹ 1900/2000 (PB-1) - Matriculation or its equivalent. (C) For appointment in Grade Pay ₹ 2400/2800 (PB-1) - Degree.**4. Age:** (a) Minimum 18 years and maximum 25 years as on 01-July-2013. No relaxation in lower or upper age limit will be permissible in this recruitment. (b) Proof of Age viz., Matriculation certificate issued by a recognised board or equivalent.**5. Sports Norms:** The minimum sports norms for recruitment of sportspersons against sports quota in different Grade Pay and Pay Bands for both team and individual events shall be as per the table shown below:

SN	Grade Pay	Pay Band	Minimum Sports Norms for Recruitment
(i)	₹ 2800 or 2400	₹ 5200-20200	Represented the country in Olympic Games (Category-A) OR At least 3 <sup>rd</sup> position in any of the Category-B championships/events.
(ii)	₹ 2000 or 1900	₹ 5200-20200	Represented the country in any of the Category-B championships/events OR At least 3 <sup>rd</sup> position in any of the Category-C championships/events OR At least 3 <sup>rd</sup> position in Senior/Youth/Junior National Championships OR At least 3 <sup>rd</sup> position in National Games organized under the aegis of Indian Olympic Association OR At least 3 <sup>rd</sup> position in All India Inter University Championships organized under the aegis of Association of Indian Universities OR 1 <sup>st</sup> position in Federation Cup Championships (Senior Category)
(iii)	₹ 1800	₹ 5200-20200	Represented the country in any of the Category-C championships/events OR At least 3 <sup>rd</sup> position in Federation Cup Championships (Senior Category) OR Represented a state or equivalent unit except in marathon and cross-country in Senior/Youth/Junior National Championships OR At least 3 <sup>rd</sup> position in Senior State Championships for all units and districts of the state.

**NOTE: Categories of International Championships:-****Category-A:** Olympic Games (Senior Category)**Category-B:** World Cup (Junior/Senior Category), World Championships (Junior/Senior Category), Asian Games (Senior Category), Commonwealth Games (Senior Category).**Category-C:** Commonwealth Championships (Junior/Senior Category), Asian Championships/Asia Cup (Junior/Senior Category), South Asian Federations (SAF) Games (Senior Category), USIC (World Railways) Championship (Senior Category).**NORMS FOR CRICKET:** (a) In Cricket, at international level, representation of Main Indian Seniors Team in a test match or in a limited overs one day international match or in a T20 overs match; shall be considered for recruitment against the posts of Grade Pay ₹ 1900 or ₹ 2000 in Pay Band ₹ 5200-20200. (b) However, if a cricket player has represented the Main Indian Seniors Team in at least 5 test matches or 10 limited overs one day international matches, may be considered for recruitment against the posts of Grade Pay ₹ 4200 in Pay Band ₹ 9300-34800. (c) In Cricket at the national level, the following achievements (see table below) in 4 days/one day limited overs/T20 overs cricket championships (except Vizzy Trophy) organized under the aegis of BCCI may be considered for recruitment against the posts of Grade Pay ₹ 1800 or ₹ 1900 in Pay Band ₹ 5200-20200:-

SN	LEVEL OF CRICKET CHAMPIONSHIPS	CATEGORY	Minimum Sports Achievement for Recruitment in Grade Pay of	
			₹ 1900 or ₹ 2000	₹ 1800
(i)	All India Int. State Elite & Plate Group	Senior / Youth (u-22) / Junior (u-19)	Semi-finalists of Elite Group Championships	Participation in Elite or Plate Group Championships
(ii)	All India Inter State	Senior / Junior (u-19)	Semi-finalists of All India knock-out stage	Participation in any stage
(iii)	All India Inter Zonal	Senior / Junior (u-19)	Finalist	Participation

**NORMS FOR BADMINTON, TABLE TENNIS AND TENNIS:** Candidates may also be considered for recruitment on the basis of their current Annual All India Rankings in different Grade Pay and Pay Bands as per following criteria:

SN	Grade Pay	Pay Band	Minimum Sports Norms for Recruitment		
			Age Category	Event	Current Annual All India Ranking
(i)	₹ 2800 or 2400	₹ 5200-20200	Seniors	Singles	Up to 4 <sup>th</sup> Position
			Seniors	Singles	Up to 12 <sup>th</sup> Position
(ii)	₹ 2000 or 1900	₹ 5200-20200		Doubles	Up to 4 <sup>th</sup> Position
			Youth	Singles	Up to 6 <sup>th</sup> Position
			Juniors	Singles	Up to 6 <sup>th</sup> Position
(iii)	₹ 1800	₹ 5200-20200	Seniors	Singles	Up to 16 <sup>th</sup> Position
				Doubles	Up to 6 <sup>th</sup> Position
			Youth	Singles	Up to 8 <sup>th</sup> Position
			Juniors	Singles	Up to 8 <sup>th</sup> Position

**NOTE:** Only current Annual All India Ranking shall be considered. Ranking in Mixed Doubles shall not be considered.**6. Period for Reckoning Sports Achievement:** Candidates must be active sports persons and their achievements during the immediate previous 2 (two) years i.e., on or after 01.04.2010 shall be considered for appointment.**7. Essential Certificate/Documents Required:** Copies of certificates of sports performance, educational qualification, date of birth, caste, etc. should be sent duly attested by a gazetted officer.**8. Free Travel for SC/ST Candidates:** A free 2<sup>nd</sup> class railway pass will be issued to SC/ST candidates only for attending the trial/interview. However, no TA/DA or other allowance will be paid to any candidate appearing in the selection trial / interview.**9. Selection Procedure:** Short-listed eligible candidates will be called for - (i) Trial of sports performance. (ii) Interview and assessment of sports achievement, educational qualification etc. **NOTE: Only those candidates who perform better than the existing railway sportspersons in their respective events, and if they fit into the NFRSA team, will be considered for appointment.****10. HOW TO APPLY:** Candidates fulfilling the eligibility criteria should apply as per application format given at Annexure-A on a good quality A-4 size plain paper along with two recent (taken within last two months) passport size photographs duly attested by a gazetted officer without wearing any wig, cap or coloured glasses. The application should be duly filled and signed by the candidate in own handwriting.**(a) For applications against HQ Unit:** Applications must be sent through ordinary post addressed to **Senior Personnel Officer (Recruitment), Northeast Frontier Railway HQ, Maligaon, Guwahati - 781 011 (Assam)** OR dropped in the box in the Recruitment Section in the Office of CPO, NF Railway HQ, Maligaon, Guwahati (Assam) **on or before 9-Feb-2013.** (For candidates residing in Andaman & Nicobar Islands, Jammu & Kashmir, Lahaul & Spiti Districts, Pangi Sub-Division in Chamba District of Himachal Pradesh, Lakshadweep and abroad, the last date is 19.02.2013 by post only).

The envelope should be super-scribed "RECRUITMENT AGAINST SPORTS QUOTA" with the name of the event.

**(b) For Applications against Divisional Units:** Applications must be sent through ordinary post to:

Unit	Address
Katihar	Divisional Railway Manager (P), N.F. Railway, P.O. & Dist.- Katihar, Pin - 854105 (Bihar)
Alipurduar	Divisional Railway Manager (P), N.F. Railway, P.O. Alipurduar Junction, Dist.- Jalpaiguri, Pin - 736 123 (W.B.)
Rangiya	Divisional Railway Manager (P), N.F. Railway, P.O. Rangiya, Dist.- Kamrup, Pin - 781354 (Assam)
Lumding	Divisional Railway Manager (P), N.F. Railway, P.O. Lumding, Dist.- Nagaon, Pin - 782447 (Assam)
Tinsukia	Divisional Railway Manager (P), N.F. Railway, P.O. & Dist.- Tinsukia, Pin - 786125 (Assam)

**11. FEES:** (i) Each application should be accompanied by a fee of ₹ 40/- (Rupees forty) only. The fee is to be paid by a crossed Indian Postal Order payable at Post Office, Maligaon, Guwahati - 781 011 in the name of "Northeast Frontier Railway Sports Association, Maligaon, Guwahati-781011". (ii) A candidate applying for more than one event must submit separate applications with separate IPOs and complete documents for each event. (iii) **Fees Exemption:** Candidates who are SC/ST, women, from minority and economically backward classes are exempted from payment of application fee. 'Minority' means Muslims, Christians, Buddhists, Zoroastrians (Parsis) & Sikhs. **Economically backward classes** will mean those candidates whose family income is less than ₹ 50,000/- per annum. The following officials are authorized to issue income certificate for the purpose of identifying economically backward classes: (a) District Magistrate or any other Revenue Officer up to the level of Tehsildar. (b) Sitting MP of Lok Sabha for persons of their own constituency. (c) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways. (d) Union Minister may also recommend for any persons from anywhere in the country. (e) Sitting MP of Rajya Sabha for persons of the District in which the MP normally resides. The income certificate issued by the authorities mentioned in Para - 2(b) above must be as per format given at **Annexure-B** enclosed herewith. This will have to be issued on the letterhead of the issuing authority.**12. Important Instructions:** (i) Spellings of name, father's name and other details in the application form must be as per the original certificates. If any discrepancy is found, the application can be rejected at any stage of the selection. (ii) Application which is not as per format (**Annexure-A**) will be rejected. (iii) Unsigned applications OR signature in block letters OR incomplete applications will be rejected. (iv) IPO issued before the date of this Employment Notice will not be accepted and the application will be rejected. (v) UR & OBC candidates must write their name and address on the IPO and enclose it with the application form with one self-addressed stamped (worth ₹ 6/-) envelope (size 24x10 cm). (vi) Examination fee is not refundable under any circumstances including rejected applications. (vii) Applications received with cash/cheque/Central Recruitment Stamp OR money order will not be accepted. (viii) Candidature of those candidates who fail to appear for trials, interview and other selection procedures on the date and venue fixed for the purpose, will be cancelled without further notice. (ix) Railway Administration reserves all rights for recruitment of sports persons at any time/position for which suitable outstanding sports persons are available. (x) The application can be filled in either English or Hindi but item nos. 1, 2, 3 & 7 should be filled up in English only. (xi) Only attested copies may be sent with application form. Original Certificates should be produced only at the time of selection/interview. (xii) Selected candidates will be liable to serve on any post/department anywhere in N.F. Railway subject to training courses, if any so prescribed. (xiii) Selected candidates will be required to undergo medical examination as per the prescribed norms for different posts. (xiv) Candidates already employed should submit their application through proper channel. (xv) For any legal dispute the jurisdiction will be of Central Administrative Tribunal/Guwahati. (xvi) Canvassing in any form, misbehaviour or misconduct by any candidate will lead to cancellation of candidature and no correspondence will be entertained in the matter.**Senior Personnel Officer (Recruitment)****N.F. Railway, Maligaon, Guwahati - 781 011****ANNEXURE A****APPLICATION FORM FOR RECRUITMENT AGAINST SPORTS QUOTA FOR THE YEAR 2012-13**

To \_\_\_\_\_

Affix attested recent passport size photograph

(to be addressed as mentioned at Para-12(a) &amp; (b) in response to Employment Notification No. 04/2012)

**EVENT** \_\_\_\_\_

- Category applied for  Post applied for Grade Pay ₹ 1900/2000/2400/2800  
(Please tick relevant box)  Post applied for Grade Pay ₹ 1800
- Name (IN BLOCK LETTERS) \_\_\_\_\_
- Father's name \_\_\_\_\_
- (a) Date of birth \_\_\_\_\_  
(b) Present Age (as on 1.7.13) \_\_\_\_\_  
Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_
- Sex (Male/Female) \_\_\_\_\_
- Educational Qualification (i) \_\_\_\_\_ (ii) \_\_\_\_\_
- Address for communication \_\_\_\_\_
- Permanent address (in English or Hindi) : \_\_\_\_\_
- Nearest Railway Station : \_\_\_\_\_
- Whether belongs to SC/ST/OBC community (Yes/No) : \_\_\_\_\_
- Name of the community (if yes): \_\_\_\_\_
- Whether already employed (Yes/No) : \_\_\_\_\_  
(a) Name of the private organization : \_\_\_\_\_  
(b) Name of Govt. organization: \_\_\_\_\_
- Name of the Game/ Event in which represented and playing position:  
(a) Game/ Event : \_\_\_\_\_, (b) Playing position: \_\_\_\_\_
- Sports performance : (a) \_\_\_\_\_, (b) \_\_\_\_\_, (c) \_\_\_\_\_, (d) \_\_\_\_\_
- Indian Postal Order's Amount, No & Date : \_\_\_\_\_
- Other information, if any : \_\_\_\_\_
- List of enclosures: \_\_\_\_\_

Place \_\_\_\_\_, Date \_\_\_\_\_ (Name &amp; Full Signature of the candidate)

DECLARATION: I hereby declare that the statements made in this application are true and correct.

I also understand that if any statement furnished or documents attached is/are found false or incorrect, it should disqualify my candidature and if detected after my appointment, my service will be liable to be terminated without notice.

Place \_\_\_\_\_, Date \_\_\_\_\_ (Name &amp; Full Signature of the candidate)

**ANNEXURE B****FORMAT FOR INCOME CERTIFICATE FOR WAIVER OFF EXAMINATION FEES FOR RECRUITMENT EXAMINATIONS**

(to be issued on official letter head)

- Name of candidate \_\_\_\_\_
- Father's Name \_\_\_\_\_
- Age \_\_\_\_\_
- Residential Address \_\_\_\_\_
- Annual Family Income (in words & Figures) : \_\_\_\_\_
- Date of issue \_\_\_\_\_
- Signature \_\_\_\_\_
- Seal of issuing authority \_\_\_\_\_ (Name)

**NORTHEAST FRONTIER RAILWAY**  
"SERVING CUSTOMERS WITH A SMILE"





**NATIONAL COUNCIL FOR TEACHER EDUCATION**  
Hans Bhawan, Wing-II, 1 Bahadur Shah Zafar Marg, New Delhi-110002

No. F. 5-1/2009/NCTE/Estt.  
**VACANCY CIRCULAR**

The National Council for Teacher Education, a Statutory Body under the Ministry of Human Resource Development, Government of India invites applications from eligible persons for filling up the following posts on deputation (including short term contract) **at its Hqrs. (New Delhi) and Regional Committees at Jaipur, Bhopal, Bhubaneswar & Bangalore:-**

Sl. No.	Name of the post	Pay Band & Grade Pay
1.	Under Secretary/Research Officer NCTE Headquarters, New Delhi and its Regional Committees at Jaipur, Bhopal, Bhubaneswar & Bangalore	P.B. 3 15600-39100 along with Grade Pay of Rs. 6600/-

2. The details regarding eligibility service, experience, procedure for submission of application and the PROFORMA OF APPLICATION may be downloaded from NCTE website [www.ncte-india.org](http://www.ncte-india.org).

3. Incomplete application or applications not received through proper channel or applications received after the last date are liable to be rejected.

4. The NCTE reserves the right to change the number of posts or not to fill up any of the posts advertised, if the circumstances so warrant.

5. Last date of receipt of applications is **31.01.2013**.

**Member Secretary**

**EN 41/95**



**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH (CSIR)**  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001  
Telephone No.: 011-23715188, Telefax: 011-23765091  
Website : [www.csir.res.in](http://www.csir.res.in)

**CSIR-Combined Administrative Services Examination-2013**  
**Recruitment to the posts of Assistant Gr. I**  
(General/Finance & Accts./Stores & Purchase)

**Advt. No. HR-1/2013/1 (2nd Publication)**

**No. of Posts** : 100 (approx.) (No. of posts may vary)  
**Last Date of Online** : Extended upto 15.01.2013 (5.30 pm)

**Application**  
**Pay Band** : ₹9300-34,800 + GP ₹4200 + allowances as per Central Government Rules.  
**Max. Age Limit** : 28 years on 15th Jan, 2013 (Relaxable for SC/ST/OBC & other categories as per rules)  
**Minimum Educational Qualification** : Bachelor's degree of a recognised university in any discipline.  
**Application Fee** : ₹ 500 (only for UR & OBC categories) Exempted for Women/SC/ST/PH/ Departmental Candidates.

**Details may be seen at [www.csir.res.in](http://www.csir.res.in)**

**EN 41/60**



**EdCIL (India) Ltd.**  
ISO 9001:2000 & 14001:2004  
(A Government of India Enterprise)  
EdCIL House, 18A, Sector-16A, NOIDA-201301 (UP)  
Tel: 0120 – 2512001 – 6, Fax: 0120 – 2515372 E-mail: [root@edcil.co.in](mailto:root@edcil.co.in)

**RECRUITMENT TO THE POST OF ASSISTANT MANAGERS IN EDCIL**

EdCIL is a profit making Mini Ratna CPSE under Ministry of Human Resource Development and a market leader in the field of educational consultancy and over the years has emerged as a reputed global consultancy organization. EdCIL requires result oriented professionals for the following positions:-

Sl. No.	Name of the post & scale of pay	Educational Qualification	Experience	
1.	<b>Assistant Manager (Finance)</b> (Two posts – reserved for One OBC & One SC) Rs. 16400-40500	Graduate with Commerce with CA or ICWA or MBA (Finance) or equivalent from a recognised university/ Institute	Three years post qualification experience in a reputed industrial organisation / PSU, out of which at least two years should be in the <b>supervisory cadre</b> in Finance and Accounts, Budgeting, Cost Control, Internal Audit, taxation matters, etc.	Not above 35 years as on 01.01.2013
2.	<b>Assistant Manager (HR &amp; Admn)</b> (Two posts – General) Rs. 16400-40500	Master Degree in Human Resource Management or MBA (HR) or Two year PG Diploma in Personnel Management from a recognised university/ Institute	Three years post qualification experience in a reputed industrial organisation / PSU, out of which at least two years should be in the <b>supervisory cadre</b> in Human Resource Management, Personnel and General Administration	Not above 35 years as on 01.01.2013
3.	<b>Assistant Manager (Projects)</b> (One post – reserved for SC) Rs. 16400-40500	BE/B. Tech. Or MBA or PG Degree in Economics/ Science / Social Work OR Graduate with two year PG Diploma in Management from a recognised university / Institute	Three years post qualification experience in a reputed industrial organisation / PSU, out of which at least two years should be in the <b>supervisory cadre</b> in Consultancy, Educational Projects, Educational Research, Statistical Studies, Technician Vocational Education	Not above 35 years as on 01.01.2013

**Note:** The technical institute awarding degree / diploma must be recognized either by Central / State government or AICTE or Technical Boards / universities established by Central / State governments.

**General Conditions:**

- Besides salary benefits DA, HRA / Leased accommodation, PF, gratuity, leave encashment, medical / conveyance reimbursement, holiday home expenses, soft furnishing, children educational allowance, leave travel concession, HBA interest subsidy, reimbursement of professional membership, computer advance and Performance Related Pay etc.
- Annual increment @ 3% of basic pay
- Experience in immediate lower scale can be relaxed if candidate otherwise deserves.
- In case of SC/ST/OBC/PH candidates should enclose attested photocopy of the certificate issued by Competent Authority along with a certificate.
- Candidates working in Government organization / CPSE must route their application through proper channel only. However advance copies will be accepted.
- Candidates working on contractual basis in Government Department/PSE or in Private sector having the requisite qualification, experience and drawing consolidated emoluments will also be considered.
- Candidates physically handicapped with disability not less than 40% shall be eligible for age relaxation by 5 years.
- Only Indian Nationals are eligible for applying.
- Reservations and age relaxation for SC / ST / OBC / PH / Ex-servicemen will be made as per Government Directives. Relaxation for departmental candidates will be made as per EdCIL rules.
- Candidates applying and belonging to UR and OBC category will be required to remit non-refundable application fee of Rs. 100/- (Rupees one hundred only) in the form of demand draft from any nationalised bank in favour of "EdCIL (India) Limited" payable at Noida. Candidates belonging to SC/ ST/ PH are exempted from application fee.
- Merely fulfilling the eligibility criteria does not entitle candidate to be called for interview / short listing.
- Applications should be submitted in the prescribed format which may be down loaded from our website [www.edcilindia.co.in](http://www.edcilindia.co.in).**
- Applications which are not in prescribed format, incomplete, unsigned, without bank draft will be rejected summarily.
- Application received after due date will out-rightly be rejected.
- Application duly filled in along with attested copies of testimonials, two photographs and application fee should reach DGM (HR/Admn) at the above address within 21 days from the date of publication of this advertisement i.e. by 01.02.2013.

Please note that EdCIL has not authorized any agency to sell the application forms on payment basis for any of the above posts.

**EN 41/59**

No. A. 35021/1/2009-Admn.I(LD)  
Government of India

**Ministry of Law & Justice**  
**Legislative Department**  
New Delhi

**Subject:-** Appointment to the post of Superintendent (Printing) by deputation/promotion in the Official Languages Wing, Legislative Department, Ministry of Law & Justice.

One vacancy in the grade of Superintendent (Printing) in the Official Languages Wing of the Legislative Department, Ministry of Law & Justice is required to be filled on deputation/ promotion basis. The post of Superintendent (Printing) belongs to General Central Service, Group 'B' (Gazetted) (Non-Ministerial) in the pay band of Rs.9300- 34,800/- with Grade Pay of Rs.4600/-. Deputation/ promotion to the said post is to be made from amongst the officers of the Central/State Government: -

(a)(i) holding analogous post on regular basis in the Parent Cadre/Department; **or**  
(ii) with two years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.6500-10500/- (Pre-revised) or equivalent in the Parent Cadre/Department; **or**  
(iii) with five years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5500-9000/-(Pre-revised) or equivalent in the Parent Cadre/Department;  
**and**

**(c) Possessing the following educational qualifications and experience:**  
(i) Bachelor's degree in Law (LLB) from a recognised University or equivalent;  
(ii) Three years' experience of proof reading of Bills, Acts and Ordinances in a Central/State Government Press ;  
(iii) Passed High School or any higher examination from a recognised Board/University or equivalent through Hindi medium or had offered Hindi as a subject in High School or any higher examination from a recognised Board/University or equivalent

**Desirable :**  
Diploma in Printing Technology from a recognized University or equivalent.

2. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.

3. It is requested that applications from suitable Officers in the prescribed proforma, who possess the requisite qualifications and experience, and are willing to be considered for appointment to the post, may be forwarded to this Department together with their up-to-date CR dossiers and vigilance clearance **within 60 days** from the date of publication of this Advt. in the Employment News.

**(B.M. Sharma)**  
**Deputy Secretary to the Govt. of India**  
Tel.: 011-23389014  
**ANNEXURE-A**

**CURRICULUM VITAE FORMA**

- Name and Address (in Block letters) :
- Date of Birth (In Christian era) :
- Date of retirement under Central/State Government Rules. :
- Educational Qualifications:
- Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). :

<b>Qualifications/ Experience required</b>	<b>Qualifications/Experience possessed by the Officer</b>
<b>Essential</b> (1) (2) (3)	
<b>Desired</b> (1) (2)	

- Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
- Details of Employment in chronological order (Enclose a separate sheet duly authenticated by your signature if the space below is insufficient).

Office/Institution	Post Held	From	To	Scale of Pay and basic pay	Nature of duties (in detail)

- Nature of present employment i.e. Ad-hoc or Temporary or quasi-Permanent or Permanent.:
- In case the present employment is held on deputation/contract basis please state:-  
(a) The date of initial appointment  
(b) Period of appointment on deputation/contract  
(c) Name of the parent Office/Organization to which you belong.
- Additional details about present employment.

Please state whether working under (indicate the name of your employer against the relevant column.)  
(a) Central Government  
(b) State Government  
(c) Autonomous Organization  
(d) Government Undertaking  
(e) Universities  
(f) Others

- Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
- Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
- Total emoluments per month now drawn
- Additional information, If any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).
- Please state whether you are applying for deputation (ISTC)/Absorption /Re-employment Basis. (Officers under Central/State Government are only eligible for "Absorption". Candidates of non-Government Organization are eligible only for Short Term Contract.)
- Whether belongs to SC/ST :
- Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet, if the space is insufficient).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

**Signature of the Candidate**  
**Address:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Countersigned**  
\_\_\_\_\_  
**(Employer with Seal)**

**EN 41/13**

**OFFICE OF THE REGISTRAR  
KAKATIYA UNIVERSITY  
WARANGAL (A.P)**

**NOTIFICATION No.04/2012**

Applications in the prescribed form are invited from qualified candidates as on 06/02/2013 belonging to the categories mentioned for the teaching posts (UGC-Revised Scales of Pay-2006) for the KU College of Engineering & Technology, KU Campus / University College of Engineering, Kothagudem, so as to reach the undersigned on or before 06/02/2013.

Post	No. of Posts	Reserved for (Category)
<b>PROFESSOR</b>		
Computer Science Engineering	02	Un-Reserved
Electrical & Electronics Engg.	02	Un-Reserved
Electronics & Communication Engg.	02	Un-Reserved
Information Technology	01	Un-Reserved
Mechanical Engineering	01	Un-Reserved
Mining Engineering	02	Un-Reserved
Chemistry	01	Un-Reserved
<b>ASSOCIATE PROFESSOR</b>		
Chemistry	01	BC-A
Mathematics	01	OC-Women
Computer Science Engineering	01	SC
Electrical & Electronics Engg.	01	ST-Women
Electronics & Communication Engg.	01	OC
Mechanical Engineering	01	BC-B-Women
<b>ASSISTANT PROFESSOR</b>		
Commerce & Business Mgmt.	02	OC, SC-Women
English	01	OC-Women
Physics	01	OC
Computer Science Engineering	04	BC-B, OC, OC, OC-Women
Electrical & Electronics Engg.	03	BC-D, OC, SC
Electronics & Communication Engg.	03	OC, BC-D, BC-E
Information Technology	03	BC-A- Women, OC, SC-Women
Mechanical Engineering	03	OC, BC-B-Women, OC-Women

The details of qualifications prescribed and other conditions applicable along with the application-form can be downloaded from the University website: [www.kakatiya.ac.in](http://www.kakatiya.ac.in)  
Date : 21/12/2012 Prof. K. SAYULU, REGISTRAR

EN 41/77

**TRAINING PROGRAMS IN  
INDUSTRIAL AUTOMATION**

**Excellence in  
Industrial Automation**

**PG Diploma in Industrial Automation  
System Design (PC 100)  
Starting Date: 12<sup>th</sup> March 2013**

Total Duration : 24 Weeks (720 hours)

**Core Modules**

Industrial Field Instruments  
PC based Systems for Industrial Automation  
Programmable Automation Controllers (PAC)  
PLC & PID Controllers  
Industrial Data Communications  
SCADA/HMI System Development  
Distributed Control System (DCS)  
Industrial Drives & Robotics  
Automation System Integration & Engg Concepts  
Project Work.

**Certificate Training program  
PLC/SCADA/DCS Engineer (PC-500)  
Starting Date: 16<sup>th</sup> April 2013**

Total Duration: 12 Weeks (240 hours)

**Core Modules**

PLC & PID Controllers  
SCADA/HMI System Development  
Distributed Control System (DCS)

**Eligibility for PC100:** BE /B.Tech passed in EE/EEE/I&C/EC/AE&I/Instrumentation/Mechanics/ CSE  
**Eligibility for PC500:** Diploma passed, M.Sc in Instrumentation/ Industrial Electronics/ Electronics, BE/B.Tech course completed in branches mentioned above.

**HOW TO APPLY** Either online from our website or in plain paper along with DD of ₹1000/- drawn in favour of Director, NIELIT Calicut, Payable at State Bank of India, NIT Campus Branch (code: 2207), Chathamangalam to be sent to the Training Officer, NIELIT Calicut, PB No: 5, NIT Campus Post, CALICUT 673601, Kerala.

For further details contact [trng@calicut.nielit.in](mailto:trng@calicut.nielit.in) Ph: 0495-2287266, Fax: 2287168  
(Full Tuition Fee exemption for SC/ST applicants)

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY  
[ NIELIT ] CALICUT [Formerly DOEACC Centre, Calicut]**

<http://calicut.nielit.in>

(A Centre of NIELIT, New Delhi, an Autonomous Scientific Society of Department of Electronics & Information Technology, Ministry of C & IT, Government of India)

Admissions also open for PG Diploma in Embedded Systems, VLSI Design, ASIC Verification, Information Security, Software Technology and CAD/CAM

EN 41/1

No. A. 12026/3/2011-Admn.(LD)  
Government of India

**Ministry of Law & Justice**  
Legislative Department

Room No.411, A'Wing, Shastri Bhawan, New Delhi

**Subject:-** Recruitment to the post of Librarian [Hindi] in the Official Languages Wing, Legislative Department, Ministry of Law & Justice by deputation basis.

The vacancy of Librarian (Hindi) in the Official Languages Wing, Legislative Department, Ministry of Law & Justice required to be filled up immediately on deputation basis. The post belongs to General Central Service, Group 'B', Gazetted, Non-Ministerial post and carries the Pay Band PB-2 of Rs.9300-34800 plus Grade Pay of Rs.4600/- [in pre-revised scale of pay of Rs.6500-10500]. The appointment to the post is to be made by deputation of officers in the Central/State Government:-

Officers of the Central/State Government-

[a] [i] holding analogous posts on regular basis in the Parent Cadre/Department; or  
[ii] with three years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5500-9000 (pre-revised) or equivalent in the Parent Cadre/department; or  
[iii] with six years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5000-8000 (pre-revised) or equivalent in the Parent Cadre/department; and  
(b) possessing the following educational qualifications and experience:  
(i) Bachelor's degree in Law (LLB) from a recognised University or equivalent;  
(ii) Bachelor's degree or equivalent in Library Science from a recognised University or equivalent;  
(iii) three years' experience in handling legal references and judgements in a library including experience in colon classification system;  
(iv) passed High School or any Higher Examination from a recognised Board/University or equivalent through Hindi medium or had offered Hindi as a subject in High School or any higher examination from a recognised Board/University or equivalent.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).

2. The applications in the prescribed form [Annexure-A] of the suitable Officers who satisfy the educational qualifications and experience and whose services can be spared immediately may be sent to this Department. The final selection of the candidate will be made in consultation with the Union Public Service Commission.

# Recruitment Notice

**RECRUITMENT CIVILIAN**

Commandant, 27 Coy ASC (Sup) Type 'F' invites the applications from the male applicants on the given format alongwith all copies duly attested by the competent authority related the educational qualification/experience/caste for the following posts of Group 'C' category :-

Name of Post	Type Of Post	No Of Post	Pay Band & Grade Pay Rs	Qualification/ Experience required (Essential/Desirable)	Age
Mazdoor	UR-06 OBC-02 SC-01	09	PB Rs 5200-20200 with grade pay Rs 1800/-)	(a) Matriculation or equivalent (b) Essential-Proficiency in trade	18 to 25 yrs
Cook	UR-02	02	PB Rs 5200-20200 with grade pay Rs 1800/-)	(a) Matriculation or equivalent (b) Essential-Proficiency in trade	18 to 25 yrs
Chowkidar	UR-01	01	PB Rs 5200-20200 with grade pay Rs 1800/-)	(a) Matriculation or equivalent (b) Essential-Proficiency in trade	18 to 25 yrs

**GENERAL INSTRUCTIONS :-**

- Application on plain paper duly affixed passport size photograph (and one spare) along with two Self-addressed envelopes of the size of 12 cm X 27 cm with Rs. 27/- Postage stamp affixed be sent to Commandant, 27 Coy ASC (Sup) Type 'F' Pin-905027, c/o 56 APO. Last date for receipt of applications will be **21 days** after the date of publication of advertisement. Name of the post alongwith category (UR/SC/OBC) must be clearly written in **BLOCK CAPITAL** letters on the top of envelope. Department will not be responsible for postal delay.
- Relaxation on age is admissible as per Govt. of India Rules for the categories belonging to SC/ST/OBC/ Ex-Servicemen etc. OBC candidates claiming age relaxation should also produce the Non-Creamy Layer certificate.
- 10% posts reserved for ex-servicemen and placed against the category which the individual belongs.
- All posts are temporary but likely to be permanent with probation period of two years.

7. Candidates after selection will be subject to "All India Service Liability Rules". "Field Service Liability Rules "and" Army Act 1950".

8. Selected candidates will be appointed on receipt of verification of their Character and antecedents from Civil authorities as well as that of the education, caste certificates, from the concerned govt. authorities and medical fitness.

9. No Traveling Allowance will be admissible for test/interview

10. Place, Date & Time of Test/Interview will be intimated by post separately to the eligible candidates whose application is found in order.

11. Candidates will bring original certificates in support of age, qualification, experience, caste etc on the date of test/interview.

12. All eligible candidates will go through the physical, written, practical test and interview as prescribed appropriate to the duties / job requirement of the post(s) concerned Department will not be liable/ responsible for any loss/damage/ injury whether direct or consequent suffered during the physical and practical test

13. All candidates considered for selection should have secured minimum 40% marks in each test. The candidate scoring less than 40% marks in any test will not be permitted to appear in the next test. Overall aggregate of all tests should not be less than 50% for the candidates to qualifying for selection including reserve list

14. For the time being no seat is reserved for physically handicapped person till such time a clarification is received from Govt of India, Min of Def regarding filling up the post from physically handicapped persons.

15. Medium of writing in application form and test etc will be Hindi or English only. Candidates will bring writing materials (Pen/Pencil & Clip Board etc)

16. Total No. of posts/vacancies are tentative. The recruitment process can be cancelled/ suspended/terminated without assigning any reasons.

17. Candidates in relation with more than one spouses or have married another spouse while the first spouse is alive are not eligible for appointment to the said post.

18. Incomplete/ Incorrect/ without signature application will be rejected without any notice.

19. It may please be noted that if at any stage it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts his candidature may be summarily rejected or his employment terminated

20. Other terms & conditions will be announced at the time of test/ interview as applicable for Central Govt. Defence Civilian employees by the appointing authority.

21. Canvassing in any form shall disqualify the candidates. No enquiry or correspondence will be entertained in regard. The decision of appointing authority will be final.

22. **Note.** Where written test is proposed to be conducted, all candidates fulfilling the requisite minimum Educational Qualification, age, etc. may be called for the written test, however, if the number of such candidates is too large, considering the number of posts to be filled up, further screening may be done to limit the number of candidates to those with higher percentage of marks in the prescribed minimum educational qualification without giving any weightage to higher qualifications if possessed by the candidates.

**Commandant  
27 Coy ASC (Sup) Type 'F'**

davp 10602/11/0084/1213 EN 41/29

3. The applications of willing officers should reach the undersigned (in duplicate) along with their ACRs for the last five years duly attested by an officer not below to the rank of Under Secretary and Separate Vigilance Clearance Certificate, Integrity Certificate and a Certificate showing that no major/minor penalties have been imposed/pending on the officers in the past ten years **latest by 60 days** from the date of publication of the vacancy in the Employment News.

(B.M. Sharma)  
Deputy Secretary to the Govt. of India.  
Ph No.: 011-23389014  
ANNEXURE-A

### CURRICULUM VITAE PROFORMA

- Name and Address (in Block letters) :
- Date of Birth (In Christian era) :
- Date of retirement under Central/State Government Rules. :
- Educational Qualifications:
- Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). :

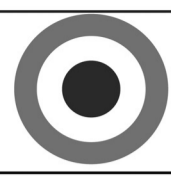
Office/Institution	Post Held	From	To	Scale of Pay and basic pay	Nature of duties (in detail)

- Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.:
- In case the present employment is held on deputation/contract basis, please state -  
(a) The date of initial appointment  
(b) Period of appointment on deputation/contract  
(c) Name of the parent Office/Organization to which you belong.



# INDIAN AIR FORCE

**INVITES SPIRITED AND DYNAMIC WOMEN TO JOIN THE INDIAN AIR FORCE AS COMMISSIONED OFFICERS IN METEOROLOGY BRANCH**



## METEOROLOGY BRANCH

1. Applications are invited from **Female Indian Citizens** as per Citizenship Act 1955 for the following course commencing in **January 2014** for grant of Short Service Commission in **Meteorology Branch**.

**COURSE COMMENCING IN JANUARY 2014**

### METEOROLOGY BRANCH

**No. 44 Short Service Commission (44 SSC) Course**

Last date for receipt of applications: **12 February 2013**.  
Last date for receipt of applications for the candidates who are sending their applications from Andaman & Nicobar Islands, Lakshadweep & Minicoy Islands, Assam, Meghalaya, Manipur, Arunachal Pradesh, Tripura, Nagaland and Mizoram: **19 February 2013**.

### ELIGIBILITY CONDITIONS

#### 2. Meteorology Branch - 44 SSC COURSE

(a) **Age: 20-25 Years as on 01 January 2014** i.e born in between 02 January 1989 to 01 January 1994. The upper age limit is relaxed upto **27 Years** (i.e born in between 02 January 1987 to 01 January 1994) for candidates who have completed **Ph D** after completing following educational qualifications.

#### (b) Educational Qualifications:

Post Graduate Degree in any Science stream / Mathematics / Statistics / Geography / Computer Applications / Environmental Science / Applied Physics / Oceanography / Meteorology / Agricultural Meteorology / Ecology & Environment / Geo-physics / Environmental Biology with minimum of 50% marks in aggregate of all papers put together (Provided Maths and Physics were studied at Graduation Level, with a minimum of 55% marks in both).

#### (c) Physical Standards

(i) **Height and Weight:** Minimum height :- Women - 152 Cms with correlated weight .  
(ii) All other medical criteria would be evaluated by the Air Force Medical Authorities whose decision on the fitness would be final.

**Candidates appearing in final year/semester examinations may also apply provided they fulfil the following conditions:-**

(a) Candidates should not have any present backlog and should have secured a minimum of 50% marks in Post Graduation in aggregate in all papers put together upto the last semester / year for which results have been declared at the time of applying / AFSB testing.  
(b) Candidates should be able to provide provisional / original degree certificate latest by **15 December 2013**.

### TYPE OF COMMISSION

#### 3. Short Service Commission:

The initial tenure for Short Service Commission Officers in Meteorology Branch would be for a period of ten years. An extension of four years may be granted subject to willingness, service requirements and availability of vacancies.

### SELECTION PROCEDURE

4. Candidates who are short-listed will be called for testing at one of the Air Force Selection Boards (AFSBs) at Dehradun, Mysore, Gandhinagar or Varanasi. The testing would consist of two stages as given below.

(a) Stage-I Test consisting of Intelligence Test along with other tests will be conducted on the first day. Stage-I test is a screening test and only those who qualify would undergo subsequent testing. Applicants who qualify Stage-I testing would be required to fill up a detailed application form. Thereafter, all candidates would be subjected to document check to ascertain their eligibility for Meteorology Branch. Those candidates who either do not qualify in Stage I testing or do not meet the required eligibility criteria would be sent back on the first day itself.

(b) Stage-II Testing consisting of Psychological Test, Group Tests and Interview will be conducted on subsequent days (Four Days).

5. **Change of Interview Dates.** Request for change of SSB interview date should be avoided. However, as an exception, such change may be considered based on the circumstances of the case. Request for such change should be forwarded to the respective AFSB from where the call letter for SSB interview has been received and not to Air Headquarters / AFCAT Cell. The AFSBs may consider change of date at their discretion.

6. Medical Examination will be conducted at AFCME, New Delhi or IAM, Bengaluru based on the recommendations at AFSB.

7. Candidates recommended by the AFSBs and declared medically fit will be detailed for training in the order of all India Merit list depending on the number of vacancies available .

8. No compensation will be paid in respect of any injury sustained during the testing at AFSB.

9. 10% of the vacancies are reserved for NCC Air Wing 'C' certificate holders.

10. **Onus of meeting the eligibility criteria rests with the applicant. Merely undergoing SSB testing would not constitute fulfilment of eligibility requirements.**

### 11. How to Apply

(a) Candidates are to complete the application as per format given in this advertisement, and forward the same to **POST BAG NO. 001, NIRMAN BHAWAN POST OFFICE, NEW DELHI - 110106** by ordinary post only.

**Note :** Candidates who are debarred by the Ministry of Defence from holding any type of commission in Defence Services shall not be eligible to apply and if admitted, their candidature will be cancelled.

12. **Superscribe the envelope with 'APPLICATION FOR METEOROLOGY BRANCH COURSE COMMENCING FROM JANUARY 2014'.** Application must be accompanied with the following:-

(a) One self addressed envelope (size - 23 X 10 cm) with Rs 27/- postage stamp.  
(b) Two unattested recent colour photographs similar to the one pasted on the application form.

**No queries / correspondence will be entertained regarding late receipt / non receipt or incomplete / non eligible / illegible applications.**

13. **Government employees need to apply through proper channel and are to produce NOC at the time of AFSB testing.**

### TRAINING

14. Training is scheduled to commence in the first week of **January 2014** .  
15. The duration of training for Meteorological Branch is 52 weeks at Air Force Training Establishments.

### IAF OFFERS YOU

16. **Pay and Allowances:-** Flying Officers will be entitled to Pay in Pay Band of **Rs 15,600 - 39,100** per month along with Grade Pay, Military Service Pay, Dearness Allowance, Kit Maintenance Allowance, Transport Allowance. In addition, other allowances are applicable based on nature of duty / place of posting and would include , Field Area Allowance, Special Compensatory (Hill area) Allowance, Special Force Allowance, Siachin Allowance, Island Special Duty Allowance, Hard Area Allowance and Remote Locality Allowance. On successful completion of Training, the newly Commissioned Flying Officers would be entitled to approximate gross monthly emoluments in Meteorological Branch, including Transport Allowance of major cities, of **Rs 52,444/-**.

17. **Benefits:-** In addition to the Pay & Allowances, Officers are entitled to Furnished Accommodation, Comprehensive Medical Cover for self and dependants, Leave Travel Concession, Leave (60 days Annual and 20 days Casual), supply of entitled rations, canteen & Officers' Mess facilities and many more.

18. **Insurance:-** **Rs. 50 Lakh** Insurance Cover (on contribution) is applicable to serving Officers.

### IMPORTANT INSTRUCTIONS

19. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the University from where they have obtained the degree. In case the University does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.

20. Terms and conditions given in the advertisement are guidelines only and are subject to change without notice.

21. Candidates below 25 years of age must be unmarried. Marriage is not permitted during training. Married candidates above 25 years of age are eligible to apply but during training period they will neither be provided married accommodation nor can they live out with family.

22. Permanent body tattoos are only permitted on inner face of forearm i.e. from inside of elbow to the wrist and on the reverse side of palm/ back (dorsal) side of hand. Permanent body tattoos on any other part of the body are not acceptable and candidates will be barred from further selection. Tribes with tattoo marks on the face or body as per their existing custom and traditions will be permitted on a case to case basis.

23. Candidate should not have been arrested, convicted or prosecuted on criminal charges.

24. The candidates must carry a valid photo identity card such as passport, driving licence, voter identity card, college identity card or any other valid photo identity proof while reporting for SSB Interview at Air Force Selection Board.

25. The candidature for the course commencing in **January 2014** will be valid only if the proof of meeting eligibility criteria is submitted latest by **15 December 2013** .

26. Women candidates who fulfil the eligibility criteria are encouraged to apply in response to this advertisement.

27. Candidates who have been withdrawn / suspended from Defence Training Establishments on grounds of discipline are not eligible to apply.

28. **Physical Conditioning:** Prospective candidates are advised to keep themselves in good physical condition to adapt to physical training at AFA which encompasses running, swimming, rope climbing and other forms of physical training / conditioning.

29. **Disclaimer:** Information given in the advertisement and on the website are guidelines only. In case of any ambiguity, the existing policies, rules and regulations of IAF / Govt. of India will be final.

30. **Statutory Warning:** Selection in the Indian Air Force is free, fair and merit based. Any attempt to influence the selection process detected at any stage is liable to lead to termination of candidature or service and legal action against the concerned individual will be initiated.

### APPLICATION FOR METEOROLOGY BRANCH : 44 SSC COURSE

1. NAME IN BLOCK CAPITALS : \_\_\_\_\_  
(as in Matriculation Certificate)  
2. MOTHER'S NAME: \_\_\_\_\_  
3. FATHER'S NAME : \_\_\_\_\_  
4. GENDER: \_\_\_\_\_  
5. PRESENT ADDRESS WITH PIN CODE :(for Correspondence) \_\_\_\_\_

Affix self attested recent passport size colour photograph (DO NOT STAPLE)

(CITY) \_\_\_\_\_ (DISTRICT) \_\_\_\_\_ (STATE) \_\_\_\_\_ PIN \_\_\_\_\_  
6. MOBILE NO \_\_\_\_\_ TELEPHONE NO \_\_\_\_\_  
7. DATE OF BIRTH (DD/MM/YYYY) (As per Matriculation Certificate): DD \_\_\_\_ /MM \_\_\_\_ /YYYY \_\_\_\_  
8. VISIBLE IDENTIFICATION MARK: \_\_\_\_\_  
9. E-Mail: \_\_\_\_\_ @ \_\_\_\_\_  
10. EDUCATIONAL QUALIFICATION (PG) WITH SUBJECT & PERCENTAGE OF MARKS \_\_\_\_\_  
11. PERCENTAGE OF MARKS IN GRADUATION (I) MATHS \_\_\_\_\_ & (II) PHYSICS \_\_\_\_\_  
12. DATE/EXPECTED DATE OF ACQUIRING THE REQUIRED EDUCATIONAL QUALIFICATION \_\_\_\_\_  
13. WHETHER DONE PH D ..... YES / NO \_\_\_\_\_  
14. NEAREST RAILWAY STATION \_\_\_\_\_  
15. APPEARED IN SSB EARLIER FOR ARMY / NAVY / AIR FORCE / COAST GUARD ..... YES / NO \_\_\_\_\_

### DECLARATION

1. I hereby declare that all the statements made in the application are true to the best of my knowledge and belief.  
2. I have never been debarred from appearing in any examination nor, have I ever been withdrawn from Defence Training Establishments on disciplinary grounds, nor have I ever been arrested, prosecuted or convicted by criminal court or involved in any other case registered by the police.  
3. I undertake not to make any claim for compensation if at any stage of my selection, my ineligibility for candidature is detected and my candidature is cancelled as a result thereof.  
4. This is the ONLY application submitted by me for **Meteorology Branch : 44 SSC Course**  
5. Any wilful misrepresentation of facts and concealment of information will result in the cancellation of the candidature and may debar permanently or for a specified period from applying for future courses.  
6. Certified that I have read and understood the advertisement and fulfill the stipulated eligibility criteria. I understand that my candidature is liable to be cancelled at any stage in case any discrepancy is noticed.  
7. I understand that my candidature is provisional in nature and I would be considered only for those courses for which I meet the eligibility conditions.

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

RIGHT THUMB IMPRESSION FOR WOMEN

SIGNATURE OF APPLICANT

EN 41/84

**WWW.CAREERAIRFORCE.NIC.IN**

davp10801/11/0069/1213

### Continued from page 18

10. Additional details about present employment  
Please state whether working under (indicate the name of your employer against the relevant column.)

- (a) Central Government
- (b) State Government
- (c) Autonomous Organization
- (d) Government Undertaking
- (e) Universities
- (f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

13. Total emoluments per month now drawn

14. Additional information, If any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC)/Absorption /Re-employment Basis. (Officers under Central/State Government are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)

16. Whether belongs to SC/ST :

17. Remarks (The candidate may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet, if the space is insufficient).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_  
Signature of the Candidate  
Address: \_\_\_\_\_

Countersigned

(Employer with Seal)

EN 41/12

## Dr. Hedgewar Seva Samiti, Nandurbar Krishi Vigyan Kendra, Nandurbar Requires

Name of post	No. of post	Qualification
Subject Matter Specialist (Home Science) Name of Pay Band: PB-3 Pay Scales: 15600-39100 Grade Pay: 5400	01	<b>Essential :</b> • M.Sc. (Home Science) <b>Desirable :</b> • Two years experience in relevant field. • Experience of working in tribal areas.
Programme Assistant Name of Pay Band: PB-2 Pay Scales: 9300-34800 Grade Pay: 4200	01	<b>Essential :</b> • B.V.Sc. & A.H. (Veterinary Science) <b>OR</b> Allied degree in Animal Science, Dairy Science. <b>Desirable :</b> • Two years experience in relevant field. • Experience of working in tribal areas.

**Note:**  
1) For all above post preference will be given to the candidates who are committed for quality, integrity and approach of the organisation.  
2) Complete application should reach us before or on **28 January 2013** on the following address.

**Address:**  
Dr. Hedgewar Seva Samiti's  
Krishi Vigyan Kendra  
At.Po.- Kolda  
Tal.Dist.- Nandurbar  
Pin.- 425 412

**President**  
**Dr. Hedgewar Seva Samiti**  
**Nandurbar**  
**EN 41/70**

## INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN, DR RAJENDRA PRASAD MARG NEW DELHI-110 001

### LAW OFFICER

Applications are invited to fill-up one post of Law Officer in Administrative Group 'B' in Pay Band PB-2 Rs.9300-34800 + 5400 (Grade Pay) in Indian Council of Agricultural Research (ICAR) Hqrs., Krishi Bhavan, Dr. Rajendra Prasad Marg, New Delhi-110 001 on direct recruitment basis.

#### Eligibility Conditions:

#### Educational Qualification:

- At least second class Bachelor's degree in Law from a recognized Indian University
- Seven years active practice in a Court in India or 5 years experience as a Judicial Officer or 7 years experience as Assistant Legal Adviser in any Government/Autonomous Body

**Age Limit:** 45 years. For SC/ST/OBC as per the Government of India rules. The upper age is also relaxable by 5 years in the case of serving regular employees of ICAR.

**Note:** The candidate should ensure that he/she fulfils the eligibility and other requirements as mentioned in the format:

- The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidate to be called for interview. Where the number of applications received in large and it will not be convenient or possible for the Council to interview all these candidates, the Council has rights to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed qualifications in the advertisement.
- The post is Non-government under the Indian Council of Agricultural Research, which will be governed by New Pension Scheme introduced by Govt. of India w.e.f. 1.01.2004 mutatis mutandis and as amended or modified from time to time. Application received incomplete in any respect, wrongly fill-in or not in the prescribed format, unsigned, or without attested photo-copies of documents or received after due date including postal delay will not be entertained in any case. The candidates serving in Govt./Autonomous Body etc. should apply through proper channel along with vigilance clearance/integrity certificate from the employer.

Complete Bio-data of suitable and willing applicants who fulfill the requisite qualifications and experience for the post may be submitted in the prescribed format and forwarded with their up to date Confidential Report Dossiers and Vigilance Clearance Certificates (applicable for serving employees only) to the undersigned at Room No. 303, Krishi Bhavan, Dr. Rajendra Prasad Marg, New Delhi - 110001. The complete application should reach this office within **15 days** from the date of publication of advertisement.

K. N. CHOUDHARY, Deputy Secretary (Admn.)

www.icar.org.in

EN 41/16

## MUNICIPAL CORPORATION, CHANDIGARH NEW DELUXE BUILDING, SECTOR 17, CHANDIGARH

### PUBLIC NOTICE

#### RECRUITMENT OF VARIOUS POSTS IN MUNICIPAL CORPORATION, CHANDIGARH

Online applications are invited from eligible candidates for filling up the following posts on temporary basis likely to be regularized in the Municipal Corporation, Chandigarh as per detail given below:

Sr.No.	Name of posts	Pay-Scale	No. of posts
1.	Sub Divisional Engineer	₹ 15600-39100+G.P.5400.	22
2.	Junior Engineer (Civil)	₹ 10300-34800+G.P.4800.	09
3.	Junior Engineer (Electrical)	₹ 10300-34800+G.P.4800.	02
4.	Junior Engineer (P.H.)	₹ 10300-34800+G.P.4800.	13
5.	Sanitary Inspector	₹ 10300-34800+G.P.3800.	04
6.	Draftsman	₹ 10300-34800+G.P.4200.	09
7.	Jr. Draftsman	₹ 10300-34800+G.P.3200.	13
Total posts			72

For details regarding qualification, age, experience, category wise vacancies, fee and how to apply Online etc. and terms and conditions, candidates are advised to visit department website [www.mochandigarh.nic.in](http://www.mochandigarh.nic.in) and <http://recruitment.cdacmohali.in> which shall be available w.e.f. 07.01.2013. Eligible applicants may personally submit Online applications starting 07.01.2013 to 20.02.2013 up to 5:00 p.m. in the prescribed Online format available at <http://recruitment.cdacmohali.in>.

**NOTE:** Number of posts mentioned above is tentative and may vary.

Commissioner, Municipal Corporation, Chandigarh.

EN 41/80



## DREDGING CORPORATION OF INDIA LIMITED

(A Government of India Undertaking)

"Dredge House" Port Area, VISAKHAPATNAM-530 035.

www.dredge-india.com

### ADVERTISEMENT NO. 04 /2012

Dredging Corporation of India Limited, the largest Public Sector Dredging and Maritime Development Company in India with a status of "Mini-Ratna" Category-I, a successful Domestic & Global Player in the field of Dredging, requires Petty Officers and Crew to work on DCI Dredgers and other vessels on Contract Basis in the following categories:

S.No.	NAME OF THE POST	JOB REQUIREMENT
1.	<b>MECHANICIAN – III:</b> MEO Class IV Part – A Certificate, duly completing 1 year workshop training in D.G Shipping recognised institute OR COC as Sea going Engine Driver / 1 <sup>st</sup> Class Engine Driver with 03 years experience in Merchant Navy Vessels / Dredgers / Off Shore Vessels.	
2.	<b>ASST. MACHINIST:</b> (i) ITI Mechanical Fitter / Welding Trade / Diploma in Mechanical / Marine Engineering and (ii) should have experience in sailing in ship for 12 months or Marine workshop for a period of 3 to 5 years. Welding Experience is essential.	
3.	<b>SEAMAN HELSMAN(S/H/Man):</b> COC as Rating forming part of Navigational Watch Keeping and 1 year experience onboard vessel as S/H/M.	
4.	<b>ENGINE ROOM RATINGS:</b> COC as Rating forming part of Engine Room Watch Keeping and 6 months experience onboard vessel as ERR – I.	
5.	<b>CREW COOK:</b> Should possess Cook CDC as Cookery or COC as Cook or Pea-Sea Training in Catering Discipline with 6 months experience as Cook onboard Merchant ship / Dredger / Offshore vessels.	
6.	<b>TRAINEE SEAMAN (G.P RATING):</b> Minimum Xth Class Pass from recognised Education Board and Pre-Sea G.P Rating Course and passed the Exit Examination approved by D.G Shipping with minimum 60% aggregate marks.	
7.	<b>TRAINEE MACHINISTS:</b> 6 Month Pre-Sea Course for General Purpose Rating for Fitters/Petty Officers with pass in 2 year I.T.I – Mechanical Fitter / Welder Trade Course or Diploma in Mechanical Engineering / Marine Engineering Course from Govt. Approved Institutes.	
8.	<b>TRAINEE COOKS:</b> Degree/Diploma in any Catering discipline with 12 days Orientation Course from the DG Shipping approved Institute.	
9.	<b>TRAINEE STEWARDS:</b> Minimum XII Class Pass from recognised Education Board and 6 Months Certificate Course in Maritime Catering from DG Shipping Approved Institute.	

#### Applicable to Posts from Sl. No. 01 to 05:

i) Should possess requisite valid Indian CDC, Passport with ECNR Endorsement, INDOS and STCW 95 convention Certificate etc. ii) Should have age of not more than 45 years for Mechanics and Asst. Machinists, below 35 years for S/H/Man / ERR – I/Crew Cook Posts as on 31-01-2013 (Age Relaxation may be considered for deserving candidates) iii) Ability to communicate in Hindi and English is desirable. The induction is initially on 6-9 months Article period and further continuance or otherwise depends upon their performance and at the discretion of the management.

#### Applicable to Trainees:

i) Should possess requisite valid Indian CDC, Passport with ECNR Endorsement, INDOS and STCW 95 convention Certificate etc. ii) Age should be less than 25 years as on 31/01/2013. iii) The period for onboard training will be 6 Months for Trainee Cooks, 12 Months for Trainee Machinists /Stewards and 18 Months for Trainee Seaman and after completion of training period they will be taken on contract basis. iv) During the training period, they will be paid stipend and victualing allowance onboard vessel. v) For Trainee Cook Posts the candidates, who do not possess DG Shipping approved orientation course, STCW modular courses and CDC can also apply. Necessary Assistance will be provided by DCI for undergoing orientation course and for obtaining CDC at the Cost and Time of the candidates.

Interested candidates meeting the above requirements for the above posts may send their application in the prescribed format downloadable from website: [www.dredge-india.com](http://www.dredge-india.com) and send along with copies of certificates addressed to:

**DY. MANAGER - HR (FE-II), DREDGING CORPORATION OF INDIA LIMITED,  
DREDGE HOUSE, PORT AREA, VISAKHAPATNAM - 530035.**

Last date of receipt of application is 04.02.2013

The Reservation for SC/ST/OBC will be as per the Government of India instructions. Management reserves the right to enhance / decrease the criteria as per the requirement. Mere calling for interview does not confer any right to claim employment. Female candidates and physically challenged candidates need not apply for the above posts. Out station SC/ST candidates, who may be called for interview will be reimbursed to and fro sleeper class Train Fare / Bus fare in the shortest route, subject to production of proof of travel.

DCI FOR BUILDING SEAWAYS

EN 41/7



ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्यम)

**Oil India Limited**  
(A GOVERNMENT OF INDIA ENTERPRISE)

P.O. DULIAJAN - 786 602, ASSAM, INDIA



OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneering and second-largest national upstream Oil and Gas Company with a pan Indian presence and growing global footprint. OIL is all set to conquer newer horizons of all-round growth and excellence.

It is engaged in Exploration, Production and Transportation of crude oil, natural gas and manufacture of LPG with its field Headquarters at Duliajan, Dist. – Dibrugarh, Assam.

Oil India Ltd. invites applications from Indian Nationals, to fill up the following posts:

SL NO	POST NAME & POST CODE	GRADE	SCALE OF PAY (₹)	POST QUALIFICATION RELEVANT EXPERIENCE AS ON 31-01-2013 (in years)	AGE LIMIT (in years) AS ON 31-01-2013	EDUCATIONAL QUALIFICATION
1	Senior Manager -Accounts / Senior Manager -Internal Audit PERS:SMA:2012:08	E	₹ 43200 – 66000	16	42	Associate Member of ICAI/ ICWAI
2	Manager -Accounts / Manager – Internal Audit PERS:MA:2012:09	D	₹ 36600 – 62000	12	37	Associate Member of ICAI/ ICWAI
3	Senior Accounts Officer/ Senior Internal Audit Officer PERS: SAO:2012:10	C	₹ 32900 – 58000	05	32	Associate Member of ICAI/ ICWAI
4	Accounts Officer/ Internal Audit Officer PERS:AO:2012:11	B	₹ 24900 – 50500	Nil	27	Associate Member of ICAI/ ICWAI

Reservation/relaxations for SC/ST/OBC/PWD are as per Government Directives.

For details regarding how to apply, format of application, experience requirement, selection procedure, etc. please visit our website [www.oil-india.com](http://www.oil-india.com)  
Last date of receipt of applications is 31-01-2013.

EN 41/11



## TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE

(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

496, Udyog Vihar, Phase III, Gurgaon – 122 016 (Haryana)

### RECRUITMENT FOR SCIENTIFIC, TECHNICAL AND ADMINISTRATIVE POSITIONS

#### Recruitment Notice No: THS/RN/27/2012

Translational Health Science and Technology Institute (THSTI) is designed to be a dynamic and interactive organization with a mission to conduct innovative translational research and develop research collaborations across disciplines and professions to accelerate the extension of concepts to the improvement of human health.

Following positions are proposed to be filled up in the new center of THSTI viz **Policy Centre for Biomedical Research.**

S. No.	Name of Post	Minimum Qualification	Age Limit	Max. monthly emoluments	No. of Vacancies
01	Senior Program Officer	MD/ Ph.D	55 years	Rs. 1,25,000/-	04
02	Interns / Junior Analyst	Post-Graduation	40 years	Rs. 50,000/-	03
03	Executive Management Assistant	Graduation	40 years	Rs. 35,000/-	01
04	Management Assistant	Graduation	35 years	Rs. 30,000/-	01

The last date for receipt of application is 18<sup>th</sup> February 2013.

For more details please visit our website: <http://www.thsti.res.in>

EN 41/37

**Dr. Ambedkar Institute of Hotel Management**

**Catering & Nutrition**  
Sector 42-D, Chandigarh Pin 160036  
Sponsored by Ministry of Tourism Govt. of India, New Delhi.

Ph. No. 0172-2604833, 2676015, 2667596, Fax: 0172 - 2611956  
Email: [aihm\\_chd@yahoo.com](mailto:aihm_chd@yahoo.com)  
Website: [www.ihmchandigarh.org](http://www.ihmchandigarh.org)

Applications are invited from eligible candidates who have the following qualifications and experience:-

**Name of the Post :** Lecturer-cum-Instructor (Gr. "B") FOUR (3 General + 1 OBC) PB-2 Rs. 9300-34800 + Grade Pay Rs.4600 Plus allowances as comparable to Central Govt. Employees stationed at Chandigarh (non-pensionable job)

**Age limit:** Not exceeding 35 years as on 01.01.2013. Upper age limit is relaxable upto 5 years in case of SC, ST and departmental candidates and as specified for other categories by Government of India from time to time.

**Essential Qualifications:** Degree/3 year diploma in Hotel Management from an Institute affiliated to National Council for Hotel Management/ State Board of Technical Education/Recognized University. The candidate must have secured at least 55% -marks in degree/diploma in Hotel Management.

**Experience:** At least 5 years experience as Assistant Lecturer-cum-Assistant Instructor in an Institute of Hotel Management affiliated to National Council for Hotel Management & Catering Technology.

**OR**

At least 7 years of experience in teaching and or hotel industry including minimum 5 years teaching experience as Assistant Lecturer-cum-Assistant Instructor in an Institute of Hotel Management affiliated to State Board of Technical Education/Recognized University.

**OR**

At least 7 years of experience in teaching and or hotel industry including minimum 5 years teaching experience as Assistant Lecturer-cum-Assistant Instructor in Food Craft Institute affiliated to National Council for Hotel Management and Catering Technology.

**OR**

At least 7 years Hotel Industry experience including minimum 3 years in Supervisory capacity in 3 star/Heritage or above category approved hotel.

The Candidate working in Government department/Central Government/Public sector undertaking/quasi or Semi Government organisations/Autonomous bodies may submit their application **"THROUGH PROPER CHANNEL"**.

**Application Format:** Application on plain paper should serially indicate the following: (1) Name in Full (2) Date of Birth (3) Age (4) Address & Contact No. for correspondence (5) Permanent home address (6) Whether belonging to SC/ST/OBC (Attach the copy of Certificate) (7) Academic & Technical Qualifications with percentage of marks obtained and year of passing the examination (8) Experience in chronological order (9) Present post with scale of pay & pay drawn (10) Disclosure about past disciplinary proceedings, if any (11) Details regarding legal detention /conviction, if any (12) Marital Status (13) Any other information desired to be furnished. A recent passport size photograph should be affixed on all certificates and testimonials should be attached with the application. Applications from interested candidates who fulfils the prescribed qualifications and other conditions must reach within a period of **30 days** from the date of its publication in the office of **Dr. Ambedkar Institute of Hotel Management, Catering & Nutrition, Sector 42 - D, Chandigarh 160 036.** The Institute will not be responsible for



**RAILWAY RECRUITMENT BOARD, JAMMU-SRINAGAR**  
RAILWAY COLONY (WEST), JAMMU - 180 012

**RESULT OF WRITTEN EXAMINATION / APTITUDE TEST AND DATES FIXED FOR DOCUMENT VERIFICATION FOR THE POST OF ASSISTANT LOCO PILOT**

On the basis of Written Examination held on 15.07.2012 & Aptitude Test held on 16, 17, 18 and 19.10.2012 at Jammu for the post of Assistant Loco Pilot against Centralized Employment Notice No. 01/2011 dated 13.08.2011, the candidates bearing the following Roll Nos. have been found provisionally eligible for document verification. The date of documents verification is indicated below. **The documents verification will start at 10.00 hours.**

**CAT. 01, POST: ASSISTANT LOCO PILOT** (Please prefix "2111101" before each Roll Number)

Table with columns: Roll No., Date of Documents Verification: 21.01.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 22.01.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 23.01.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 24.01.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 28.01.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 29.01.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 30.01.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 31.01.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 01.02.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 02.02.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 04.02.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 05.02.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 06.02.2013, and candidate names. Total: 33

Table with columns: Roll No., Date of Documents Verification: 06.02.2013, and candidate names. Total: 34

Candidates are required to attend the office of Railway Recruitment Board, Jammu as per dates of documents verification indicated above, with their original certificates and marks sheets (semester wise / year wise) of Educational /Technical qualifications, Caste certificates, Proof of age, J&K resident to bring original State Subject Certificate etc. and also their Photostat copies attested by a Gazetted Officer, for verification. **If any of the above candidate does not get letter for document verification must also attend this office for document verification as per above schedule.** The candidates belonging to OBC Community, should bring original caste certificates in the prescribed format of the central Govt., issued for the current year and valid on the date of verification of certificates, the caste certificates should be current and should have clause of non-creamy layer. Candidates should come with all the documents in original. The candidates who do not possess the requisite qualifications, as noted while document verification, their candidature shall stand cancelled /rejected.

The above results include 30% (approx.) more candidates (in category / community) than the actual number of vacancies, as indicated separately above. The purpose of calling 30% candidates over and above the number of vacancies at the time of document verification is primarily to avoid shortfall in the panels and that merely calling a candidate for documents verification/typing test does not, in any way, entitle him to an appointment in the railways.

**Though the letters to individual candidates are being sent through Registered/ Speed Post but RRB will not be responsible for the postal delay or wrong delivery, if any.**

While every care has been taken in preparing the above results, the possibility of inadvertent errors cannot be ruled out. This Board does not undertake responsibility for such errors and reserve the right to rectify the same later on.

The results can be seen on [website: www.rrbjammu.nic.in](http://www.rrbjammu.nic.in)

**IMPORTANT:** Beware of the unscrupulous persons who may misguide the candidates with false promises of getting them selected for the job on illegal consideration. The recruitment process in the RRB exams is fully computerized and the selection is based purely on the merit of candidates.

Date: 24.12.2012 **Chairman/RRB/J-S/Jammu**

**"SERVING CUSTOMERS WITH A SMILE"** EN 41/21

any postal delays. Incomplete and applications received late will not be entertained. The competent authority reserves all rights to cancel/ re-advertise without assigning any reasons and fill or not to fill the vacancy. **Principal/ Secretary** EN 41/90

**VACANCY NOTICE**

National Board of Examinations is an organization, established to conduct the Post-graduate Examinations of high standards in the field of Modern Medicine at the National Level. NBE invites applications from eligible and desirous candidates for the temporary post of Deputy Director (Medical).

**Name of the Post :** DEPUTY DIRECTOR (MEDICAL)  
**Category :** Reserved for Scheduled Caste (As per Central Govt. Rules)  
**Scale of pay :** ₹ 15600 - 39100 Plus Grade Pay ₹ 6600 Plus NPA  
**Age limit :** Not exceeding 35 years (Relaxable 5 years for SC/ serving Government servants.)

**EDUCATIONAL AND OTHER QUALIFICATION: ESSENTIAL:**

- A recognized medical qualification included in the first or second schedule of part II of Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of educational qualifications included in Part II of the Third Schedule should also fulfill the conditions stipulated in sub-section (3) of Section 13 of IMC Act, 1956.
- Post-graduate qualifications mentioned in the Schedule VI of the MCI Act, or equivalent.
- At least 3 years experience after post-graduation as Tutor/ Demonstrator/ Lecturer/ Registrar/ Research Officer/Senior Resident in recognized medical institutions.

**DESIRABLE:**

Formal training in medical education technology and or knowledge in the modern evaluation techniques including generation of MCQs, MEQs, analysis of performance of the candidates etc.

**NOTE:**

1. The allowances/perks paid to NBE employees are LTC, HRA, NPA and TA.
2. Medical facilities for self and dependent as per NBE guidelines.
3. Enrolment for contributory pension scheme.
4. Accommodation is not provided by the NBE.
5. Please note that this is not the notice for employment as a post of the Government of India; the employees of NBE are governed by Rules and Regulations of NBE and are not to present themselves as Govt. servants.
6. This position is transferable/located on All India Basis at any location deemed appropriate by NBE.
7. NBE reserves its absolute rights to alter/delete/modify or amends any or all of the above criteria.
8. The decision of NBE shall be final and binding in all respects.
9. NBE shall not be liable for postal/transit delay.
10. Applicants in Government / autonomous and semi government institution should have their application routed through their employers.

The application (in the prescribed proforma available on NBE website [www.natboard.edu.in](http://www.natboard.edu.in)) should reach to the Deputy Director (Admn.), National Board of Examinations, Medical Enclave, Mahatma Gandhi Marg (Ring-Road), Ansari Nagar, New Delhi 110029.

**The last date of receipt of applications is 28th February 2013.**

**Applications should be super-scribed with the name of the post applied for "Deputy Director(Medical)".**

**No Interim correspondence will be entertained.** **Sd/-**

**ASSISTANT DIRECTOR (ADMN.)**

EN 41/40



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
KRISHI BHAVAN, DR RAJENDRA PRASAD MARG  
NEW DELHI-110 001

**Assistant Finance & Accounts Officer**

Applications are invited to fill-up four posts (3-UR, 1-SC) of Assistant Finance & Accounts Officer in Pay Band PB-2 Rs.9300-34800 + 4600 (Grade Pay) in Indian Council of Agricultural Research (ICAR) Hqrs., Krishi Bhavan, Dr. Rajendra Prasad Marg, New Delhi-110 001 on direct recruitment basis.

**Eligibility Conditions:**

**Educational Qualification:** Graduate in Commerce/Mathematics/ Statistics/Economics/Computer Science/ Operational Research/ Finance/Financial Management/Accountancy from a recognized university

**Desirable:** 1. Work experience of Finance & Accounts in Central or State Government Deptt/Autonomous Bodies/Public Sector Undertakings 2. MBA Degree and Knowledge of Computerized Accounting

**Age Limit:** 21-30 years. The upper age limit is relaxable for SC/ST/OBC candidates as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category.

**Note :** The candidate should ensure that he/she fulfils the eligibility and other requirements as mentioned in the format:

1. The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidate to be called for interview. Where the number of applications received in large and it will not be convenient or possible for the Council to interview all these candidates, the Council has rights to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed qualifications in the advertisement.
2. The post is Non-government under the Indian Council of Agricultural Research, which will be governed by New Pension Scheme introduced by Govt. of India w.e.f. 1.01.2004 mutatis mutandis and as amended or modified from time to time. Application received incomplete in any respect, wrongly fill-in or not in the prescribed format, unsigned, or without attested photo-copies of documents or received after due date including postal delay will not be entertained in any case. The candidates serving in Govt./Semi Govt./State Govt./PSUs/Autonomous Organisation etc. should apply through proper channel along with vigilance clearance/integrity certificate from the employer.

Complete Bio-data of suitable and willing applicants who fulfill the requisite qualifications and experience for the post may be submitted in the prescribed format and forwarded with their up to date Confidential Report Dossiers and Vigilance Clearance Certificates (applicable for serving employees only) to the undersigned at Room No. 303, Krishi Bhavan, Dr. Rajendra Prasad Marg, New Delhi - 110001. The complete application should reach this office within **15 days** from the date of publication of advertisement.

**K. N. CHOUDHARY**, Deputy Secretary (Admn.)

[www.icar.org.in](http://www.icar.org.in)

PRUNIT/ICAR/2012

EN 41/17

**RAILWAY RECRUITMENT BOARD-MUMBAI**  
Railway Divisional Office Compound, Western Railway,  
Mumbai Central, Mumbai - 400 008.

Website: www.rrbmumbai.gov.in E-mail: asrrb-mum@nic.in  
Phone No.: 022-23090422 Fax No.: 022-23090224

**FINAL RESULT: TECHNICIAN GR.III**  
(GRADE: ₹ 5200-20200-GP.1900) • C.E.N. NO. 10/2010(SRD)  
Date of Issue of Result: 24/12/2012

On the basis of written examination held on 26.02.2012 and verification done on 26.11.2012, 20.12.2012 and 21.12.2012 for the above mentioned post, the following candidates have been provisionally selected for appointment. The Roll Nos. are given below horizontally in ascending order.

**TECHNICIAN GR.III / SIGNAL CATEGORY NO.02**  
24100021910044 24100024910121 24100024910125  
24100024910144 **TOTAL - 04**

The candidature of following Roll Nos. are cancelled, as they did not turn up for verification on 26.11.2012, 20.12.2012 and 21.12.2012 despite serving of notice by registered post.

24100022910052 24100024910122 24100024910139 **TOTAL - 03**

**TECHNICIAN GR.III / ELF CATEGORY NO.07**  
24100072930313 24100073910215 24100074910222  
24100074910230 24100074910246 24100074910250  
24100074910253 24100074920278 24100074930321 **TOTAL - 09**

**TECHNICIAN GR.III / FITTER CATEGORY NO.11**  
24100114910339 **TOTAL - 01**

The candidature of following Roll No. is cancelled, as he did not turn up for verification on 26.11.2012, 20.12.2012 and 21.12.2012 despite serving of notice by registered post.

24100112920350 **TOTAL - 01**

The selected candidates are being individually intimated. RRB will not be responsible for postal delay, wrong delivery or loss in transit if any.

The selected candidates should note that the panel is provisional and does not confer on them any right to appointment on Railway unless a) they produce original certificates of educational qualification, age, community and disability in support of their eligibility; b) vacancies are available; c) they pass the prescribed medical examination; d) complete the requisite administrative formalities/procedures and; e) their photograph, signature, handwriting and other details in his/her application match, before appointment and actual joining.

While every care has been taken in preparing the result, the Railway Recruitment Board reserves the right to rectify errors and omissions if any.

The details of the above result is displayed on the official website of Railway Recruitment Board, Mumbai www.rrbmumbai.gov.in and also on the Notice Board of Railway Recruitment Board, Mumbai.

RRB/BCT/12-13/38 Chairman  
SERVING CUSTOMERS WITH A SMILE EN 41/61

**ESI POST GRADUATE INSTITUTE OF MEDICAL SCIENCES AND RESEARCH AND ESIC HOSPITAL & OCCUPATIONAL DISEASE CENTRE (E.Z.)**  
(A statutory body under Ministry of Labour & Employment, Govt. of India)  
Diamond Harbour Road, Joka, Kolkata - 700 104  
Fax: 033-2467 2795, Phone: 033-2467 1764/6280/1322/2799  
(An ISO 9001:2008 CERTIFIED ORGANISATION)  
No. 412.A.12/24/Recruitment/2012 Dated : 26.12.2012

**NOTICE**

It is for the information of all concerned that the Written Examination scheduled to be held on 30/12/2012 at various venues at Kolkata in response to the Advertisements No. 01/2012 & 03/2012 published earlier in print Media i.e. in English Daily "The Times of India", Hindi Daily "The Sanmarg", Bengali Daily "Ananda Bazar Patrika" and "Employment News" and advertisements No. 02/2012 & 03/2012 displayed earlier in the official websites of ESIC for various Para-Medical and Nursing Staff for the state of West Bengal stands postponed due to unavoidable circumstances. The fresh date of examination shall be announced shortly.

The inconvenience caused is regretted. Sd/-  
(Dr. K.K. Pal), MEDICAL SUPERINTENDENT

Just have One Insurance Number, In whatever company you are there, keep availing benefits, every time, everywhere • Single Insurance Number-Total convenience for Insured Persons • Creation of more than one Insurance no./TIC/PIC for same IP by the employer is not permissible. EN 41/33

**भारत डायनामिक्स लिमिटेड**  
(भारत सरकार का उद्यम) रक्षा मंत्रालय,  
कंचनबाग, हैदराबाद - ५०० ०५८.  
**BHARAT DYNAMICS LIMITED**  
(A Government of India Enterprise)  
MINISTRY OF DEFENCE, KANCHANBAGH, HYDERABAD-058  
Fax: 040-24342155

**CORRIGENDUM**

Sub: Amendment to Advertisement No.PLG.&E.D./ Advt.-2012-5 Dt.15-12-2012

With reference to our advertisement for various Executive posts, it is hereby informed that the following amendment is issued: In qualification heading "First Class" may please be read as under:  
"Minimum of 60% marks in aggregate for UR/OBC candidates and in respect of posts reserved for SC/ST candidates a minimum of 55% marks in aggregate for SC/ST candidates."

- Last date for submission of Online registration is extended upto 28-01-2013 upto 16.00 Hrs.
- Other conditions mentioned in the previous advertisement remain unaltered.
- Please be in touch with our Website http://hdl.ap.nic.in to know about corrigendums, if any, in this regard. PLG.&E.D.

**THE FORCE BEHIND PEACE** EN 41/96



**BANK NOTE PRESS, DEWAS. (M.P.) 455-001**

A Unit of Security Printing & Minting Corporation of India Limited  
Miniratna Category- I CPSE  
(Wholly owned by Government of India)  
(ISO : 9001 & ISO : 14001 Certified Unit)  
Ph. No. : 07272-255222 Fax No. : 07272-255111  
E-mail : bnepdewas@sancharnet.in Website : http://www.bnep.gov.in

**No. BNP/R/148/2011** **Date: 18-12-2012**

Bank Note Press, Dewas is one of the nine units under the "Security Printing and Minting Corporation of India Limited" (SPMCIL), a miniratna Category -1 Central Public Sector Enterprises Company wholly owned company of Government of India, incorporated on 13.01.2006 under the Companies Act, 1956 with the objective of designing, manufacturing/printing security documents, currency and bank notes, non-judicial stamp papers, minting of coins, postage stamps, etc. SPMCIL is under the administrative control of Ministry of Finance with its Registered and Corporate Office at Jawahar Vyapar Bhavan, Janpath, New Delhi. It has four Minting Units at Mumbai, Kolkata, Hyderabad and Noida, four Currency/Security Printing Presses at Nashik, Dewas and Hyderabad besides a high quality paper manufacturing Mill at Hoshangabad.

Applications are invited from the Indian Citizens for the under mentioned post, which is temporary but likely to continue. Duly filled in applications should reach the General Manager, Bank Note Press, Dewas (MP) within twenty days from the date of publication of this advertisement.

Sl. No.	Name of the post	Level	No. of Posts	Scale of pay	Reservation status
1.	Junior Hindi Translator	S-1	01	Rs. 12300-25400 (IDA pay scale)	Un-Reserved

**Age Limit:** The candidates should be aged between 18 to 30 years as on closing date of receipt of applications (i.e. 20 days from the date of publication of vacancy notification in the Employment News)

**Upper Age Limit Relaxation:** As per Government guidelines for reserved category i.e. SC/ST/OBC Handicapped/Ex-Serviceman/Government employee/departmental candidates

**Qualification and Experience:- ESSENTIAL QUALIFICATION:**  
● Master's Degree from the recognized university in Hindi or English with English/Hindi Subject at graduation level (i.e. Hindi in case the candidate is Post Graduate in English and vice versa)

**AND**

● One year's experience in translation from Hindi to English and vice versa.

**DESIRABLE QUALIFICATION:**  
● Knowledge of Sanskrit and/or any other modern Indian language.  
● Proficiency in working on Computers in Hindi language.

For complete details & application format please visit our website [www.bnepdewas.spmcil.com](http://www.bnepdewas.spmcil.com)

Sd/-  
(Gyan Prakash)  
Assistant Manager (HR)  
For General Manager

EN 41/6

**Project Directorate on Foot and Mouth Disease**  
Indian Council of Agricultural Research

IVRI Campus, Mukteswar : 263138 Nainital (Uttarakhand)  
Tel: 05942-286004,286122  
Fax: 05942-286307  
E.mail: pattnaikb@gmail.com

No. 1-14/2012-PDFMD  
WALK-IN-INTERVIEW

Name of Position: Senior Research Fellow/Research Associate  
Name of the Position (SRF) SRF (one) & Research Associate (3) for Mukteswar

Mode: Purely on Contract  
Desirable qualification:

Ph.D./M.V.Sc./M.Sc; in Microbiology/ Biotechnology/ Biochemistry/ MCA/MBA/ B. Tech (Life Science).

Age: 18 to 35 years for men & 18 to 40 years for women (Relaxable for SC/ST/OBC & PH as per rules).

Emoluments (SRF): Rs. 16,000/- per month  
(R.A.) : Rs. 23,000/- per month  
Rs. 24,000/- per month for Doctoral Degree holders

Date, Time & Venue: 31-01-2013 at 11.00 AM in Committee Room at PD on FMD, Mukteswar-Kumaon, Nainital (Uttarakhand).

Desirous applicants may appear for a Walk-in-Interview on the aforesaid date, time & venue along with a typed written application in plain paper showing details of bio-data, latest passport size photograph & all Original Certificates together with their attested photocopies for this interview. No separate call letter for interview shall be issued. The position is purely temporary on contractual basis & co-terminus with the Project i.e. upto

**DELHI DEVELOPMENT AUTHORITY**

(An Autonomous Body under Ministry of Urban Development, Government of India)

Head Office : Vikas Sadan, INA, New Delhi-110023

RECRUITMENT OF ASSISTANT EXECUTIVE ENGINEER (CIVIL) AND ASSISTANT EXECUTIVE ENGINEER (ELECTRICAL/MECHNAICAL)

Building career in DDA through GATE-2013  
Reference : Press Notification dated 12.09.2012  
Employment News Notification dated 06.10.2012

Attention is invited to all the applicants who have applied for GATE-2013 and willing to apply for the above mentioned posts in Delhi Development Authority. The portal for online applications is opened from 24.12.2012 till midnight of 14.02.2013. The link is available on DDA website [www.dda.org.in/jobs/jobs.htm](http://www.dda.org.in/jobs/jobs.htm). All interested candidates having valid GATE-2013 registration number may apply for the above posts at the given link.

Commissioner (Personnel) DDA

Please visit DDA website 'dda.org.in' or Dial 39898911

EN 41/32

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI FINANCE (ACCOUNTS) DEPARTMENT**

'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi-110 002

**CORRIGENDUM**

The scale of pay of the post of Chief Controller of Accounts published in the advertisement for filling up of one post of CCA in GNCTD in Employment News for the week 10-16 November, 2012 may be read as PB-4: Rs. 37400-67000 plus Grade Pay Rs.8700/- in place of 'PB-3: Rs. 15600-39100 plus Grade Pay Rs. 8700/-'. Further, the last date of submission of application of willing candidates may also be read as 60 days from the date of publication of this corrigendum instead of 'date of publishing this advertisement'. Rest of the contents shall remain same.

Sd/-  
(G.S.PANDEY)  
DEPUTY SECRETARY(FINANCE)  
Phone: 23392133, 23392256

DIP/1778/2012-13

EN 41/62

the end of March 2014. The Institute will not be held responsible to give regular appointment after expiry of the Project. No TA/DA will be admissible for attending the interview. If needs, their can be a practical test also; hence candidate should be prepared for staying upto the evening.  
Note: This advertisement can also be seen in the ICAR website [www.icar.org.in](http://www.icar.org.in)  
ASSTT. ADMN. OFFICER EN 41/53

F. No. A- 12023/1/2011-Admn.I (LD) Government of India Ministry of Law & Justice

Legislative Department Room No. 412, A-Wing, Shastri Bahawan, Dr. Rajender Prasad Road, New Delhi-110001

Subject:- Appointment to the post of Personal Assistant (Regional Language) (Urdu) by direct recruitment in the Official Languages Wing, Legislative Department, Ministry of Law & Justice.

A requisition for direct recruitment to the post of Personal Assistant (Urdu) in the Official Languages Wing of this Department. The post is a Group 'B' Non-Gazetted (Ministerial) Post (excluded from Central Secretariat Stenographer Service) and belongs to the General Central Service in the Pay Band-2 of Rs. 9300-34800/- plus Grade Pay of Rs.4200/-.

2. It is, requested that the names of the suitable candidates possessing the requisite qualifications may please be forwarded to this Department at the earliest and latest by 60 days from the date of publication of this vacancy in the Employment News..

(B.M. Sharma) Deputy Secretary to the Govt. of India. Ph. No.:-011-23389014.

ANNEXURE-I

1. Name, Address and Telephone No. of the Employer : Legislative Department, Ministry of Law & Justice, 411-A Fourth Floor, Shastri Bahawan Dr. Rajender Prasad Road, New Delhi.

2. Name, designation and Telephone No. of the Indenting Officer : Shri B.M. Sharma, Deputy Secretary (Administration) Phone No. :-011-23389014.

3. Name of the post to be filled : Personal Assistant [Urdu]

4. Number and nature of post : 1 (one), Permanent

5. Whether Unreserved/Reserved : Scheduled Tribe

6. Description of duties : To render stenographic assistance in the regional language version of Statutes, Statutory Rules, Orders and Ordinances.

7. Qualifications required: (1) Essential : (i) Matriculation or equivalent from a recognized Board or equivalent;

(ii) Should be able to take dictation in regional language concerned (Urdu) at a speed of 100 words per minute;

(iii) Should be able to type in regional language concerned (Urdu) at a speed of 25 words per minute.

(2) Desirable: Knowledge of English typing at the speed of 30 words per minute.

8. Age limits, if any : Not exceeding 30 years (Relaxable for Govt. servants upto 5 years in accordance with the instructions or orders issued by the Central Government)

9. Place of work : New Delhi, (But liable to be posted anywhere in India.)

10. Particulars regarding interview/test of applicants:

- (a) Date of interview/test (b) Time of interview/test (c) Place of interview/test (d) Name, designation, address and telephone number (if any) of the officer to whom applicants should report: Shall be intimated later

ANNEXURE-II

- 1. Name of the applicant 2. Father's name 3. Post for which to be considered 4. Date of birth 5. Category 6. Educational and other qualifications possessed by the applicant 7. Address of correspondence 8. Permanent address 9. Present post held on regular basis under the Central/ State Government with Pay Band+ Grade Pay (If any) 10. Date of appointment to the present grade 11. Speed in taking Dictation and typing in Urdu language (w.p.m.) 12. Experience 13. Remarks

Place :- Date:- Signature of the Candidate Note:- Candidates who are in Government service may forward their application through proper channel.

EN 41/68

ENGINEERING PROJECTS (INDIA) LTD. (A Government of India Enterprise) EPI

EPI, a 'Mini Ratna' Public Sector Enterprise under the aegis of Department of Heavy Industry with turnover of more than a Rs. 1000 crores engaged in execution of wide range of multi-faceted projects on turnkey basis in Power, Steel, Industrial, Civil & Infrastructure sectors require suitable persons to be appointed on regular basis for the following posts:

Table with 6 columns: Sl. No., Post, Level, No. of posts, Scale of Pay (Industrial DA Pattern) (Rs.), Minimum Experience, Upper Age limit as on (last date of submission of application)

\* In addition to pay, DA, HRA / Bachelor accommodation at Project Site, EPF, Medical facilities, Perquisites and PRP etc. are also admissible as per Rules of the Company.

\* Relaxable by 5 years for SC/STs and 3 years for OBC's and as per Govt. directives for ex-servicemen and physically handicapped.

No. of vacancies are tentative and subject to change. EPI reserves the right to shortlist and restrict the no. of candidates to be called for written test followed by interview of the successful candidates.

Applicants working in Govt. Depts./ PSU / Autonomous bodies must send their application through proper channel or produce 'No Objection Certificate' at the time of Interview and also to produce original certificate of age, qualification, experience etc. failing which, the applicants will not be interviewed and no fare shall be paid. Outstation applicants called for interview shall be paid to & fro 3tier AC rail/bus fare by the shortest route, on production of ticket/ticket No./documentary proof.

Reservation: Reservation of posts for SC/STs/OBCs applicants shall be as per Govt. directives. Person with disability (PWD) are encouraged to apply.

Last date of Submission of Application is "Two (2) weeks from the date of publication of advertisement". EPI will not consider any application received after this date.

For further details please visit our website www.epi.gov.in

Application sent by E-Mail will not be considered.

While applying candidates should indicate clearly on the envelope "Application for the post of Sr. Manager (BDD)".

EN 41/100

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES (University of Delhi) Vivek Vihar, (Phase-II), Delhi-110 095

APPLICATIONS are invited in the prescribed format available on the website of the college www.sscbsdu.ac.in for the following post in the pay Band Rs.15600-39100 with Grade Pay Rs.5400/- plus usual allowances as admissible under the rules of the University of Delhi from time to time.

Table with 4 columns: Department, Name of the Post, Nature of Vacancy, Category

NOTES:

(i) For essential qualifications and other details please refer to the college website www.sscbsdu.ac.in

(ii) Applications on the prescribed format complete in all respects alongwith self-attested copies of certificates, mark sheets, testimonials etc. must reach Principal, Shaheed Sukhdev College of Business Studies, Vivek Vihar, (Phase-II), Delhi-110095 within 21 days of publication of this advertisement.

(PRINCIPAL)

EN 41/41

DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY DEEMED UNIVERSITY, GIRINAGAR, PUNE-411 025 (ISO 9001 Certified Institute)

RECRUITMENT : NON-TEACHING POSTS AT DIAT (DU)

1. Applications are invited from eligible Indian nationals for the following Non-Teaching post to be filled at DIAT (DU) :-

Table with 6 columns: Srl. No., Post, Pay Band (₹), Grade Pay (₹), No.of Posts, Reservation Position/Statu

1.(\*) Institute reserves the right to consider the candidates for appointment at lower level, if suitable candidate is not available for ₹10,000/- G.P.

2. For further details, application form etc. please visit DIAT (DU)'s Website www.diat.ac.in.

3. 'Closing date' for receiving the applications is 31 Jan. 2013.

(Note : The above pay carries Dearness Allowances & other allowances as per Central Govt. pattern. Residential accommodation is available subject to availability & seniority as per waiting list)

EN 41/34

Directorate General, BSF, Block No. 10, CGO Complex, Lodhi Road New Delhi - 110003 (Ministry of Home Affairs)

No.1/46/2012-Pers/BSF FILLING UP OF THE POST OF DY INSPECTOR GENERAL (WW) IN BSF ON DEPUTATION BASIS

1. Description of posts :-

Table with 4 columns: S.No., Post, Vac, Pay Scale

2. For the details of the posts, its eligibility conditions and modalities of recruitment, please log on www.bsf.nic.in. (Vikash Chandra) Dy Inspector General(Pers)

davp 19110/11/0330/1213 EN 41/26

HINDUSTAN ORGANIC CHEMICALS LIMITED (A Government of India Enterprise) AMBALAMUGAL, KOCHI-682302, PH. : 0484-2720911-14

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (HEARING IMPAIRED)

Applications are invited from Persons with Disabilities (Hearing Impaired) for appointment to the following posts.

- 1. CHEMICAL OPERATOR Gr.III 2. JUNIOR CHEMIST Gr.III

Further details are available at our website. Last date of receipt of application will be 15 days from the date of publication of this advertisement.

Dt : 27.11.2012 Chief General Manager (P&A) EN 41/5

INDIAN INSTITUTE OF GEOMAGNETISM (An Autonomous Organisation of the Department of Science and Technology, Government of India) Plot. No. 5, Sector -18, Kalamboli Highway, New Panvel, Navi Mumbai 410 218

Advt. No.016/12

Indian Institute of Geomagnetism is a premier research organization having strong research programmes in Geomagnetism and allied fields. The primary research activities of the Institute deal with geophysical processes occurring (1) inside the Earth, primarily in the areas of Electromagnetic Imaging of the Earth's interior, crustal magnetic anomalies, Palaeo and Environmental Magnetism, Petrology, GPS based crustal deformation studies and Groundwater studies, and (2) external to the Earth, particularly in understanding the behavior of particles, fields and currents in the near space environment, with emphasis on space weather. The Institute provides excellent infrastructural facilities and good career prospects.

Applications are invited for the following vacancies :

ASSOCIATE PROFESSOR : 1 Post

Location : Headquarters, Navi Mumbai Pay Band and Grade Pay : Rs.15600-39100 + Grade Pay of Rs. 7600 Requirements : A First class Master's degree in Physics/Geophysics or Maths (applied) with atleast 10 years research experience in Geomagnetism and allied fields Desirable : (i) Ph.D. in topics related to Geomagnetism and allied fields (ii) Evidence of ability to lead a group and carry out independent research work of high quality, such as, an outstanding record of published work Maximum Age : 45 years

READER : 1 Post

Location : Headquarters, Navi Mumbai Pay Band and Grade Pay : Rs.15600-39100 + Grade Pay of Rs.6600 Requirements : Ph.D. in Physics/Atmospheric and Space Physics with atleast 3 years research experience Desirable : Experience in analyzing Geomagnetic data and conducting research in space weather Maximum Age : 40 years

FELLOW : 2 Posts (Both Unreserved)

Location : Headquarters, Navi Mumbai Pay Band and Grade Pay : Rs. 15600-39100 + Grade Pay of Rs. 5400 Requirements : A First class Master's degree in Physics/Geophysics/ Mathematics. Preference will be given to those who have Doctorate degree in Geomagnetism or Allied fields or have 3 years research experience in these fields in a reputed Research Laboratory/Institute/ University. Desirable : Research experience in one or more of the following a) Geophysical Techniques b) Numerical Analysis and Mathematical Modeling c) Space Physics d) Plasma Physics e) Instrumentation Maximum Age : 35 years

TECHNICAL OFFICER I : 2 posts (1 Reserved for OBC and 1 Unreserved)

Location : The post reserved for OBC is for Headquarters, Navi Mumbai and unreserved post is for the Regional Centre at Allahabad. Pay Band and Grade Pay : Rs. 9300-34800 plus Grade Pay of Rs. 4600 Requirements : (i) First or high second class Master's degree in Physics/ Maths / Geophysics / Geology/ Electronics or B.E. (Electronics) (ii) 2 years experience of working in the relevant field in a reputed Research Laboratory / Institute/ University. Desirable : Knowledge and experience in any one of the following : a) Geomagnetism and related fields b) Numerical Methods and Computer Programming c) Electronics Maximum Age : 33 years with relaxation for OBC and 30 years for Unreserved

SENIOR TECHNICAL ASSISTANT : 1 Post (Reserved for SC)

Location : Headquarters, Navi Mumbai Pay Band and Grade Pay : Rs.9300-34800 + Grade Pay of Rs. 4200 Requirements : First or high second class Master's degree in Physics/ Geophysics/Geology/B.E. in Electronics or Instrumentation Desirable : 2 years experience of working in the relevant field in a reputed Research Laboratory/Institute/University Maximum Age : 35 years with relaxation

ASSISTANT ADMINISTRATIVE OFFICER : 1 Post (Unreserved)

Location : Headquarters, Navi Mumbai Pay Band and Grade Pay : Rs.9300-34800 + Grade Pay of Rs.4600 Requirements : Bachelor's degree in Arts, Science or Commerce with 5 years experience in administrative and related work of which 3 years should be in the immediate lower grade or equivalent post in a supervisory capacity in Govt/Semi Govt/Public Sector Undertaking/ Private Sector of repute OR Master's degree with 3 years experience in supervisory capacity in administrative and related work in Govt/Semi Govt/Reputed Public or Private Sector Organisation. Preference will be given to graduate in Law, and to those who have thorough knowledge of Fundamental Rules, General Finance Rules etc. Persons fulfilling the above norms and working in analogous post can also be considered for appointment on deputation/permanent absorption basis. Maximum Age : 35 years

ASSISTANT : 2 Posts (both reserved for SC - one earmarked for Persons with Disability)

Location : One post is for Headquarters at Navi Mumbai and another post is for the Regional Centre at Tirunelveli Pay Band and Grade Pay : Rs.9300-34800 + Grade Pay of Rs.4200 Requirements : Bachelor's degree in Arts, Science or Commerce with 3 years experience as UDC or equivalent post in a Govt/Semi. Govt/Public Sector Undertaking/Private Sector of repute. Preference will be given to graduate in Law and computer savvy persons. Maximum Age : 35 years (with relaxation)

If candidates are not found suitable for the post of Assistant (both the posts), the suitability of the candidates for the immediate lower post of UDC will be considered.

The candidates may apply on the form downloadable at www.iigm.res.in together with the requisite application fee of Rs. 100/- by crossed demand draft. The prescribed application form can also be obtained from the office of the Registrar by paying an application fee of Rs. 100/- by crossed demand draft in favour of Indian Institute of Geomagnetism, New Panvel either in person between 10.30 a.m. and 5.30 p.m. on working days (Monday to Friday) OR it can be obtained by post by sending an application alongwith the application fees and a self-addressed stamped envelope of Rs.10/- superscribing "Request for Application Form". For SC / ST candidates, application form will be issued free of cost on production of valid caste certificate. Filled in applications should reach the Registrar at the above address on or before 12.02.2013.

Note: 1) Reservation and relaxation in age, fees etc. for Persons with Disabilities are as per the Govt of India rules 2) The new entrants in the services would be governed by the New Pension Rules, 2004 issued by Govt. of India. EN 41/82 REGISTRAR





## Dr. Babasaheb Ambedkar Research and Training Institute, Pune

(An Autonomous Organisation under Department of Social Justice and Special Assistance, Govt. of Maharashtra)

28, Queen's Garden, Pune - 411001

Phone - 020-26362076, Fax No. - 020 - 26333596

Website: <http://barti.maharashtra.gov.in>

### WALK-IN-INTERVIEW

Dr. Babasaheb Ambedkar Research and Training Institute (BARTI), Pune is in need of following Human Resources, purely on contract basis, for a period of 11 months.

Sr. No.	Human Resource Position	No. of Positions	Consolidated Honorarium (Rs. per Month) #
1	Chief Project Director (Skill Development & Microfinance)	1 (One)	60000/- #
2	Deputy Project Director (Skill Development & Microfinance)	3 (Three) Open - 1 (Reserved for SC - 1 & ST - 1)	41400/- #
3	Assistant Project Director (Skill Development & Microfinance)	3 (Three) Open - 1 (Reserved for SC - 1 & ST - 1)	29000/- #
4	Project Officer (Skill Development & Microfinance)	7 (Seven) Open - 2 (Reserved for SC - 1, ST - 2, VJ/NT-1 & OBC-1)	19300/- #

# (Note - Honorarium will be negotiable and commensurate with the candidate's qualification and experience)

The details of **Qualifications, Experience, Roles and Responsibilities, prescribed Application Form, coverage of Concept Note and Presentations etc. are available on the website-"<http://barti.maharashtra.gov.in>"** on CCVIS link under the caption "HR Requirement -SDM For BARTI" under the head "Notice Board".

Eligible and desirous Candidates who possess the Essential Qualifications can apply in the prescribed Application Form available on website and submit the same before they appear for walk-in-interview on **20th Jan. 2013 at 10-00 AM** in the office at BARTI Pune (Maharashtra).

**Registrar**  
**Dr. Babasaheb Ambedkar Research and Training Institute, Pune**

EN 41/89

No.DFSS/4/75/2012  
Government of India

## Ministry of Home Affairs

### Directorate of Forensic Science Services

It is proposed to fill up two posts of Sr. Scientific Officers Grade - II (Chemistry) (Group 'A' Gazetted, Non - Ministerial) in the pay band PB-3 Rs. 15600 - 39100/- with Grade Pay Rs.5400/- pm in the Central Forensic Science Laboratories at Chandigarh / Kolkata / Hyderabad / Bhopal / Pune / Guwahati under Directorate of Forensic Science Services, Ministry of Home Affairs, on deputation / transfer basis.

2. The eligibility conditions, experience and job requirements for the post are shown in **Annexure-I**. The maximum age limit for appointment by transfer on deputation / transfer shall be not exceeding 56 years as on the closing date for receipt of applications.

3. The pay of officers, selected for appointment on deputation / transfer, and various other conditions will be governed in accordance with the orders/ instructions issued in this regard from time to time by the Government of India.

4. The applications in the prescribed proforma in Annexure - II, in respect of suitable, eligible and willing officers, who can be relieved immediately, if selected, may please be sent along with up-to-date ACRs of last five years, photocopies duly attested by an officer not below the rank of Under Secretary to Govt. of India, at the following address within a period of **TWO MONTHS** from the date of issue of this Advt.:

The Senior Scientific Officer Gr. I (FS),  
Directorate of Forensic Science Services,  
Block No. -9, Floor-8,  
CGO Complex, Lodhi Road,  
New Delhi-110 003.

5. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

6. Applications received after the last date or without the required documents will not be entertained.

#### ANNEXURE-I

1. **Name of the Post:** Sr. Scientific Officer Grade - II (Chemistry)- Two vacancies.  
2. **Scale of Pay :** Pay Band PB-3 Rs.15,600 - 39,100/- with Grade Pay Rs.5,400/-  
3. **Eligibility :** Officers under the Central / State Governments / Universities /Recognized Research Institutes / Statutory / Semi - Government or Autonomous Organization:

a) i) holding analogous posts on regular basis; or  
ii) with three years regular service in posts in the scale of Rs.6500-200-10500/- (pre-revised) or equivalent; and  
b) possessing the following educational qualifications and experience:

**Essential:** i) M.Sc. in Chemistry/Biochemistry/Forensic Science with Chemistry as one of the subjects at B.Sc. level from a recognized University or equivalent. **And**  
ii) Three years experience of analytical methods and research therein in the field of Chemistry.

**Desirable:** Experience of working in a Forensic Science Laboratory.  
(Period of deputation including period of deputation in another ex-cadre post held immediately preceding to this appointment in the same or some other organization / department of the Central Govt. shall ordinarily not exceed 3 years.)

#### 4. Duties and responsibilities:

(i) To assist the Assistant Director / Dy. Director in the examination of crime exhibits in the concerned divisions and to depose expert evidence in the courts of law as and when required.  
(ii) To conduct research & development in the problems connected with the subject and to keep liaison with other research & development organizations.  
(iii)Any scientific work pertaining to the laboratory assigned by the Director / Dy. Director / Assistant Director from time to time in day to day functioning of the laboratory.  
(iv)Any other duties that may be assigned from time to time.

#### ANNEXURE-II

Application for appointment to two posts of Sr. Scientific Officers Grade - II (Chemistry) (Group 'A' Gazetted, Non - Ministerial) on deputation / transfer basis in the Central Forensic Science Laboratories at Chandigarh / Kolkata / Hyderabad /Bhopal / Pune / Guwahati under Directorate of Forensic Science Services, Ministry of Home Affairs, New Delhi.

1. Name & Address (in Block Letters):  
2. Date of Birth:  
3. Date of retirement under Central/State Govt. Rules. :  
4. Educational Qualification :  
5. Whether educational & other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same) :

Qualifications	Qualification / Experience Required Possessed
Essential	Desirable

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :  
7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Office/Org./Deptt.	Post held	from	to	Scale of Pay & Basic Pay	Nature of duties

8. Nature of present employment : i.e. ad hoc or temporary or permanent or on deputation.  
9. In case present employment is held on deputation / contract basis, please state:  
a) The date of initial appointment :  
b) Period of appointment on deputation / contract  
c) Name of the parent office / organization to which you belong

10. Additional details about present employment: Please state whether working under:

## Government of India

# Office of the Superintending Archaeologist

## Archaeological Survey of India

### Patna Circle

**J.C. Road, Antaghat, Patna - 800001**

Applications in the prescribed format are invited from the eligible and qualified persons for the post of Foreman (Works) as per details given below.

Sl. No.	Name of Post	Category of post	Scale of pay	No. of vacancy	Age, educational qualification etc.
1	Foreman (Works)	Group 'C (Non-Gazetted)	PB 1: ₹ 5200-20200/- + Grade Pay ₹ 1900/-	01 (One) (Unreserved)	<b>Age:</b> Below 25 years as on 31.12.2012 (Relaxable for govt. servant & SC/ST/OBC as per rules) <b>Educational Qualification:</b> <b>Essential:</b> (i) Matriculation or equivalent. (ii) Experience in supervision of labour and/or minor construction.

#### Conditions

- The post is permanent but appointment will be made initially on probation for two years.
- Presently, the selected candidate will be posted under Patna Circle having the jurisdiction of Bihar and Eastern Uttar Pradesh but likely to be transferred in anywhere in India
- The application should reach to THE SUPERINTENDING ARCHAEOLOGIST, ARCHAEOLOGICAL SURVEY OF INDIA, PATNA CIRCLE, J.C. ROAD, ANTAGHAT, PATNA-800001 (BIHAR) within **15 (fifteen) days** from the date of publication of the advertisement by post only.
- T.A. & D.A. will be admissible to the SC/ST candidate as per rule.

#### Note

- Application must be submitted in the format published. The applications can also be typed out in double space or written in own handwriting in English/Hindi, but format should be the same as published.
- Application should be supported with attested copy of certificates in support of date of birth, educational qualification, Experience, caste etc.
- Candidate must be registered in any Employment Exchange. The application of candidate not registered in Employment Exchange will be rejected summarily.
- Persons working under Government/Semi Government/Undertaking should apply through proper channel with no objection certificate.
- One self signed recent passport size photograph should be pasted on right top corner of the application.
- Incomplete applications or application submitted on a format other than published in this advertisement are liable to be rejected summarily and no further correspondence will be made in this regard.
- The candidates have to make their own arrangement, if called for test/interview.
- Applications received after due date will not be entertained.
- Canvassing in any form will disqualify the candidature.

Superintending Archaeologist

#### PROFORMA

- Application for the post of .....**
- Name of the candidate (in block letters) :
  - Father's Name :
  - Date of Birth  
(i) In figure (ii) In words  
(iii) Age as on 31.12.2012 : **Years.....Months.....Days**
  - Nationality
  - Whether belongs to SC/ST/OBC/Gen.
  - Permanent Address (with Pin Code)
  - Address for correspondence (with pin code) :
  - Name of the Employment Exchange with Registration/card No. :
  - Educational Qualification (10th onwards) :

**Affix recent passport size photograph duly signed by self**

Sl. No.	Name of Examination	Board/University/ Institution	Year of passing	Subject	Percentage of Marks

- Experience, if any
- Willing to serve anywhere in India (Yes/No):
- List of Enclosures :

#### Declaration

I (Name)----- hereby solemnly declare that the above statements made by me are correct to the best of my knowledge and belief. If at any stage information submitted by me is found false my candidature for the post will be rejected.

**Place :** \_\_\_\_\_ **Signature of candidate**  
**Date :** \_\_\_\_\_ **EN 41/86**

## LGB Regional Institute of Mental Health

(Govt. of India, Ministry of Health & Family Welfare)

Post Box No. 15 : Fax No. (03712) 233623

Tezpur: : 784001::Assam

No. LGB/EE/2546/12-13/5092

### Admission Notification

LGBRIMH, Tezpur offers admission to following full-time programme for the academic session 2013-14.

Course	Seat	Reservation
M.Phil in P.S.W.	5	UR-2,SC-1,OBC-2
M.Phil. in M & S.P.	4	UR-2,SC-1,OBC-1
M.Sc. Nursing (Psy.Nsg)	12	UR-5, SC-2, ST-1,OBC-4

- Entrance Examination will be held on 10-03-2013 at 11 A.M.
- Application must be submitted online from **01.01.2013 to 31.01.2013**.
- For detail information, please log on to **www.lgbrimh.org.** **Director**  
**EN 41/58**

#### DISCLAIMER

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- Central Government
- State Government
- Universities
- Recognized Research Institute
- Statutory Organization
- Semi - Government Organization
- Autonomous Organization

- Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre - revised scale.
- Total emoluments per month now drawn
- Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
- Whether belong to SC / ST.
- Remarks.

**Place:** \_\_\_\_\_ **(Signature of applicant)**  
**Date:** \_\_\_\_\_ **Address:** \_\_\_\_\_

#### Certificate to be given by Head of Office of the applicant:

- It is certified that the particulars furnished by the officer are correct.
- It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he is clear from the vigilance angle.
- His integrity is certified.
- It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.

EN 41/91

(Head of Office)

# Office of the Commissioner Coal Mines Provident Fund Organisation (CMPFO) Headquarters Office, Dhanbad

(A Statutory Organization Under Ministry of Coal, Government of India)  
Police Line, Dhanbad, Pin-826014 (Jharkhand)

Coal Mines Provident Fund Organisation invites ONLINE Applications from Indian Nationals for recruitment to the following Posts:-

Sl. No.	Name of the post & Group	Pay Band	Vacancies (Approx.)	Details of Category-wise Vacancies				Qualification	Age Limit	Nature of Duties								
				Category	No. of Vac.	No. of PH	No. of XS											
1.	Provident Fund Inspector Group 'B' (Non-gazetted)	PB-2, 9300-34800/-+ Grade Pay 4200/-	15	GEN	09	Nil	Nil	<b>Essential:-</b> Degree of a recognized University <b>Desirable:-</b> Basic knowledge of Computer.	Not exceeding 32 years.	Inspection of records of Collieries Inspection of accounts, book, register and other documents relating to the employment of persons in the Coal Mines as the Inspector may consider necessary for the purpose of any Scheme framed under the Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948								
			OBC	03	Nil	Nil					SC	02	Nil	Nil		ST	01	Nil
2.	Lower Division Clerk Group 'C'	PB-1, 5200-20200/-+ Grade Pay 1900/-	281	GEN	144	04	14	<b>Essential:-</b> Intermediate or equivalent and should Possess a speed of 35 words per minute in typing in English on Computer OR 30 words per minute in Hindi on Computer <b>Desirable:-</b> Basic knowledge of Computer	Not exceeding 27 years.	Clerical job in nature specifically typing, noting drafting and other charter of duties specified by Government for clerical cadre.								
			OBC	82	02	08					SC	35	01	04		ST	20	01

Candidates should ensure that they fulfill the eligibility criteria for the post. Candidates may apply for either of the post or both subject to fulfilling of eligibility criteria. Candidates are requested to apply online through the organization's website <http://www.cmpfo.gov.in> for applying online, the candidates should have a valid E-mail Id. which should be kept alive during the recruitment process as the call letters and other information shall also be given online only.

#### (1) BASIC DETAILS:-

- \* Tentative date of On-Line Examination:- 24<sup>th</sup> March, 2013 (Sunday)
- \* Dates for On-Line registration of application form 11<sup>th</sup> January, 2013 to 12<sup>th</sup> February, 2013.
- \* Date for downloading of call letters from 1<sup>st</sup> week of March, 2013.

**Note:-** The above vacancies are provisional and subject to variation. CMPFO reserves the right to vary the vacancies including reserved vacancies as per further assessment of requirements.

**Abbreviations:-** SC=Scheduled Caste, ST=Scheduled Tribe, OBC=Other Backward Classes, GEN=General, PH=Physically Handicapped, XS=Ex-Serviceman.

(2) **Age Limit:-** The lower age limit is 18 years and upper age should not exceed the prescribed age limit as mentioned in Column 7 of the advertisement as on the last date of submitting the application.

(3) **Age relaxation:-** Age relaxation is applicable as per Government of India Guidelines. Relaxation in Upper Age Limit available to:-

- SC/ST up to 5 years;
- OBC up to 3 years;
- Employees of Central Government & Employees of Coal Mines Provident Fund Organisation

Category	Extent of age relaxation in upper age limit for appointment in Group 'A' and Group 'B' [For the post of PFI]	Relaxation in upper age limit for appointment to Group 'C' and erstwhile 'D' (now MTS posts) by direct recruitment which are in the same line or allied cadre [For the post of LDC]
General	up to 37 years of age	up to 40 years of age
SC/ST	up to 42 years of age	up to 45 years of age
OBC	up to 40 years of age	up to 43 years of age

#### d) Ex-Serviceman

Category	Relaxation in upper age limit	
XS+GEN	3 Years	After deduction of the military service rendered from the actual age as on the closing date
XS+OBC	6 Years	
XS+SC/ST	8 Years	

#### e) Physically Handicapped

Category	Relaxation in upper age limit
PH+GEN	10 Years
PH+SC/ST	15 Years
PH+OBC	13 Years

#### (4) HOW TO APPLY (ONLINE APPLICATION)

Candidate should visit CMPFO website <http://www.cmpfo.gov.in> for filling the online application form. No other mode of application shall be accepted.

**Note:-** Candidate should have valid E-mail Id. and mobile number. This will help him/her in getting call letter/interview advices etc. by E-mail/SMS.

#### (5) APPLICATION FEE

(i) For the post of Provident Fund Inspector Rs.500/- for GEN/OBC Candidate and Rs.200/- for SC/ST/PH/XS.

(ii) For the post of LDC Rs.300/- for GEN/OBC Candidates and Rs.100/- for SC/ST/PH/XS.

#### INSTRUCTION FOR ONLINE APPLICATION AND PAYMENT OF FEE

Candidate should visit CMPFO website <http://www.cmpfo.gov.in> for filling the online application form. No other mode of application shall be accepted.

**Note:-** Candidate should have valid E-mail Id. and mobile number. This will help him/her in getting call letter/interview advices etc. by E-mail/SMS.

#### (A) MODE OF PAYMENT (OFF-LINE)

(i) Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.

(ii) Fill the application carefully. In the event of the candidate not able to fill the data in one go, he/she can save the data already entered. When the data is saved, registration number and password will be generated by the system and displayed on the screen. Candidates should note down the registration number and password. Email & SMS indicating the Registration number and Password will be sent. Candidates can reopen the saved data using Resgistration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled complete, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed thereafter. The registration at this stage is provisional.

(iv) **Fee Payment:** Fee payment will be accepted from 2nd working day after registration and can be made within three working days at any branch of State Bank of India. System generated fee payment challan will be used for depositing fee. (For example, If one has registered on 17.01.2013, then he/she will be able to deposit the fee from 19<sup>th</sup> to 22<sup>nd</sup> January, 2013, considering 20th is a non-working day). Once fee paid, the registration process is completed.

(v) Candidate will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees. Please ensure to furnish correct Mobile number/e-mail address to receive the registration confirmation.

**Note:-** There is also a provision to reprint the submitted application containing fee details, after three days from the date of fee payment.

#### (6) SELECTION PROCEDURE

The Recruitment process will have two stages:-

#### STAGE-1:- Written Examination:-

**Note:-**

- There will be penalty for wrong answers. For every wrong answer marked by the candidates, 1/4<sup>th</sup> of the marks assigned to that question will be deducted.
- Examination will be conducted on-line.
- Cut-Offs (Minimum Qualifying Marks) on Objective Tests will be decided based on the Group performance.
- The candidates will be shortlisted for typing test and interview for the post of LDC and Inspector respectively.

#### STAGE-II-Interview OR Typing Test

**Interview for the post of Provident Fund Inspector:-** If certain number of candidates from amongst those who qualify by ranking high enough in the merit list of written examination will be called for interview in the ratio of maximum 4 candidates for each vacancy. Candidates are required to score a minimum percentage marks (to be decided by the Board) in interview to be considered for final selection. 5% relaxation for SC/ST/OBC/PWD/XS category will be available thereon. Final selection will be made on the basis of candidate's performance in the written test and typing test/interview taken together.

**Typing Test for the post of Lower Division Clerks:-** Candidates will be required to appear for the Typing Test to assess speed of 35 words per minute in typing in English on Computer OR 30 words per minute in Hindi on Computer.

#### (7) EXAMINATION CENTRE:-

**Stage-1:-** Written Examination will be held at the following centers:-

Name of the State	Examination Centre	Code No.
Andhra Pradesh	Hyderabad	
	Vishakhapatnam	
Assam	Guwahati	

Bihar	Kokrajhar	
	Patna	
	Muzaffarpur	
	Bhagalpur	
Chhatisgarh	Purnea	
	Bilaspur	
	Raipur	
	Bhilai	
Delhi	Delhi (Including NCR cities)	
Goa	Panajim	
Gujarat	Ahmedabad	
Haryana	Chadigarh	
Himachal Pradesh	Shimla	
Jammu & Kashmir	Jammu	
Jharkhand	Ranchi	
	Dhanbad	
	Jamshedpur	
Karnataka	Bangluru	
Kerala	Thiruvananthapuram	
	Mumbai	
Maharashtra	Nagpur	
	Bhopal	
Madhya Pradesh	Jabalpur	
	Bhubneswar	
Odisha	Sambalpur	
	Chandigarh	
Punjab	Chandigarh	
Rajasthan	Jaipur	
Tamilnadu	Chennai	
Uttar Pradesh	Lucknow	
	Kanpur	
	Varanashi	
Uttarakhand	Allahabad	
	Dehradun	
West Bengal	Kolkata	
	Asansol	
	Siliguri	
	Durgapur	

**Note:-** A candidate can choose any three examination centers in order of choice. No request (for change of date/centre for Examination) will be entertained. The CMPFO, however, reserves the right to change the venue and/or Centre- and /or cancel any centre at its discretion

#### (8) EMOLUMENTS:-

Selected candidates will be on probation for a period of two years. The pay and allowances will be as admissible to the posts. They will also be eligible for DA & H.R.A. as per rules in force time to time. In addition, they will get the perquisites which include LTC/Medical facilities, as applicable from time to time, etc. as admissible to the posts.

#### (9) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:-

Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form. At the time of written examination, if a candidate is (or has been) found guilty of:-

- Using unfair means during the examination or
- Impersonating or procuring impersonation by any person or
- Misbehaving in the examination hall (or any part thereof) or
- Resorting to any irregular or improper means in connection with his/her candidature for selection or;
- Obtaining support for his/her candidature by any unfair means, such a candidate may in addition to rendering himself/herself liable to original prosecution be liable:

a) To be disqualified from the examination for which he/she is a candidate.

b) To be debarred either permanently or for a specified period, from any examination or recruitment conducted by CMPFO.

c) For termination of service, if already joined the CMPFO.

#### (10) GENERAL INSTRUCTIONS:-

a) Only those candidates who are willing to serve anywhere in India need apply.

b) Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date.

c) OBC Certificate in format as prescribed by GOI and issued by the competent authority inter-alia specifically stating that the candidate does not belong to the socially advanced sections excluded from the benefits of reservations for OBCs in civil posts and services under the GOI with 'CREAMY LAYER' clause should be kept ready to be submitted at the time of Typing test based on the income of the financial year preceding the date of application. Candidates belonging to OBC category but coming in the 'CREAMY LAYER' hence are not entitled to OBC reservation and age relaxation should indicate their category as "General".

d) Attested copies of caste/category certificate wherever applicable and educational certificates will have to be submitted at the time of Interview/ Typing test. The candidates should also carry the original certificates for verification which will be returned to them on the date of Interview/Typing test.

e) Candidates serving in Government/Public Sector Undertaking (including banks) should bring their "No Objection Certificate" from their Employers at the time of Interview/ typing test.

f) All candidates will have to appear for the examination(s) at their own cost

g) Decision of the CMPFO in all matters regarding eligibility, conduct of examination and selection would be final and binding on all candidates. No correspondence whatever would be entertained by the CMPFO in this regard. Any dispute regarding the selection process shall be in the jurisdiction of Dhanbad Court only

h) The candidates must ensure that they fulfill all the eligibility criteria and that the particulars furnished by them in the application are correct in all respects. Mere admission to the test of a candidate does not imply that the CMPFO has been satisfied beyond doubt about the candidate's eligibility. In case it is detected at any stage of selection that a candidate does not fulfill any of the eligibility criteria, and /or that he/she has furnished any incorrect information or has suppressed material fact(s) his/her candidature will stand cancelled if any of these shortcoming(s) is/are and detected even after appointment his/her services will be summarily terminated.

i) Appointment of selected candidates is subject to his/her being declared physically fit by medical Officer(s) like Civil Surgeon of the candidate's District from which he/she belongs.

j) As the applications are to be submitted online, candidates are to ensure that the details are correctly filled in before submitting the application form.

k) The English version of the advertisement will be final in case of any discrepancy between the translated version and English version.

l) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.



Government of India

# STAFF SELECTION COMMISSION



(Eastern Region)

Ministry of Personnel, Public Grievances &amp; Pensions

Department of Personnel &amp; Training

234/4, A.J.C. Bose Road, Nizam Palace, 1st MSO Building, 8th Floor, Kolkata-700020

Tel: (033)-22902230/4422/4424(FAX), Website: sscr.org, E-mail: contact@sscer.org

**This Notice and application form are also available on Commission's website "www.sscr.org"**

## NOTICE

### ADVERTISEMENT NO. ER-01/2013

FILE NO. 11/1/2013-RECTT

CLOSING DATE: 11.02.2013

Applications are invited from Citizens of India under Para-3 of this Notice, for the following Group 'B' and Group 'C' Selection Post. Descriptions of posts are mentioned at Para-1 and other terms and conditions are mentioned at Para-4 to Para-20 of this Notice. Willing applicants under Para-3 of this Notice who fulfill the conditions of eligibility for the post(s) as specified in para 1 of the Notice amongst others 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(s) for the posts, before applying.

#### 1. DESCRIPTION OF POST

##### 1.1 CATEGORY NO. OF POST: ER-01

Name of Post : **DEPUTY RANGER**Classification : **General Central Service, Group 'C', Non-Technical, Non-gazetted, Non-Ministerial**Vacancy : **01 (OBC-01)**

Department : Forest Survey of India, Ministry of Environment &amp; Forest, Department of Forests &amp; Wild Life

AGE : Not exceeding 28 years (Age relaxation is admissible as per Instructions)

PSL : Rs. 5200-20200/- Grade Pay Rs. 2400, (PB-1)

E.Q. : a) 12th Standard or its equivalent or trained Forester or Trained Forest Guard from the Regional forest school.

b) Should have atleast 2 years experience in Forest Survey/working plan organization/Forest Resources Survey work in State Forest Department.

D.Q. : NIL

I.P. : Kolkata with AISL

J.R. : Compassing G.P.S operation and other instruments operation &amp; supervising of different data collection of Forest/TOF(R&amp;U) inventory work.

Instruction for : This post is not identified suitable for PH candidates.

PH candidates

##### 1.2 CATEGORY NO. OF POST: ER-02

Name of Post : **LIBRARY CLERK (LABORATORY)**Classification : **Group 'C' Non-Technical, Non-Ministerial**Vacancy : **01 (UR-01)**

Department : National Library, Ministry of Culture, Kolkata.

AGE : 18-25 years (Age relaxation is admissible as per Instructions).

PSL : Rs.5200 -20200/-, Grade Pay Rs.1900/-, (PB-1)

E.Q. : (i) Matriculation or equivalent from a recognised institution, and (ii) A certificate in Library Science from a recognised institution.

D.Q. : Two years working experience in handling laboratory equipments in a standard laboratory.

I.P. : Kolkata with AISL

J.R. : De-acidification of all the books &amp; records required for lamination in the Division with calcium hydroxide and bicarbonate solution. Preparation of saturated solution of various chemical treatments viz. (i) Leather preservative Mixture (ii) Fungicide solution. Preparation of dummies of books received for fumigation. Maintaining a record of books fumigated with paradichlorabonozone. De-acidification of highly fragile books by non-aqueous de-acidification process. Preparation of unstable barium Hydroxide tetrahydrate solution for non-aqueous de-acidification in Methyl alcohol. Collation and arrangement of the sheets required to be treated and after being treated. Assisting in checking of books in stacks for treatment.

Instruction for : This post is identified suitable for OH (OA &amp; OL) candidates

PH candidates

##### 1.3 CATEGORY NO. OF POST: ER-03

Name of Post : **RESEARCH ASSOCIATE (BIO-CHEMISTRY)**Classification : **General Central Service, Group 'B', Non-gazetted, Non-ministerial**Vacancy : **02 (UR-01, OBC-01)**

Department : Anthropological Survey of India, Ministry of Culture, Department of Culture

AGE : 30 years (Age relaxation is admissible as per Instructions).

PSL : Rs.9300 -34800/-, Grade Pay Rs. 4200/-, (PB-2)

E.Q. : (i) Master's Degree in Bio-Chemistry or Organic Chemistry or Degree in Food Technology of a recognized University or equivalent. (ii) About one year's research experience in food analysis and nutritional studies.

(Qualifications relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified)

D.Q. : (i) Experience in field work in tribal areas.

I.P. : Head Office, Kolkata and C.R.C, Nagpur with AISL

J.R. : (i) To conduct research in the field of food and nutritional studies, collection of data, analysis of data and preparation of reports. (ii) To assist the sectional heads as and when required.

Instruction for : This post is not identified suitable for PH candidates

PH candidates

##### 1.4 CATEGORY NO. OF POST: ER-04

Name of Post : **FARM ASSISTANT**Classification : **General Central Service, Group 'C', Non-Technical, Non-ministerial, Non-gazetted**Vacancy : **01 (OBC-01)**

Department : Regional Station for Forage Production and Demonstration, Ministry of Agriculture, Department of Animal Husbandry, Dairying &amp; Fisheries.

AGE : Between 18 and 25 years (Age relaxation is admissible as per Instructions).

PSL : Rs.5200-20200/-, Grade Pay Rs. 2400 /-, (PB-1)

E.Q. : Pass in 12th class or equivalent qualification from a recognized Board or University with a certificate course or training in agriculture from a recognized institute and at least one year's experience of work at an Agriculture Farm; or B.Sc (Agriculture).

D.Q. : NIL

I.P. : Kalyani, Dt. Nadia, W.B. with AISL

J.R. : Supervising of day to day miscellaneous agricultural, farm, extension works.

Instruction for : This post is not identified suitable for PH candidates.

PH candidates

##### 1.5 CATEGORY NO. OF POST: ER-05

Name of Post : **BOTANICAL ASSISTANT**Classification : **Group 'B', Non-gazetted, Non-ministerial**Vacancy : **01 (UR-01)**

Department : Botanical Survey of India, Ministry of Environment &amp; Forests, Andaman &amp; Nicobar Regional Centre, Port Blair.

AGE : 30 years (Age relaxation is admissible as per Instructions).

PSL : Rs.9300-34800/-, Grade Pay Rs. 4200 /-, (PB-2)

E.Q. : i) M.Sc degree in Botany or 1st class B.Sc (Hons.) with Botany or 2nd class B.Sc with Botany with 3 yrs experience. ii) Aptitude for Systematic Botany as evidenced by having taken special papers in the subject having research or field experience.

**Note:** The qualification regarding experience is relaxable at the discretion of the competent authority in case of candidates belonging to the Scheduled Castes and Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

D.Q. : i) Experience of plant collection in the field.

ii) Ability to write reports of scientific nature.

I.P. : Port Blair with AISL

J.R. : To assist in scientific research, prepare notes after consultation of literature, identification and cataloguing of flora and studying them in their various aspects in the field as well as in the herbarium and laboratory.

Instruction for : This post is identified suitable for OH candidates.

PH candidates

##### 1.6 CATEGORY NO. OF POST: ER-06

Name of Post : **SCIENTIFIC ASSISTANT (PHYSICAL - CIVIL)**Classification : **Group 'B', Non-gazetted**Vacancy : **06 (UR-04, ST-01, OBC-01)**

Department : National Test House, Ministry of Consumer Affairs, Food &amp; Public Distribution, Department of Consumer Affairs.

AGE : Not exceeding 30 years (Age relaxation is admissible as per Instructions).

PSL : Rs.9300-34800/-, Grade Pay Rs. 4600 /-, (PB-2)

E.Q. : i) Master's Degree in Physics (Pure or applied) or Chemistry (Pure or Applied or Industrial) or degree in Chemical Technology/Engineering or degree in Civil Engineering of a recognized University or equivalent.

ii) Two years' experience in the Testing and Evaluation of Civil Engineering material in a Laboratory.

**Note:** 1. Qualifications are relaxable at the discretion of SSC in the case of candidates otherwise well qualified.

2. The Qualifications regarding experience is/are relaxable at the discretion of SSC in the case of candidates belonging to SCs or STs, if at any stage of selection, the SSC 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 posts reserved for them.

D.Q. : NIL

I.P. : Kolkata/Mumbai/Chennai/Ghaziabad/Guwahati/Jaipur with AISL.

J.R. : Testing &amp; Evaluation of concerned Laboratory Samples and work in connection with the development of testing methods for these materials, calibration and maintenance of instruments of the concerned laboratory.

Instruction for : This post is not identified suitable for PH candidates.

PH candidates

Continued

**1.7 CATEGORY NO. OF POST: ER-07**  
**Name of Post :** LIBRARY CLERK (GENERAL)  
**Classification :** General Central Service, Group 'C', Non-ministerial  
**Vacancy :** 02 (OBC-02)  
**Department :** National Library, Kolkata.  
**AGE :** 18 to 25 years. (Age relaxation is admissible as per Instructions).  
**PSL :** Rs. 5200 - 20200/-, Grade Pay Rs.1900/-, (PB-1)  
**E.Q. :** i. Matriculation or equivalent from a recognized institution; and  
 ii. A certificate in Library Science from a recognised institution  
**D.Q. :** NIL  
**I.P. :** Kolkata with AISL.  
**J.R. :** 1. Reference service to readers and borrowers of books of the Library.  
 2. Accessioning of books and magazines.  
 3. Assist the Library and Information Assistant and Sectional heads in their works.  
 4. Supply books to the Readers.

**Instruction for :** This post is identified suitable for OH (OA, OL, OAL) & HH candidates.

**PH candidates**

**NOTE-(I) :** MORE VACANCIES IN EQUIVALENT/COMPARABLE POSTS MAY ALSO BE FILLED THROUGH THIS ADVERTISEMENT. FURTHER, VACANCIES MENTIONED ABOVE ARE SUBJECT TO ALTERATION.

**NOTE-(II) :** ABOVE VACANCIES ARE THOSE VACANCIES AS REPORTED TO THE COMMISSION BY THE DIFFERENT INDENTING OFFICES. THE COMMISSION IS NOT RESPONSIBLE 'FOR WITHDRAWAL OF THOSE VACANCIES, FOR THE REASON WHATSOEVER, BY THOSE INDENTING OFFICES'.

**2. ABBREVIATIONS USED**

**SSC:** Staff Selection Commission; **M/o:** Ministry of, **D/o:** Department of, **O/o:** Office of, **I.P.O.:** Indian Postal Order, **CRFS:** Central Recruitment Fee Stamps, **Age:** Age-limit, **PSL:** Pay-Scale, **EQ:** Essential Qualification, **DQ:** Desirable Qualification, **IP:** Initial Posting, **AISL:** All India Service Liability, **JR:** Job Requirements, **UR:** Unreserved, **GEN:** General, **OBC:** Other Backward Classes, **SC:** Scheduled Caste, **ST:** Scheduled Tribe, **ExS:** Ex-Serviceman, **PH:** Physically Handicapped, **OH:** Orthopaedically Handicapped, **HH:** Hearing Handicapped, **VH:** Visually Handicapped, **OA:** One arm affected, **OL:** One leg affected, **BL:** Both legs affected, **PD:** Partially Deaf, **LV:** Low vision, **CGCE:** Central Government Civilian Employee; **NA:** Not Applicable; **OEA:** Other Employed Applicant, **Notice:** Notice of Examination published in the Employment News, dated 12.01.2013.

**3. NATIONALITY/ CITIZENSHIP:**

A candidate must be either :

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India, or
- a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

**4. EXAMINATION FEE**

**A. FEE PAYABLE:** Rs. 50/- (Rupees fifty only).

**B. MODE OF PAYMENT OF FEE**

i. The candidates should pay the fee by means of "Central Recruitment Fee Stamps (CRFS)" only. These stamps are available at the counter of all Post Offices of the country. These Recruitment Fee Stamps may be pasted on the application form in the space earmarked for the purpose. These Recruitment Stamps must be got cancelled from the Counter Clerks of any Post Office of issue with the date stamp of the Issuing Office in such a manner that the impression of the cancellation stamps partially overflows on the Application Form itself, taking care at the same time that the impression is clear and distinct to facilitate the identification of date and Post Office of issue at any subsequent stage. After getting the Recruitment Fee Stamps cancelled from the Post Office, the candidate may submit their application to the concerned Regional Office of the Commission in the usual manner after completing other formalities.

**Note :** Candidates may please note that non-cancellation of stamps from the concerned Post Office in the manner indicated above, may lead to rejection of his/her application form, so it is in the interest of candidates that they get the CRFS cancelled from the concerned Post Offices.

ii. Fee paid by wrong mode of payment of fee i.e. by IPO, Cash, Bank Draft or Pay Order, will NOT be accepted.

iii. Fee once paid will not be refunded under any circumstances.

iv. Fee paid by wrong mode of payment of fee or non-cancellation of CRFS or paying Less Fee or non submission of requisite certificate with application from competent authority for the applicants seeking exemption of examination fees, shall be treated as application with NO FEES. Thus, their candidatures will be cancelled summarily or at any stage of recruitment process for NO FEES.

**C. EXEMPTION FROM PAYMENT OF FEES:**

(i). SCHEDULED CASTE, SCHEDULED TRIBE, PHYSICALLY HANDICAPPED, EX-SERVICEMEN AND WOMEN APPLICANTS are exempted from paying EXAMINATION FEES, subject to fulfillment of conditions stated at **Para-12** of this Notice.

(ii). Remission of fee may be allowed to those repatriates from Kuwait/Iraq who are not in a position to pay it.

**NOTE I :** Fee concession is not admissible to sons and daughters of ExS or to persons belonging to Other Backward Classes.

**II :** Service clerks in the last year of their colour service are also not exempted from payment of fee.

**III:** Ex-Servicemen who have already taken up a Government job shall be considered against General vacancies and, hence, shall not be entitled for fee concession.

**5. WHERE TO SEND APPLICATION AND TIME LIMIT FOR SENDING APPLICA-**

**TION**

**A. CLOSING DATE OF RECEIPT OF APPLICATION**

(i). **CLOSING DATE OF RECEIPT OF APPLICATION is 11.02.2013 (5.00 P.M).**

(ii). In the case of applicants residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep & for applicants residing abroad, the closing date is **18.02.2013 (5.00 P.M).** Applicants applying from any of those areas shall invariably superscribe the name of the area on the envelope in bold letters.

**B. ADDRESS WHERE APPLICATIONS SHOULD BE SENT/DELIVERED:**

The applications should be addressed to :-

**"REGIONAL DIRECTOR, STAFF SELECTION COMMISSION (ER), 234/4, A.J.C. BOSE ROAD, NIZAM PALACE, 1ST MSO BUILDING, 8TH FLOOR, KOLKATA-700020".**

**NOTE :** Candidates are advised to post the application well before the closing date so that it reaches the **STAFF SELECTION COMMISSION (ER)** by the closing date and time. APPLICATION RECEIVED AFTER CLOSING DATE AND TIME WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

**6. ESSENTIAL QUALIFICATIONS (EQ) OF POSTS**

i. The Crucial Date for determining the 'Essential Qualifications (EQ)' will be the closing date of receipt of applications as mentioned at Para-5 of this Notice.

ii. 'Essential Qualifications (EQ)' for different categories of 'Posts' are indicated at Para-1 of this Notice.

iii. For other details in this regard, applicant shall refer 'ALL Paras' of this Notice scrupulously.

**7.A AGE-LIMIT AND RELAXATION ON UPPER AGE-LIMIT AND RESTRICTION ON RELAXATION ON UPPER AGE-LIMIT**

i. **CRUCIAL DATE FOR DETERMINING THE AGE-LIMIT:** Crucial date for determining the age-limit will be the closing date of receipt of applications as mentioned at Para-5 of this Notice.

ii. **AGE-LIMIT:** The different 'AGE-LIMIT' for different 'Posts' is indicated at Para-1 of this Notice.

iii(a) **RELAXATION IN UPPER -AGE-LIMIT:** Relaxation in upper Age-limit admissible to eligible categories of applicants will be in the following way-

**SC/ST** : Relaxable by 5 years;

**OBC** : Relaxable by 3 years if a candidate belongs to OBCs in accordance with DOP&T OM No.43013/2/95-Estt.(SCT) dated 25.01.1995 read with amendments made thereafter.

**NOTE:** 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 vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 and 14.10.2008

**PH** : Relaxable by 10 years (by 13 years for OBC and by 15 years for SC/ST);

**Other Categories** : It will be as per Govt. of India's Order issued from time to time.

iii(b) **RELAXATION IN UPPER AGE-LIMIT SPECIFICALLY FOR GROUP 'B' POSTS:** (i) Relaxation in upper Age-limit admissible to eligible categories of applicants will be in the following way-

**EXS** : By a maximum of 5 years (8 years for OBC & 10 years for SC/ST) for Ex-Servicemen (General/Unreserved).

**CGCE** : By 5 years for 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 the crucial date viz. 11.02.2013.

iii(b)ii **RELAXATION IN UPPER -AGE-LIMIT SPECIFICALLY FOR GROUP 'C' POSTS:** Relaxation on upper Age-limit admissible to eligible categories of applicants will be in the following way-

**EXS** : Deduction of length of service in the military service from their actual age and such resultant age should not exceed the prescribed age-limit by more than 3 years (6 years in case of OBC and 8 years in case of SC/ST).

**CGCE** : Upto 40 years for 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 the crucial date viz. 11.02.2013

**NOTE-I:** 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 vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 and 14.10.2008.

**NOTE-II:** 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 (11.02.2013) in the FORMAT prescribed by the Commission in the Notice as Appendix-V. 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. 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-III:** The closing date for receipt of application 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. Candidate claiming OBC status may note that Certificate on Creamy Layer Status should have been obtained within 3 years before the closing date i.e. 11.02.2013. 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.

**EX-SERVICEMAN:** 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 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 ground 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 specific 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 of the benefits given to ex-servicemen for their re-employment are also eligible for the age concession. However, such candidates will not be eligible for the benefit of fee concession.

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

(vii) For any Serviceman 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-servicemen and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would be discharged/released within the stipulated period of one year on completion of his assignment. The format of certificates to be submitted by the candidates claiming the benefits/concessions as Ex-Serviceman, are given in Appendix III.

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

**AGE-RELAXATION FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES:**

The Upper age limit is relaxable for 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 the crucial date i.e. 11.02.2013.

**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) 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-II) by 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 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 Application through proper channel, they must ensure that the application complete in all respect, should reach Staff Selection Commission. Applications shall be rejected if received late and or not complete in all respects as provided in rules.

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

iv. The relaxation on upper Age-limit is admissible subject to fulfillment of terms and conditions stated at Para-12 of this Notice and also to restriction on relaxation on upper age-limit as stated at Para-7A(V).

v. **RESTRICTION ON RELAXATION IN UPPER AGE LIMIT:**

**THE AGE RELAXATION FOR RESERVED CATEGORY APPLICANTS IS ADMISSIBLE ONLY IN THE CASE OF VACANCIES RESERVED FOR SUCH CATEGORIES. THE RESERVED CATEGORY APPLICANTS, WHO APPLY AGAINST POSTS MEANT FOR UR CATEGORY, ARE NOT ENTITLED TO GET AGE RELAXATION. HOWEVER, THE APPLICANTS BELONGING TO PH CATEGORY ARE ENTITLED TO GET AGE RELAXATION AS ADMISSIBLE TO THEM FOR THE POSTS MEANT FOR UR CATEGORY, IF SUCH POSTS ARE IDENTIFIED SUITABLE FOR THE PH CATEGORY.**

**NOTE: CATEGORY CODES FOR CLAIMING AGE-RELAXATION ARE GIVEN IN APPENDIX-VIII**

**8. CRUCIAL DATE FOR AGE LIMITS, ESSENTIAL QUALIFICATIONS AND FOR OTHER TERMS & CONDITIONS AND PROOF OF AGE**

i. The crucial date for calculation of age limits, for finding eligibility on essential qualifications, and for other terms & conditions is as on the closing date of receipt of application as mentioned at Para-5 in this Notice.

**ii. PROOF OF AGE:**

Candidates should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate (only Certificate, not Admit Card) OR an equivalent Certificate on the date of submission of application, will be accepted by the Commission and no subsequent request for change will be considered or granted. If this document is not submitted along with the application, application will be rejected summarily at any stage of the recruitment process and no request for revival will be considered.

iii. The applicants are advised to ensure their age limits, for finding eligibility on essential qualifications, and for suitability on other terms & conditions as stated in different Paras/Sub-Paras of this Notice on that particular date itself before applying for a post.

**9. GUIDELINES FOR SENDING COMPLETE APPLICATION**

**A. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:**

i. EXAMINATION FEES of ` 50/- (Rupees fifty only) to be paid by means of CRFS affixed and clearly cancelled on the Application Form.

ii. One recent passport size photograph should be pasted (NOT STAPLED) on the space provided in the Application Form. Another copy of the same photo should be retained by the applicant for pasting it on the Bio-Data/Admission Certificate.

iii. Documents in support of claim of SC/ST/OBC/PH/EXS/CGCE category in the prescribed FORMAT [APPENDIX-I to VI] issued by the Competent Authority [See ANNEXURE], as mentioned at Para-14 in this Notice.

iv. Attested copies of Matriculation certificates or equivalent as a proof of age (Date of Birth), copies of certificates/Year wise Marksheets/Provisional Certificates towards proof of Educational Qualifications (beginning from Matriculation Examination as indicated at Column 17 of Application Form) etc. Particulars printed on the back of the mark sheets/certificates should also be photo-copied invariably and attested by a Gazetted Officer of Central/State Government. APPLICANTS MAY SUBMIT SELF ATTESTED DOCUMENTS ALSO. However, applicants are hereby warned that any wrong attestation so as to mislead the Commission or to gain access to the Examination, would lead to criminal/debar action against the applicants, besides cancellation of their candidatures. Further, all original certificates will be checked at the time of Personality/Skill Test/Screening Test, as the case may be, and their candidature is subject to result of

such scrutiny.

v. Attested copies of experience certificates, if any.

vi. Attested copies of any other Documents in support of information given in the Application.

vii. If, the Applicant does not submit, along with the Application Form, all Documents in support of information given in the Application Form, the candidature of the applicant shall be rejected summarily or at any stage of the recruitment process.

viii. Applicants must submit Marksheets and Certificates in support of essential/educational qualifications and Age-proof from a recognized University/ Institution /Board otherwise their candidature shall be liable to be rejected summarily or at any stage of the recruitment process.

ix. The OEA applicants shall invariably submit with their applications OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-I], otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.

x. Duly filled in Application Form itself.

**B. VERIFY THE FOLLOWING BEFORE MAILING/SUBMITTING THE APPLICATION TO AVOID REJECTION**

i. Willing applicants are advised to go through each and every Paras/Sub-Paras of this Notice before filling in Application Form and also before sending it to Staff Selection Commission(ER).

ii. Application Form must be typed out in double space or written in hand neatly, but Application Form should be the same as published in this Notice. Applicants may copy the Application Form as published in this Notice.

iii. Applicants should fill all columns of Applications IN THEIR OWN HANDWRITING.

iv. **None of the Columns of Application Form should be left blank. PUT CROSS(X) MARK IN THE RELEVANT BOX TO FURNISH NIL INFORMATION OR IF NOT APPLICABLE, otherwise it will be treated as incomplete application.**

v. Applicants shall make their SIGNATURE, in FULL NOT IN SHORT on the Application Form and on all Documents.

vi. All signatures must be made in running script (NOT IN BLOCK LETTERS), failing which their candidatures are liable to be cancelled summarily or at any stage of recruitment process.

vii. All the signatures **should be of same type/ same language** and there should be no variation in the signatures

viii. Applicants should write their Name, Father's/Mother's/ Husband's (as applicable) Name and Date of Birth (DoB) in the Application Form **as recorded in the Matriculation or Equivalent Certificate.**

ix. If an applicant has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Hr. Secondary/Senior Secondary, he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after matriculation, etc. The changed name should also have been indicated in the Gazette Notification.

x. Certificates in support of educational qualifications and of Age-proof should be from a recognized University/ Institution /Board.

xi. Attested photocopies of certificates in support of age/ date of birth, required minimum educational qualification, SC/ST/OBC/EXS/PH/CGCE Categories claimed in the Application Form.

xii. A good quality recent Passport size Photograph (4 cm x 5cm) should be firmly pasted (not pinned or stapled) in the prescribed place in the Application Form.

xiii. COMMUNITY/CATEGORY STATUS has been indicated correctly in the Application Form.

xiv. **Category No. and Advt. No. of the post should be correctly and clearly indicated in the Application.**

xv. He/She has checked his/her eligibility carefully

xvi. Signature: Four Signatures in running script (not in block letters):-

a. Column No. 21 on the Application Form

b. Below the declaration at Col. No. 22 on the Application Form

c. If applicable, on the OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-I];

xvii. **The envelope containing Application Form must be superscribed in bold letters as -**

**APPLICATION FOR THE POST OF: \_\_\_\_\_ ;**

**CATEGORY NO. OF POST : ER-\_\_\_\_\_ ; ADVERTISEMENT NO. :ER-\_\_\_\_\_**

xviii. One envelope should contain one application of one applicant only.

xix. Applicants should submit only one application against a particular category of advertisement. However, separate applications can be submitted against different categories of advertisement.

xx. The OEA applicants shall invariably submit with their applications, according to their respective Category, the OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-I] .

**C. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:**

**CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/REJECTED SUMMARILY OR AT ANY STAGE OF THE RECRUITMENT PROCESS IF THEIR APPLICATIONS ATTRACT ANY ONE OF THE FOLLOWING REASONS (THE LIST IS ONLY ILLUSTRATIVE & NOT EXHAUSTIVE):**

i. Application Form not in prescribed Format or not filled as per direction given at Para-9 in the Notice.

ii. Incomplete or illegible applications.

iii. Unsigned/undated applications

iv. Without standard passport size (4 cm x 5 cm) CLEAR and LEGIBLE PHOTOGRAPH (present) pasted on the Application Form.

v. Affixing/attaching photo-copy of Photograph.

vi. All Signatures on Application Form/Photograph/General Declaration/ OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-I], where applicable as per direction given at Para-9 in the Notice.

vii. Signatures done in Block/Capital letters in English or any variation in the signatures.

viii. Applications not filled in English or in Hindi or not filled by candidate in his/her own handwriting.

ix. Particulars of Exam Fees Paid not filled in relevant column of Application/Without CRFS of requisite value and validity; where applicable.

x. Non-cancellation of CRFS properly by/through the concerned Post Office.

xi. Without proper certificates, in respect of SC/ST/OBC/ ExS/PH/CGCE Categories candidates. Certificate should be obtained from the competent authority in the prescribed format.

xii. Without General Declaration by all candidates/ Declaration by the Central Government Civilian Employees, if applicable/ Declaration by the OBC candidate, if applicable

xiii. Under aged/over aged candidates.

xiv. Not having the requisite Educational Qualification on the closing date and time of

submitting the application.

xv. Non-submission of attested copies of Certificates/Documents as the PROOF OF AGE (DATE OF BIRTH)/CLAIM OF EDUCATIONAL QUALIFICATIONS AND EXPERIENCE as per the information given in the Application Form along with the Application Form.

xvi. Certificates/Documents as the PROOF OF AGE (DATE OF BIRTH)/CLAIM OF EDUCATIONAL QUALIFICATIONS AND EXPERIENCE are not from the recognized University/Institution/Board.

xvii. For non submission of CLEAR and LEGIBLE Certificates/Documents with the Application Form.

xviii. Incorrect information or misrepresentation or suppression of material facts.

xix. Application Form received after closing date of receipt of Application Form as mentioned at Para-5 in the Notice.

xx. Not mentioning Category No. of the Post and Advertisement No. in the Application Form; and not giving said details including Name of Post on the Envelope in which Application is sent as per instruction given at Para-9 in the Notice.

xxi. More than one application for the post by the same candidate.

xxii. Applications of more than one candidate sent in one envelope.

xxiii. Any other irregularity.

#### **D. INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION:**

i. In the Columns of the Application Form, write the required information in English (CAPITAL LETTERS) or in Hindi.

ii. One envelope should contain application of one candidate only. Infringement of this instruction would invite penal action by the Commission which also includes rejection of applications

iii. **The envelope contains Application Form must be superscribed in bold letters as - APPLICATION FOR THE POST OF: \_\_\_\_\_ ; CATEGORY NO. OF POST : ER-\_\_\_\_\_ ; ADVERTISEMENT NO. :ER-\_\_\_\_\_**

iv. An application will be summarily rejected at any stage of the recruitment process for not conforming to the official format/having incomplete information/wrong information/mis-representation of facts/left unsigned/ submitted without fee where due/ without good quality photograph pasted at the appropriate place/not accompanied by attested copies of certificates showing category (SC/ST/EXS/OBC/PH/CGCE), age, educational qualification, age relaxation or for submitting more than one application.

v. If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Higher Secondary, 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. The Commission will not be responsible for postal delays.

vii. Candidates should sign below the photograph (preferably in black ink/black ball pen), bottom of Application Form, etc. in the same manner and in the same language and there should be no variation of any kind. If any variation is found in the signature appended by them at different places, candidature in such cases is liable to be cancelled by the Commission.

viii. A Candidate should paste (and not staple or pin) his/her recent good quality passport size photograph on the Application Form and keep one spare copy of the same photograph for the purpose of pasting, if required, on the Biographical-Data/Admission Certificate as and when received by the candidate from the Commission. Any variation in the photographs may lead to rejection of his/her candidature.

ix. A Candidate should take every care to ensure that he / she does not overwrite / make cuttings / apply correction fluid / paste any additional paper etc. while filling the Application Form. If need for making corrections become unavoidable, such corrections should be suitably authenticated by putting full signature by the candidate.

x. A CANDIDATE SHOULD MINUTELY GO THROUGH ALL THE PROVISIONS IN THE NOTICE OF THE EXAMINATION TO ENSURE THAT HE/SHE IS ELIGIBLE FOR THE POST FOR WHICH HE/SHE IS APPLYING IN TERMS OF REQUIREMENTS OF AGE, EDUCATIONAL QUALIFICATION AS ON CRUCIAL DATE, ETC. THEIR ADMISSION AT ALL STAGES OF EXAMINATION ( WRITTEN EXAMINATION, INTERVIEW, ETC.) WILL BE PURELY PROVISIONAL AS THE COMMISSION DOES NOT UNDERTAKE ANY PRE-EXAMINATION SCRUTINY OF DOCUMENTS. THUS, IF AT ANY STAGE, IT IS FOUND THAT CANDIDATES DOES NOT FULFILL ANY OF THE ELIGIBILITY CONDITIONS, HIS/HER CANDIDATURE WILL BE CANCELLED BY THE COMMISSION.

xi. The candidate may be permanently debarred from the examinations conducted by this Commission in case candidate fraudulently claims SC/ST/OBC/EXS/PH/CGCE STATUS.

xii. If candidates do not put their signatures at the relevant columns / places in the application forms, such incomplete forms are liable to be summarily rejected without any further correspondence in the matter. The candidates must put their signatures in running script and not in bold letters, failing which candidature of such candidates will be rejected forthwith without any further correspondence with the erring candidates.

xiii. Candidates have the option to submit either self attested / self certified photocopies of various documents or to submit photocopies of various documents duly attested by a Gazetted Officer as per extant procedure alongwith the application form. However, the original documents / certificates will be verified at the time of Interview and their candidature will be subject to result of such scrutiny. While exercising the facility of self-attestation of various documents, the candidates are warned that any wrong attestations so as to mislead the Commission or to gain access to Commission's Examinations, would lead to criminal / debar action against the candidates, besides cancellation of their candidatures.

xiv. CANDIDATES ARE NOT ALLOWED TO BRING MOBILE PHONES/ANY OTHER COMMUNICATION DEVICES INSIDE THE EXAMINATION PREMISES/HALL AND ANY INFRINGEMENT OF THESE INSTRUCTIONS WILL ENTAIL DISCIPLINARY ACTION INCLUDING BAN FROM SSC'S FUTURE EXAMINATIONS AGAINST THE CANDIDATES.

xv. THE CANDIDATES SHOULD BRING HIS/HER OWN HB PENCIL, ERASER. THE CANDIDATE SHOULD NOT BRING ANY ARTICLE OTHER THAN THESE SPECIFIED ABOVE SUCH AS BOOKS, NOTES AND LOOSE SHEETS, MOBILES ETC INTO THE EXAMINATION HALL.

xvi. Willing applicants are advised to go through each and every Paras/Sub-Paras of this Notice before filling in Application Form and also before sending it to Staff Selection Commission(ER).

#### **10. SELECTION PROCEDURES:**

##### **A. PRELIMINARY SELECTION:**

i. Usually, the selection to the posts will be made on the basis of an Interview/ Personality Test/ Skill Test. Mere fulfilling of minimum prescribed qualifications etc. will not entitle an applicant to be called for the Interview/ Personality Test/ Skill Test. Commission may make a preliminary selection of applicants on the basis of their educational qualifications, academic records, percentage of marks, etc., and the applicants

thus selected will be required to undergo an Interview/ Personality Test/ Skill Test.

ii. The Commission, may at its discretion, decide to hold a Proficiency Test in appropriate subject for any of the categories of posts or to make a screening of applicants on the basis of percentage of marks on the EQ, where it is felt necessary, before the applicants are called for Interview/Personality Test/ Skill Test/Proficiency Test.

iii. The Commission may at its discretion, waive holding of Proficiency Test in those categories of posts where a Proficiency Test has been prescribed.

iv. Detailed programme/schedule of such screening test, if and when decided to be held, will be posted at Commission's website (www.sscer.org). Candidates are, therefore, advised to visit the regional website from time to time in their own interest.

NOTE : "The Interview/Personality Test is structured in such a manner that the applicants' interests, knowledge, various traits, aptitude, suitability etc. are probed, among other things, through academic qualifications, extra-curricular activities, general awareness/knowledge, depth of knowledge of the subject studied on the level of 'Essential Qualification' for the post, communicative skill and personality etc."

##### **B. SCREENING TEST**

i. The Commission may, at its discretion decide to hold a screening test for any of the categories where it is felt necessary before Interview/Personality Test/ Proficiency Test/Skill Test.

ii. The Commission may, at its discretion, where it is felt necessary, without holding Screening Test may screen the applicants by the method of short listing on the basis of percentage of marks on the prescribed Essential Qualification for the post.

iii. Only such of the applicants who qualify in the screening test or otherwise at the standard fixed by the Commission at their discretion would be eligible for being called for the Interview/Personality Test/ Proficiency Test/Skill Test.

##### **C. RECOMMENDATION FOR APPOINTMENT:**

i. The Commission will have the full discretion to fix separate minimum qualifying marks in Examination/Skill Test/Screening Test/Personality Test/Interview for each category of candidates [viz. SC/ST/OBC/PH/ExS/General (UR)].

ii. After the Examination (Skill Test/Screening Test/Personality Test/Interview wherever applicable), the Commission will draw up the Merit List on the basis of the marks obtained by the candidates in the Examination and, in that order, as many candidates as are found by the Commission to have qualified in the Examination shall be recommended for appointment up to the number of unreserved vacancies available.

iii. Provided that SC, ST and OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC, ST and OBC candidates which will, thus, comprise of SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

iv. A person with disability can be appointed against an unreserved vacancy provided the post is identified suitable for person with disability of relevant category.

v. An Ex-Serviceman or Physically Handicapped (OH/HH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. Insofar as cases of Ex-Serviceman are concerned, deduction from the age of Ex-Serviceman is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

vi. Success in the examination confers no right of appointment unless the Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

NOTE : The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination and interview, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

##### **D. RESOLUTION OF TIE CASES:**

If there are candidates having the same aggregate marks in the Examination the candidate older in age gets preference. Lastly, if the tie still persists, the tie is finally resolved by referring to the alphabetical order of names, i.e., a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference. In case where the Commission administers Common Screening Test (CST), the extant instructions on the subject would be followed.

NOTE : The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Examination/Skill Test/Screening Test/Personality Test/Interview wherever applicable, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission. The Commission reserves the right to call for the Original documents pertaining to Age, Educational Qualification, Category Status viz SC/ST/OBC/Ex-S/PH etc., any time till final nomination of the candidate. Failure on the part of the candidate to furnish the original documents within the stipulated time period fix by the Commission could entail cancellation of their candidature.

#### **11. ESSENTIAL QUALIFICATIONS FOR DIFFERENT CATEGORIES OF POSTS AND SUBMISSION OF CERTIFICATE(S) IN SUPPORT OF ESSENTIAL QUALIFICATIONS**

i. Applicants must possess the ESSENTIAL QUALIFICATIONS for a post on or before the closing date of receipt of application as mentioned at Para-5 in this Notice.

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

iii. For posts where an experience in a particular field/discipline for a specified period has been indicated as an essential qualification, the applicants should submit a certificate in support of their claim of experience in that field/discipline.

iv. Applicants must submit Certificates in support of educational qualifications and of Age-proof from a recognized University/ Institution /Board, otherwise their candidature is liable to be rejected summarily or at any stage of the recruitment process.

v. Only attested copies of certificates are required to be sent. Even the photocopies

need to be attested. All photocopies should be clear and distinct.

- vi. The ORIGINAL CERTIFICATES should not be sent with the application.
- vii. If the applicants do not fulfill the above Sub-Para-11(i) to Sub-Para-11(v), their candidature are liable to be rejected summarily or at any stage of the recruitment process.
- viii. Applicants called for INTERVIEW/SKILL TEST/ SCREEN TEST shall invariably submit ORIGINAL CERTIFICATES/DOCUMENTS at the very time, failing which their candidature are liable to be cancelled at that very stage or at any stage of recruitment process.

## **12. CONDITIONS ON SEEKING FOR FEE CONCESSION, AGE-RELAXATION, RESERVATION WHATSOEVER**

### **A. FOR SC/ST APPLICANTS:**

- i. The Upper age limit as prescribed in Para-1 will be relaxable up to a maximum of 5 years if a candidate belongs to a Scheduled Caste or a Scheduled Tribe category.
- ii. SC/ST applicants seeking fee concession, age-relaxation, reservation whatsoever shall invariably submit, along with their application, the requisite Certificate as per FORMAT (Appendix-IV) from COMPETENT AUTHORITY (Please look at ANNEXURE), as published in this Notice, OTHERWISE, THEIR CLAIM FOR SC/ST STATUS WILL NOT BE ENTERTAINED AND THEIR CANDIDATURE/ APPLICATIONS WILL BE CONSIDERED UNDER GENERAL CATEGORY (UR) CANDIDATES.

### **iii. TRAVELLING ALLOWANCE (TA):**

SC/ST applicants called for interview only will be paid TRAVELLING ALLOWANCE (TA) as per Government of India's Orders. No TA will be paid for Proficiency Test/Screening Test/Skill Test, if they are held on a day other than that of Interview.

### **B. FOR OBC APPLICANTS:**

- i. The Upper age limit as prescribed in Para-1 will be relaxable upto a maximum of 3 years if a candidate belongs to OBCs in accordance with DOP & T OM No.43013/2/95-Estt.(SCT) dated 25.01.1995 read with amendments made thereafter.

**NOTE :** 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 vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 14.10.2008.

- ii. The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **APPENDIX-V** issued by the COMPETENT AUTHORITY (Please look at ANNEXURE) on or before the Closing Date stipulated in the Notice. OBC Certificate obtained otherwise than the prescribed certificate meant for Central Government jobs will not be considered for seeking relaxation/ reservation whatsoever.

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

- iv. 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 in the FORMAT prescribed by the Commission in the Notice as Appendix-V. Any deviation of the OBC Certificate Format from the present prescribed format will not be accepted by the Commission and will lead such application to be treated under General (UR) category. 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.

### **C. FOR PHYSICALLY HANDICAPPED (PH) [OH/HH/VH] APPLICANTS:**

- i. The Upper age limit as prescribed in Para-1 will be relaxable upto a maximum of 10 years if the candidate is a physically handicapped person. For candidates belonging to SC/ST/OBC who are physically handicapped, the maximum age relaxation of 10 years permissible for physically handicapped shall be in addition to the age relaxation provided in terms of Para- 12.A(i) and Para-12.B(i) above.

- ii. PH persons having 40% or above disability are eligible for fee concession, age-relaxation, reservation whatsoever.

- iii. PH persons seeking for fee concession, age-relaxation, reservation whatsoever shall invariably submit requisite Certificate as per FORMAT (**APPENDIX-VI**) and from the COMPETENT AUTHORITY (Please see the ANNEXURE), as published in this Notice, otherwise, their claim for PH status will not be entertained and their candidature/ applications will be considered under General (UR) category candidates.

### **iv. IMPORTANT REQUIREMENT OF PH CERTIFICATE:**

- a. 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.

- b. The certificate would be valid for a period of 5 years for those whose disability is Temporary. The Medical Board shall indicate the period of validity of the certificate where there are chances of variation in the degree of disability. For those who acquired permanent disability, the validity can be shown as Permanent. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

- c. 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 locomotor/ hearing and speech disability, mental retardation and leprosy cured, as the case may be.

### **D. FOR SERVICEMEN OF THE THREE ARMED FORCES APPLICANTS**

- i. **For Group C posts:** - EX-SERVICEMAN (EXS) fulfilling the conditions laid down by the Govt. from time to time shall be allowed to deduct length of service in the military service from their actual age and such resultant age should not exceed the prescribed age-limit in Para-1 by more than 3 years (6 years in case of OBC and 8 years in case of SC/ST).

**For Group B posts:** - EX-SERVICEMAN (EXS) fulfilling the conditions laid down by the Govt. from time to time shall be allowed age-relaxation of 5 years (8 years in case of OBC and 10 years in case of SC/ST) beyond the prescribed age-limit mentioned in Para 1.

- ii. **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

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

- b. 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

- c. who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or

- d. who has been released from such service after completing the specific 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:-

- i. Pension holders for continuous embodied service,
- ii. Persons with disability attributable to military service; and
- iii. Gallantry award winners.

- iii. The period of 'Call up Service' of an EXS in the Armed Forces shall also be treated as service rendered in the Armed Forces. For any serviceman of the three Armed Forces of the Union to be treated as EXS for the purpose of securing the benefits of reservation; he must have already acquired, at the relevant time of submitting his application for post/service, the status of EXS and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that HE WOULD BE RELEASED/DISCHARGED FROM THE ARMED FORCES WITHIN THE STIPULATED PERIOD OF ONE YEAR FROM THE closing date of receipt of applications as stipulated at Para-5 in this Notice ON COMPLETION OF HIS SPECIFIC PERIOD OF ENGAGEMENT. The Ex-Serviceman applicants should submit necessary CERTIFICATE as per the FORMAT prescribed in D/o Personnel & Training's O.M. No. 36034/2/91-(SCT) dated 03.04.91(APPENDIX-III).

- iv. This concession of applying one year before the completion of specified terms of engagement is not available in respect of educational qualification i.e., the non-graduate Ex-Servicemen are required to complete fifteen years of service (and not 14 years) as on the closing date of receipt of applications as stipulated at Para-5 in this Notice for becoming a deemed graduate. Thus, those Non-Graduate Ex-Servicemen who have not completed 15 years of service as on this date for recruitment as stated in Para-12 D(iii) are not eligible.

- v. The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "ex-serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

- vi. As per Department of Personnel & Training's O.M. No. 36034/6/90-Estt-SCT dated 24.4.92, such EXS applicants who have already secured employment under the Central Govt. in civil side after availing of the benefit given to them as EXS for their re-employment, are eligible for age-relaxation prescribed for EXS for securing another employment in a higher grade, but will not be eligible for the benefit for reservation for the EXS for securing another employment in a higher grade. They will also not be eligible for fee concession would be admissible to EXS. Such EXS would have to pay the requisite fee of ₹50/- for this recruitment.

- vii. EXS applicants submitting Application without Certificate from Competent Authority [APPENDIX-III] or Certificate not from COMPETENT AUTHORITY [Please see ANNEXURE] shall not be eligible for fee-concession, age-relaxation, reservation whatsoever.

- viii. If the applicants would not be released/discharged from the armed forces within the stipulated period of one year from the closing date of receipt of applications as stipulated at Para-5 in this notice on completion of their assignment will not be eligible for fee-concession, age-relaxation, reservation whatsoever.

- ix. Sons & daughters & dependants of Ex-Servicemen are not eligible for fee-concession, age-relaxation, reservation whatsoever.

- x. Service Clerks in the last year of their COLOUR SERVICE are not exempted from payment of fee.

### **E. FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEE (CGCE) APPLICANTS :**

- i. The Central Govt. Civilian Employees should have rendered not less than 3 years continuous service on regular basis (and not on ad hoc basis) as on **11.02.2013** 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.

- ii. Central Govt. Civilian Employees claiming the benefit of age relaxation shall invariably submit along with their application, a certificate (as per Appendix-II) from the COMPETENT AUTHORITY indicating the length of service etc. at the time of applying for the post to enable the Commission decide to their eligibility.

- iii. If the Certificate is not as per FORMAT (Appendix-II) and not from the COMPETENT AUTHORITY (ANNEXURE), as published in this Notice, the candidate shall not be eligible for age-relaxation. Any deviation of the CGCE Certificate Format from the present prescribed format will not be accepted by the Commission and will lead such application to be treated under General (UR) category.

- iv. CGCE applicants shall also refer Para-13 of this Notice.

### **F. FOR OTHER CATEGORIES OF APPLICANTS:**

- i. Upper age-limit is relaxable to retrenched employees of Chukha Hydel Project Authority in Bhutan who were directly recruited, to the extent of regular service rendered by them with the Authority (period of service rendered by the retrenched employees will be decided on the basis of certificate issued by the Chukha Hydel Project Authority).

- ii. All persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period 1.1.1980 to 31.12.1989 shall be eligible for relaxation in the upper age limit by 5 years, in support of which the proof of residence may be submitted along with the application with a certificate from:

- a. The District Magistrate within whose jurisdiction he had ordinarily resided; or
- b. Any other authority designated in this behalf by the Govt. of J&K to the effect that he had ordinarily been domiciled in the State of Jammu & Kashmir during the period 1.1.1980 to 31.12.1989.

- iii. Upto the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and 38 years for OBC) in the case of widows, divorced women and women judicially separated from their husbands and who are not remarried

- iv. Upto a maximum of 3 years (8 years for SC/ST and 6 years for OBCs candidates) in the case of Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.

**G. Age-relaxation is also admissible to other categories of applicants not falling under Sub-Para-12(A) to Sub-Para-12(F) above will be as per Government of India's Orders issued from time to time.**

NOTE(I) : Candidates who wish to be considered against vacancies reserved/or seek age-relaxation, must submit requisite certificate from the competent authority along with their application for the examination, otherwise, their claim for SC/ST/OBC/PH/ExS/CGCE status will not be entertained and their candidature/ applications will be considered under General (UR) category candidates.

NOTE(II) : Candidates are warned that they may be permanently debarred from the examination conducted by the Commission in case candidates fraudulently claim SC/ST/OBC/ExS/PH/C.G.C.E. status/ Certificates in support of educational qualifications and of Age-proof from a recognized University/Institution/Board.

### **13. SPECIAL INSTRUCTION FOR EMPLOYED APPLICANTS:**

- i. All employed candidates must ensure that they would be in a position to furnish NOC from their employer, at the time of Interview or at any other time till final selection. **Continued on page 32**

Continued from page 31

They 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 Application through proper channel, they must ensure that the application complete in all respects should reach Staff Selection Commission by the closing date. Applications shall be rejected if received late and/ or not complete in all respect as provided in rules.

ii. **OTHER EMPLOYED APPLICANTS (OEA)** [OTHER THAN CENTRAL GOVT. CIVILIAN EMPLOYEES] shall invariably submit with their applications the OEA DECLARATION (exclusively for OEA applicants) [APPENDIX-I] otherwise their candidature shall be cancelled summarily or at any stage of recruitment process.

iii. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for appearing in the examination, their applications shall be rejected and candidature shall be cancelled.

iv. Employed applicants shall invariably submit NO OBJECTION CERTIFICATE from their EMPLOYER before INTERVIEW/SKILL TEST/ SCREENING TEST, failing which their candidature are liable to be cancelled at that very stage or at any stage of recruitment process.

**14. PROFORMA FOR CERTIFICATE AND UNDERTAKING AND LIST OF COMPETENT AUTHORITIES:**

Candidates, who wish to be considered against reserved vacancies or seek age-relaxation, must submit requisite Certificate from the Competent Authority, along with their application, otherwise, their claim for SC/ST/OBC/PH/ExS/CGCE status will not be entertained and their candidature/ applications will be considered under General (UR) category. No subsequent request will be accepted, in any circumstances, regarding rectification of their categories.

FORMATS of Certificates/Documents are at Appendix-I to Appendix-VIII and details of the COMPETENT AUTHORITIES are at ANNEXURE-I

**15. NO PERSON:**

a. who has entered into or contracted a marriage with a person having a 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 the 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.

**16. GOOD MENTAL AND BODILY HEALTH OF CANDIDATE**

A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/her 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 to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

**NOTE :** In the case of the disabled Ex-Defence Services personnel, a certificate of fitness granted by the Demobilisation Medical Board of the Defence Services will be considered adequate for the purpose of appointment.

**17. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of :-

- i. Obtaining support for his / her candidature by any means, or
- ii. Impersonating, or
- iii. Procuring impersonation by any person, or
- iv. Submitting fabricated documents or documents which have been tampered with, or
- v. Making statements which are incorrect or false or suppressing material information, or
- vi. Resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
- vii. Writing irrelevant matters including obscene languages or pornographic matter in the script, or
- viii. Misbehaving in any other manner in the examination hall, or
- ix. Using unfair means in the examination hall, or
- x. Possessing Mobile Phones/Cellular Phones/Pagers/ communication devices or any other unauthorized electronic gadget inside the Examination premises/venue, whether in use or not (Candidates by mere possession of any of these items) will be deemed to have been using unfair means and would be subject to disciplinary action as deemed fit, including ban from future examination conducted by SSC, or

- xi. Taking away the Question Booklet/Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination, or
- xii. Harassing or causing bodily harm to the staff employed by the Commission for the conduct of these examination, or
- xiii. Violation of any of the instructions issued to candidates along with their Admission Certificates (AC) permitting them to take examination, or
- xiv. Attempting to commit, or as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:-
  - a. to be disqualified by the Commission from the examination for which he/she is a candidate as also from any other examination/selection of the Commission in which he/she might have appeared but the final result/selection has not yet been declared/made, and/or
  - b. to be debarred either permanently or for a specified period which may extend upto 10 years:-
    - i. by the Commission from any examination or selection held by them;
    - ii. by the Central Government from any employment under them; and
    - c. to take disciplinary action under appropriate rules if he/she is already in service under Government, or
    - d. to take any other appropriate legal action.

**18. CANVASSING:**

Canvassing in any form will disqualify the applicant.

**19. COMMISSION'S DECISION FINAL:**

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and interviews, allotment of examination centers, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

**20. JURISDICTION OF COURTS/TRIBUNALS:**

ANY DISPUTE IN REGARD TO THIS RECRUITMENT WILL BE SUBJECT TO COURTS/TRIBUNALS HAVING JURISDICTION OVER THE PLACE OF THIS EASTERN REGIONAL OFFICE OF THE STAFF SELECTION COMMISSION (EASTERN REGION).

**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 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 up columns 16 and 16.1.
- (vi) **Column No. 12.1:** The category code for filling up this column is available in Appendix-VIII of Notice.
- (vii) **Column No. 12.2** - Age as on normal closing date for receipt of applications should be indicated.
- (viii) **Column No. 13** - relating to preference for posts may be left blank.
- (ix) **Column No. 17:** Educational Qualification - The list of Educational Qualification and subjects mentioned in Appendix-VII is not exhaustive. Candidates who possess any educational qualification or studied any subject other than those mentioned in the list at Appendix-VI may use **others** for qualifications and or subject code.
- (x) Candidates should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfill the same. Documents in support of Essential Qualifications should invariably be furnished along with the application failing which the applications 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 ball pen. Do not forget to write 6 digit PIN in the boxes.
- (xii) **Column No. 20:** Paste your recent photograph of size 4cm x 5cm. Do not staple and do not get the photo attested. Please note that your application shall be rejected summarily 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.

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**Government of India**  
**Ministry of Defence (DGQA)**  
**Senior Quality Assurance Establishment (Electronics)**  
 DGQA Complex, Vikhroli (W), Mumbai 400 083  
 E MAIL : [sqaelmumbai-dgqa@nic.in](mailto:sqaelmumbai-dgqa@nic.in)  
 Tel No. : 022 25780057, 022 25782169 Fax : 022-25780069

Applications are invited from Indian Nationals for the under mentioned post in Senior Quality Assurance Establishment (Electronics), Ministry of Defence (DGQA), DGQA Complex, Vikhroli (W), Mumbai-400 083.

The recruitment process against DAVP Advertisement No. DAVP 10203/11/0057 Dt. 10-16 Nov. 2012 stands cancelled, however, those who have applied against same Advertisement will be considered valid and hence need not apply against this Advertisement.

Name of the Post	Details of Reservation	Total
CIVILIAN MOTOR DRIVER (Ordinary Grade)	RESERVED FOR OBC	01

**Note:** The incumbent on recruitment will be on probation for 02 years.

**Place of Work:-**  
 Senior Quality Assurance Establishment (Electronics), Ministry of Defence (DGQA), DGQA Complex, Vikhroli (W), Mumbai-400 083 but the services are liable to be transferred to any DGQA Establishment throughout India.

**Eligibility Condition:-**  
**Qualifications :** (i) Matriculation (10th Class pass) from any recognized Board  
 (ii) Professional skill in driving, knowledge of motor mechanics, general smartness and holding of valid permanent license for driving cars and heavy vehicles with at least four years experience in driving.  
**Pay scale:** PB-1 ₹ 5200-20200 + Grade Pay ₹ 1900 plus allowances as admissible to central government employees from time to time.  
**Age:** i) Age 18 to 27 years as on 31 Oct 2012 (Relaxable up to 03 Years for OBC candidates)  
 ii) Departmental candidates with three years continuous service in Central Government up to 40 years of age.

2. Application should be addressed to The Recruitment Board, Senior Quality Assurance Establishment (Electronics), Ministry of Defence (DGQA), DGQA Complex, Vikhroli (W), Mumbai-400083 and candidates should superscribe the name of post applied for, Advertisement No. and Date on the TOP of the envelope.

3. The application should reach within **21 days** from the date of publication of the advertisement in the Employment News.

4. General conditions applicable are given below:-

- (a) The applications must be submitted in the prescribed proforma duly typed or neatly hand written on a plain paper, supported with attested copies of the relevant certificates. The experience certificates must contain period with dates, name of the post held, salary drawn and nature of work done.
  - (b) Candidates are required to submit a self addressed envelope of size 25 cms X 10 cms with ₹ 25/- postage stamp affixed on it along with the application for sending all letters by registered post.
  - (c) The selection of candidates will be based on Driving test and interview.
  - (d) The management reserves the right to shortlist on reasonable grounds.
  - (e) Candidates working in Government offices/Public Sector undertakings/Autonomous bodies should apply through proper channel and they should submit NOC along with a certificate from their Head of Establishment that **"No Vigilance and/or disciplinary cases are pending or is being contemplated against him and he is not under currency of penalty"**.
  - (f) Incomplete or unsigned applications received without photographs or proper enclosures or received after due date will be summarily rejected.
  - (g) Photographs must be pasted on the application and hall ticket must be duly attested by a Gazetted Officer/SEO.
  - (h) Canvassing in any form will be disqualification and candidature of such candidates is liable to be summarily rejected.
  - (j) The crucial date for determining the age and eligibility shall be closing/last date for receipt of the application.
  - (k) Date, venue and time of the written test/interview shall be intimated later.
  - (l) The applicant should not have more than one living wife at the time of appointment, if selected for the post.
  - (m) This office will not be responsible for non-receipt/untimely receipt of application/documents/call letters/Admit card due to postal delay
  - (n) Intimation of Telephone No./Mobile No./Fax No./E-Mail ID is Mandatory.
- ADMIT CARD FOR RECRUITMENT TO THE POST OF CMD (OG) (RESERVED FOR OBC)**  
**(On a separate sheet of paper in double space)**
1. Name (in Block letters)
  2. Full Address for communication
  3. Date and Time of written test
  4. Venue of Test
- Recent Passport size photograph duly attested by a serving Gazetted Officer to be affixed
- Signature of the candidate**  
**Note:** Admit card should be submitted in duplicate duly fill in Srl No. 1 to 2 and signed by the applicant.  
**davp 10203/11/0090/1213**



(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 अस्वीकृति कर दिया जाएगा।
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 विज्ञापन 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 in 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 में प्रवेश के लिए निर्धारित आयु सीमा, शैक्षिक योग्यता आदि संबंधी पत्रता 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 चयन आयोग/संघ लोक सेवा 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 चाहने वाले केंद्र सरकार के अतिरिक्त कर्मचारी के लिए मैं यह घोषणा करता हूँ कि मैं एक केंद्र सरकार का एक अतिरिक्त कर्मचारी हूँ एवं नियमित आधार पर 3 वर्ष की सेवा या सेवाकाल अवधि जैसा कि परीक्षा नोटिस में निर्धारित है, आवेदन पत्र जमा करने की अंतिम तिथि या उससे पूर्व पूर्ण कर ली है।
\*For Central Govt. Civilian Employees 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 अथर्वी के लिए मैं यह घोषणा करता/करती हूँ कि मैं उस समुदाय से संबंधित हूँ जिसे कार्मिक एवं प्रशिक्षण विभाग के दिनांक 8-9-1993 के का.ज्ञा. सं. 36012/22/93 स्प. (एससीटी) में विहित आदेशों के अनुसार भारत सरकार द्वारा सेवाओं में आरक्षण के प्रयोजन हेतु पिछड़ा वर्ग माना गया है। यह भी घोषणा की जाती है कि मैं भारत सरकार, कार्मिक एवं प्रशिक्षण विभाग के विभिन्न संस्थानों जो कि नोटिस में उल्लेखित हैं, उसके तहत उपरोक्त कार्यालय जापन सं. कॉलेज में उल्लिखित व्यक्तियों/वर्गों (क्रमोलोकर) 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 Candidate belonging to OBC I declare that I belong to the community which is recognised 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/security (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India D.OPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate in the prescribed format given in the Notice of the examination.
(vii) भूतपूर्व सैनिकों के लिए मैं घोषणा करता/करती हूँ कि मैं परीक्षा विज्ञापन के अनुसार भू.पू. सैनिक संबंधित पत्रता की सभी शर्तों को पूरा करता/करती हूँ।
For Candidate belonging Ex-Serviceman I declare that I fulfill all the eligibility condition 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 अधिकतम जानकारी और विश्वास के अनुसार सत्य, पूर्ण एवं सही हैं। 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 अभ्यर्थिता/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: [ ][ ][ ] [ ][ ][ ] [ ][ ][ ] [ ][ ][ ]
D D M M Y Y
\*यदि लागू न हो तो वह लाइन काट दें
\*Strike off this sentence if not applicable
Unsigned application will be rejected
Continued on page 33

Space for cancellation stamp by post office after affixing CRF stamp
के. भ. शुल्क टिकट चिपकाने के बाद डाकघर द्वारा स्टुड किये 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 से स्टुड करा दें जहाँ से वह 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)

कर्मचारी चयन आयोग Staff Selection Commission - APPLICATION FORM/ आवेदन प्रपत्र
कृपया परीक्षा के नोटिस में दिए गए अनुदेशों/सूचना विवरणिका को ध्यानपूर्वक पढ़ लें। बॉक्स ( ) में लिखने के लिए नीले या काले बॉल पेन का प्रयोग करें।
Please read instructions in the Notice of the Examination/Brochure carefully. Use Blue or Black ball pen to write in the boxes ( )
1. विज्ञापन सं./Advertisement No. ER 01/2013
2. श्रेणी सं./CAT No. [ ][ ][ ][ ]
3. उम्मीदवार का पूरा नाम (अंग्रेजी में) भिक्षुलेखन प्रमाण पत्र में दिए गए नाम के अनुसार बड़े अक्षरों में लिखें। नाम के किसी दो भागों के बीच एक बक्से को खाली छोड़ दें।
Candidate's Full Name (In English). Write in Capital Letter 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 [ ][ ][ ][ ][ ][ ]
7. लिंग/Gender [ ]
8. राष्ट्रियता/Nationality [ ]
9. शुल्क/Fees [ ]
10. श्रेणी/Category [ ]
10.1 क्या आप भूतपूर्व सैनिक हैं/Whether Ex-serviceman [ ] (Write 3 Ex-Serviceman)
10.2 क्या आप शारीरिक विकलांग हैं/Whether PH? [ ]
11.1 यदि हाँ, कोड अंकित करें/If Yes Indicate Code [ ]
11.2 आवेदन पत्र की सामान्य अंतिम तिथि/If Yes, indicate closing date
12. क्या आप आयु सीमा में छूट चाहते हैं?/Whether seeking Age relaxation [ ] (Write 1 -Yes, 2-No)
13. पदों की वरीयता/Preference for Posts [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
13.1 यदि हाँ, कोड अंकित करें/If Yes Indicate Code [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
13.2 आयु सीमा में छूट चाहते हैं?/Whether seeking Age relaxation
14. भूतपूर्व सैनिक के लिए/For Ex-Serviceman सेवा समाप्ति तिथि/Date of Discharge
15. क्या आप अल्पसंख्यक हैं/Whether belong to Minority Communities as per Govt. Orders
16. यदि हाँ, तो माध्यम अंकित करें, अंग्रेजी के लिए 1 हिन्दी के लिए 2/If yes, indicate medium of scribe(1-English,2-Hindi)
17. शैक्षिक योग्यता/Essential Qualification
18. कार्य अनुभव का विवरण/Details of work Experience
19. पता : अपने नाम सहित पत्र व्यवहार का पूरा पता अंग्रेजी में बड़े अक्षरों में या हिन्दी में नीले या काले बॉल पेन से लिखें/Address: Write your complete Communication Address including your Name in English Capital Letters Or Hindi with Blue or Black Ball Pen
20. फोटोग्राफ 4 सें.मी. x 5 सें.मी. आकार का हाल ही में खींचा गया फोटोग्राफ यहाँ ठीक ढंग से चिपकाएँ (स्टैपल न करें फोटो को सत्यापित न करावें)/Photograph Paste Here firmly your recent photograph (4cm x 5 cm) (Do not staple, Do not get the photograph attested)
21. उम्मीदवार के हस्ताक्षर केवल घसीट हस्तलिपि में/Signature of Candidate (Only in Running Hand)
22. फोटोग्राफ 4 सें.मी. x 5 सें.मी. आकार का हाल ही में खींचा गया फोटोग्राफ यहाँ ठीक ढंग से चिपकाएँ (स्टैपल न करें फोटो को सत्यापित न करावें)/Photograph Paste Here firmly your recent photograph (4cm x 5 cm) (Do not staple, Do not get the photograph attested)



**LIST OF COMPETENT AUTHORITY AS WELL AS PROFORMA FOR CERTIFICATE AND UNDERTAKING**

Sl. No.	Appendix No.	Caste/Community/Category/	Competent Authority
1.	APPENDIX-I	OEA	OEA applicants themselves.
2.	APPENDIX-II	CGCE	Head of Office or Head of Department
3.	APPENDIX-III	EXS	Commanding Officer
4.	APPENDIX-IV	SC/ST	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. 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 applicant and or his family normally resides.
			ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.
5.	APPENDIX-V	OBC	District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
			Chief Presidency Magistrate /Additional Chief Presidency Magistrate/Presidency Magistrate.
			Revenue Officer not below the rank of Tehsildar.
			Sub-Divisional Officer of the area where the candidate and/or his family resides.
			The closing date for receipt of application will be treated as the date of reckoning for OBC status of the applicant and also, for assuming that the applicant does not fall in the creamy layer.
6.	APPENDIX-VI	PH	Members/Chairperson of Medical Board & Countersigned by the Medical Superintendent/CMO/Head of Hospital

**APPENDIX-I**

**OEA DECLARATION**  
**(EXCLUSIVELY FOR OEA APPLICANTS)**  
**(OTHER THAN CENTRAL GOVT. CIVILIAN EMPLOYEES [C.G.C.E])**  
**(PLEASE SEE PARA- 14 OF THIS NOTICE)**

I declare that I have already informed my Head of Office/Department in writing that I have applied for this examination.

I further submit the following information:

- a. Date of Appointment : .....
- b. Holding present Post & Pay Scale : .....
- c. Name & Address of Employer with Tel. No. : .....

Place & Date: \_\_\_\_\_ \*Full Signature of the applicant

**\*Note** : All signatures done on the Application Form and also on other documents must be in running script (not in Block letters), in the same language and in the same manner otherwise application will be rejected.

**APPENDIX- II**  
**FORMAT OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES (CGCE) SEEKING AGE-RELAXATION**

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

**(Please see Para-12 (E) of the Notice)**

It is certified that \*Shri/Smt./Km. \_\_\_\_\_ is a Central Government Civilian employee holding the post of -----  
 ----- in the pay scale of ₹ \_\_\_\_\_ with 3 years regular service in the grade as on \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Name \_\_\_\_\_

Office seal

Place:

Date :

(\*Please delete the words, which are not applicable.)

**FORMAT OF CERTIFICATE FOR SERVING DEFENCE PERSONNEL**

**(Please see at Para-12 (D) and Para-14 of this 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).....

Signature of Commanding Officer

Office Seal:

Place:

Date:

**APPENDIX -IV****FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Castes 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/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_

The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

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

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

The Constitution (Andaman and 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, 991@

The Constitution (ST) orders (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 Castes/ Scheduled Tribes certificate issued to Shri/Shrimati of village/town\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ of Shri/Srimati/Kumari\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ Caste/Tribe which is recognized \_\_\_\_\_ as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

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

Place \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_  
\*\* Designation \_\_\_\_\_

(with Seal of Office)

\* 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/1st 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 applicant and or his family normally resides.

**Note:- ST applicants belonging to Tamil Nadu State should submit Caste Certificate only from the REVENUE DIVISIONAL OFFICER.**

**APPENDIX -V**  
**(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 \_\_\_\_\_ son/ daughter of \_\_\_\_\_ of \_\_\_\_\_ village \_\_\_\_\_ District/Division \_\_\_\_\_ belongs to the \_\_\_\_\_ State \_\_\_\_\_ in the \_\_\_\_\_ Community which is recognized as a backward class under:

- Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary - Part I, Section I, No. 186 dated 13th September, 1993.
- Resolution No. 12011/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- Resolution No. 12011/79/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- Resolution No.12011/96/94-BCC dated 9th March, 1996.
- 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.
- Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- Resolution No.12011/99/94-BCC dated 11th December, 1997.
- Resolution No.12011/68/98-BCC dated 27th October, 1999.
- Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.270, 6th December, 1999.
- Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri \_\_\_\_\_ and/or his family ordinarily reside(s) in the \_\_\_\_\_ State \_\_\_\_\_ District/ Division of the \_\_\_\_\_

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 OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt (Res) dated 14.10.2008.

Dated: \_\_\_\_\_ District Magistrate or Deputy Commissioner etc.  
Seal: \_\_\_\_\_

Note-I a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

- The authorities competent to issue Caste Certificate are indicated below:-  
i. District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- Chief Presidency Magistrate /Additional Chief Presidency Magistrate/Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar
- Sub-Divisional Officer of the area where the candidate and/or his family resides.

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

Note-III The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Appendix-V** issued by the competent authority on or before the Closing Date as stipulated in this Notice.

**APPENDIX - VI**

**(FORMAT OF THE CERTIFICATE TO BE SUBMITTED BY THE PH PERSONS)**

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**  
Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

**DISABILITY CERTIFICATE**

This is to certify that Shri/Smt./ Kum. \_\_\_\_\_ Age \_\_\_\_\_  
Son/wife/daughter of Shri \_\_\_\_\_ identification mark(s) \_\_\_\_\_  
Sex \_\_\_\_\_ is suffering from permanent disability of following Category:-

Recent Photograph of the applicant showing the disability duly attested by the Chairperson of the Medical Board

A. Locomotor or cerebral palsy:

- BL-Both legs affected but not arms.
- BA-Both arms affected
- BLA- Both legs and both arms affected
- OL- One leg affected (right of left)
- OA- One arm affected
- OB- Both arms affected
- OBH- Stiff back and hips (Cannot sit or stoop)
- OMW- Muscular weakness and limited physical endurance

B. Blind or Low Vision:

- B-Blind
- PB-Partially Blind

C. Hearing impairment:

- D-Deaf
- PD- Partially Deaf.

**(Delete the category which is not applicable)**

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.\*

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

- F-can perform work by manipulating with fingers. Yes/No \_\_\_\_\_ meets the following physical requirements for discharge of his / her duties:-  
vi. S- can perform work by sitting Yes/No \_\_\_\_\_  
vii. ST- can perform work by standing. Yes/No \_\_\_\_\_  
viii. W- can perform work by walking. Yes/No \_\_\_\_\_  
ix. SE- can perform work by seeing. Yes/No \_\_\_\_\_  
x. H- can perform work by hearing/ speaking. Yes/No \_\_\_\_\_  
xi. RW- can perform work by reading and writing Yes/No \_\_\_\_\_
- PP-can perform work by pulling and pushing. Yes/No \_\_\_\_\_
- L- can perform work by lifting. Yes/No \_\_\_\_\_
- KC- can perform work by kneeling and crouching Yes/No \_\_\_\_\_
- B- can perform work by bending Yes/No \_\_\_\_\_

(Dr. \_\_\_\_\_)

Member  
Medical Board

(Dr. \_\_\_\_\_)

Member  
Medical Board

(Dr. \_\_\_\_\_)

Chairperson  
Medical Board

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

\* Strike out which is not applicable

**APPENDIX - VII**

**Essential Educational Qualification Code**

Educational Qualification	Code
Matriculation	01
Intermediate/Higher Secondary	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
<b>Others</b>	<b>35</b>

Subject Code for Educational Qualification	Code
History	01
Political Science	02
Economics	03
English Literature	04

Subject of Educational Qualification	Code
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
Assamese	38
Bengali	39
Malayalam	40
Telugu	41
Kannada	42
Tamil	43
Marathi	44
Gujrati	45
Urdu	46
Sanskrit	47
<b>Others</b>	<b>48</b>
Aeronautical Engineering	49
Chemical Engineering	50

**APPENDIX-VIII**

**CATEGORY CODES FOR CLAIMING AGE-RELAXATION**

Code Category No.	Age Relaxation permissible beyond the Upper age limit
01	SC/ST 5 years
02	OBC 3 years
03	PH 10 years
04	PH+OBC 13 years
05	PH+SC/ST 15 years
<b>For Group 'B' posts</b>	
06	Ex-Servicemen (Unreserved/General) 5 years
07	Ex-Servicemen (OBC) 8 years
08	Ex-Servicemen (SC&ST) 10 years
<b>For Group 'C' posts</b>	
09	Ex-Servicemen (Unreserved/General) 03 years after deduction of the military service rendered from the actual age as on the closing date
10	Ex-Servicemen (OBC) 06 years (3 years+3 years) after deduction of the military service rendered from the actual age as on the closing date

Subject of Educational Qualification	Code
Microbiology	51
Forensic Science	52
Space Engineering	53
Rocketry	54
Telecommunication Engineering	55
Social Work	56
Sociology	57
Criminology	58
Bio-Physics	59
Bio-Chemistry	60
Bio-Technology	61
Communication	62
Electronics	63
Radio Engineering	64
Radio Communication	65
Metallurgy	66
Textile Technology	67
Rubber Technology	68
Plastic Engineering	69
Polymer & Rubber Technology	70
Physical Education	71
Agronomy	72
Plant Breeding	73
Genetics	74
Automobile Engineering	75
Marine Engineering	76
Naval Architecture	77
Operations Research	78
Instrumentation Engineering	79

**APPENDIX-IX**

**CATEGORY CODES FOR CLAIMING AGE-RELAXATION**

Code Category No.	Age Relaxation permissible beyond the Upper age limit
01	SC/ST 5 years
02	OBC 3 years
03	PH 10 years
04	PH+OBC 13 years
05	PH+SC/ST 15 years
<b>For Group 'B' posts</b>	
06	Ex-Servicemen (Unreserved/General) 5 years
07	Ex-Servicemen (OBC) 8 years
08	Ex-Servicemen (SC&ST) 10 years
<b>For Group 'C' posts</b>	
09	Ex-Servicemen (Unreserved/General) 03 years after deduction of the military service rendered from the actual age as on the closing date
10	Ex-Servicemen (OBC) 06 years (3 years+3 years) after deduction of the military service rendered from the actual age as on the closing date

Code	Subject of Educational Qualification	Age Relaxation permissible beyond the Upper age limit
11	Ex-Servicemen (SC&ST)	08 years (3 years+5 years) after deduction of the military service rendered from the actual age as on the closing date
<b>For Group 'B' posts</b>		
12	Central Government Civilian Employees (Unreserved/ General) who have rendered not less than 3 years regular and continuous service as on closing date	05 years
13	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date	08 (5+3) years
14	Central Government Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date	10 (5+5) years
<b>For Group 'C' posts</b>		
15	Central Government Civilian Employees (Unreserved/ General) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 40 years of age
16	Central Government Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 43 years of age
17	Central Government Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date	Upto 45 years of age
18	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (Unreserved/General)	5 years
19	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (OBC)	8 years
20	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (SC/ST)	10 years

**APPENDIX-X**

**CATEGORY CODES FOR CLAIMING AGE-RELAXATION**

Code Category No.	Age Relaxation permissible beyond the Upper age limit
21	Widows/Divorced Women/Women judicially separated and who are not remarried (Unreserved/ General) Upto 35 years of age
22	Widows/Divorced Women/Women judicially separated and who are not remarried (OBC) Upto 38 years of age
23	Widows/Divorced Women/Women judicially separated and who are not remarried (SC/ST) Upto 40 years of age
24	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (General/ Unreserved) 3 years
25	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (OBC) 6 (3+3) years
26	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST) 8 (3+5) years



Government of India

# STAFF SELECTION COMMISSION



(THIS EXAMINATION IS NOT FOR UNEMPLOYED CANDIDATES)

DATE OF EXAMINATION: 24.03.2013

NOTICE

CLOSING DATE : 11.02.2013

## LOWER DIVISION GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION- 2013.

**File No10/4/2012-P&P-II** Staff Selection Commission will hold on 24.03.2013 (Sunday) a Limited Departmental Competitive Examination for recruitment to vacancies in Lower Division Grade reserved for regularly appointed Group 'C' Staff in the Grade Pay of the 1800/- in (i) Central Secretariat Clerical Service (ii) Armed Forces Headquarters Clerical Service (iii) Grade VI of the I.F.S. Branch 'B' Clerical Service and (iv) Central Vigilance Commission Clerical Service. Only eligible employees for each of the above cadres, will be considered for appointment in respective vacancies in the cadres. The examination will be held at New Delhi, Kolkata, Mumbai, Allahabad, Chennai, Bangalore, Guwahati Chandigarh and Raipur in accordance with the enclosed Rules (Annexure-II) published by the Department of Personnel & Training in the Gazette of India vide Notification dated 08.11.2010. There will be no Centre at any Indian Mission abroad. A candidate serving at an Indian Mission abroad will have to appear in this examination from any of the Examination Centre mentioned above at his/her own expense.

**2. NUMBER OF VACANCIES:-** The number of vacancies to be filled up on the basis of this examination will be as per the vacancies to be intimated to the Commission by each of the Cadre Authority participating in this examination.

**3. CONDITION OF ELIGIBILITY:-** Any permanent or regularly appointed Group 'C' employee in the Grade Pay of Rs.1800/- in any of the above mentioned Services/Cadres will be eligible to appear for vacancies existing only in their respective Service/Ministry/ and who satisfy the following conditions shall be eligible to appear in the examination:-

(i) **EDUCATIONAL QUALIFICATION:-** As on 01.01.2013, the candidate must have passed 12th Standard examination from a recognized Board or equivalent.

**Note:-** Candidates who do not possess at least the minimum education qualification as on 01.01.2013 are not eligible for applying for the examination.

(ii) **LENGTH OF SERVICE:-** As on 01.01.2013, the candidates must have rendered not less than three years' regular service as a Group-C employee with Grade Pay of Rs.1800.

**Note-I:** A Group 'C' employee who is on deputation to ex-Cadre post with the approval of the Competent authority shall be eligible to be admitted to the examination, if otherwise eligible.

**Note-II:** A Group 'C' employee who has been appointed to an Ex-Cadre post or to another service on transfer and continues to have a lien in the Grade 'C' post for the time being shall also be eligible to be admitted to the examination, if otherwise eligible.

(iii) **AGE LIMIT:-** Not more than 45 years of age on 01.01.2013. This age limit is relaxable upto a maximum of 5 years for SC/ST candidates.

Provided that the upper age limit may be relaxed in respect of such categories of the persons as may be notified from time to time in his behalf by the Central Government to the extent and subject to the conditions notified in respect of each category.

**4. SELECTION OF CENTRE AND ADDRESS TO WHICH APPLICATION TO BE SENT:-** A candidate must select only one of the Centres mentioned in Para-1 above for appearing in the written part of the examination. Request for change of Examination Centre will not be allowed under any circumstances. Candidate must send his/her application to **Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504**, through the Head of his/her Department/Office where he/she is working so as to reach the Commission by the stipulated Closing Date (11.02.2013).

**Note-I:** Cadre Authorities participating in the examination must forward the duly completed application form of the concerned candidate to the Commission before the Closing Date (11.02.2013) stipulated in the Notice. Applications forwarded by any Cadre Authority after the Closing date (11.02.2013) will not be accepted by the Commission. Such application if received by the Commission will be rejected forthwith.

**Note-II:** In case, any regional/Sub-Regional Office of Commission receives less than Ten (10) applications from eligible candidates for appearing in the examination, such candidates may be directed by the Commission to appear from the Delhi Centre at their own expenses and risk.

**5. SCHEDULE OF EXAMINATION:** The Scheme of written part of the examination.

Paper No.	Subject	Maximum Marks	Duration and Timings for General Candidates	Duration and Timings for Visually Handicapped Candidates
I.	Short Essay (Hindi or English)	100	1 hour 30 minutes 10.00 AM to 11.30 AM	1 hour 45 minutes 10.00 AM to 11.45 AM
II (Objective Type)	(a) Language (General English or Saamanye Hindi) (50 questions)- 50 marks (b) General Knowledge (English or Hindi) (50 questions)- 50 marks	100	2 hours 1.00 PM to 3.00 PM	2 hours 20 minutes 1.00 PM to 3.20 PM

**Note-I:** Question Paper shall not be provided in BRAILLE and THERE WILL BE NO OPTION FOR ANSWERING IN BRAILLE.

**SYLLABUS OF EXAMINATION:-**

PAPER-I	SHORT ESSAY	One Essay of 400-500 words to be written on any of the several specified subjects.
Paper-II	(a) LANGUAGE (General English or Saamanye Hindi) (50 Questions)- 50 marks. (b) General Knowledge (50 Questions) -50 Marks.	Candidate will be tested in simple composition, Applied Grammar and Elementary Tabulation to test the art of compiling, arranging and presenting data in tabular form. Knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected of an educated person who has not made a special study of any scientific subject. The paper will include question on Geography of India also.

**6.** Candidates are allowed the option to answer both the question papers either in English or in Hindi (in Devanagari Script). The option will be for both the papers viz. Short Essay (Paper-I) and Language and General Knowledge (Paper-II). The question papers for both the papers will be in bilingual form i.e. these will be printed both in

English and Hindi. Paper II will be of objective type consisting of multi choice questions. The Commission has decided that in Paper-II there will be negative marking of 0.25 marks for each wrong answer. Candidates are therefore, advised to keep this in mind while answering the question.

**Note-I** Candidate exercising the option to answer the papers either in English or in Hindi (in Devanagari Script) must indicate their PREFERENCE/OPTION to do so clearly in Column-11 of the Application Form, otherwise, it would be presumed by the Commission that they would answer the papers in English.

**Note-II** The option once exercised will be final and no request for change of option will ordinarily be entertained.

**Note-III** Zero marks will be awarded for answer written in a language other than the one opted by the candidates. Further, if answers are written partly in one language and partly in another language, such answer script will not be evaluated and such candidate will be awarded **ZERO** marks.

**Note-IV:-**

(i) The Commission has discretion to fix qualifying marks in paper II and paper I of only those who obtain the qualifying marks in paper II will be evaluated.

(ii) Marks will not be allotted for mere superficial knowledge.

(iii) Deduction upto 5% of the maximum marks will be made for illegible handwriting.

(iv) Credit will be given for orderly, effective and exact expression combined with due economy of words in paper-1.

**7. Provision for Visually Handicapped (VH) Candidates:-**

(a) All the Visually Handicapped (VH) candidates with visual disabilities of **Forty (40) Percent** and above including Blind and Partially Blind persons who have applied for the examination can avail the assistance of a SCRIBE for indicating/writing the replies on their behalf as the question papers for the examination will be set both in English and Hindi. A SCRIBE will be provided by the Commission on request made by such visually handicapped (including blind and partially blind) candidate. Candidates will not be allowed to bring their own scribe. No attendant will be allowed with such VH candidates inside the examination premises.

(b) Such visually handicapped candidates, opting for availing the assistance of SCRIBE will have to make a request, in writing, in the prescribed format given at Annexure-III to the concerned Regional/Sub-Regional Office of the Commission for appearing in the said examination, at least 10 days before the date of examination for engaging a scribe and the medium of language in which the SCRIBE is required to write/indicate the replies of the questions set in the examination on his/her behalf.

(c) **VH candidates will be allowed EXTRA TIME of 15 minutes for Paper-I (Short Essay) and 20 minutes for Paper-II (Language and General Knowledge).**

(d) The Visually Handicapped candidates including Blind and Partially Blind persons with visual disabilities of not less than forty (40%) percent who applied for the examination and who intends to engage a SCRIBE on their behalf for writing/indicating the replies in the examination will have to appear from any one of the Nine Examination Centre viz. New Delhi, Mumbai, Kolkata, Allahabad, Bangalore, Chennai, Guwahati, Chandigarh and Raipur at their own risk and expense. They must also furnish the details of the degree of visual disability to authenticate their position/status as VH candidate at serial No.7 of the application form.

**Provision of Magnifying Glass.**

Candidates who are able to read the Question Paper and are able to write/indicate the answers with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall. Such candidates will not be treated as Visually Handicapped candidates for the purpose of availing the assistance of Scribe or the question papers for VH candidates. However, such candidates will have to bring their own Magnifying Glass in the Examination Hall and shall not be provided with a Scribe.

**"One eyed"** candidates and those whose degree of visual disability is less than forty (40%) percent shall not be provided a SCRIBE. Such candidate will not be treated as Visually Handicapped candidate for the purpose of availing benefit of relaxation.

**8. SELECTION OF CANDIDATES:-** The Commission have the discretion to fix different qualifying standard in different part of different Papers. After the examination, the Commission will recommend separately to each of the concerned Cadre Authority concerned participating in the examination, the name of candidates who have attained the qualifying standard which will be determined at the discretion of the Commission. The name of the candidates who are considered by the Staff Selection Commission to be suitable for appointment on the basis of results of the examination will be arranged in a single list on the basis of their seniority in the parent Group 'C' post. The employees holding posts in higher grade will rank senior to those in the lower grade. The cadre authority shall take steps to appoint them against vacancies decided to be filled in accordance with the rules/regulations framed by them in this regard.

**9. CRITERIA FOR ALLOCATION:-** The allocation will be made service-wise, as per the vacancies. The final merit position will be determined by adding marks of Paper-I, Paper-II and ACRs. In case Grand total is same, the merit of the candidate will be determined on the basis of the marks obtained by him/her in Paper-II and followed by Paper-I. If the marks obtained by the candidates in Paper-I and Paper-II are equal, then the candidate having a higher Date of Birth will be ranked higher.

**10. TYPEWRITING TEST:-** (i) Appointment, on the basis of result of this examination shall be subject to the condition that unless a candidate has already passed one of the periodical typewriting tests in English or Hindi held by Staff Selection Commission, the candidate will have to pass the Type Test at minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer [35 w.p.m. and 30 w.p.m. correspond to 10500 key depressions per hour/9000 key depression per hour on an average of 05 key depression for each word] to be held by the Commission within a period of one year from the date of appointment failing which, no annual increment (s) will be allowed to him/her until he/she has passed/cleared the Typing Test prescribed by the Commission.

(ii) The candidates who do not pass the said type-writing test within the period of probation shall be liable to be reverted to their substantive appointment or temporary posts held by them before their appointment to lower Division Grade.

(iii) Notwithstanding anything contained in clauses(i) and (ii) above, a candidate, who has been declared by the competent medical authority, i.e., the Civil Surgeon, to be permanently unfit to pass the type-writing test because of a physical disability, may be exempted from the requirement of passing the type-writing test and, in the event of his being so exempted, the provisions of clauses(i) and (ii) shall cease to be applicable to him from the date of such exemption.

The Visually Handicapped candidates with visual disability of forty (40%) percent and above will be given 35 minutes time to type.

The Commission will engage **PASSAGE DICTATORS FOR EACH OF SUCH** Visually Handicapped candidates who will read out the given text material to the candidate during the Type Test.

Continued

**11. SUBMISSION OF APPLICATION:-** (i) Application in prescribed format as given in Annexure-I of the Notice or on Plain Paper (foolscap size) duly typed on one side and in double space, in the format and manner as given in the application form (Annexure-I) of the instant Notice and duly signed in candidate's own handwriting in running script and NOT IN BOLD CAPITAL LETTERS, giving the necessary information together with candidate's two recent good quality and identical photographs (4 cm. X 5 cm.) out of which one should be pasted on the application form and the other attached with the application, and one self addressed Post Card with postage stamps worth Rs. 6.00 (Rupees Six only) and two self addressed envelopes of 12 X 25 cm. Size (out of which one envelope should have postage stamps worth 10 (Rupees Ten only) must reach the Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504, latest by 11.02.2013 (5.00 PM) and by 26.02.2013 (5.00 PM) in the case of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island, Lakshadweep and for candidates residing abroad. The forwarding authority should put his/her signatures and Office Seal on photograph of the candidate pasted on the application form so that half portion of Seal appears on application form & half thereof on the photograph without defacing the candidate's photograph.

(ii) Application received after the Closing Date or not accompanied by photograph in the manner prescribed in Para-11 (i) above shall be rejected summarily. A candidate must submit his/her application through the Head of his/her Department or Office concerned who will complete the endorsement at the end of the application form and forward it to the Commission. It will be the responsibility of the Department or Office concerned to ensure eligibility of the candidates as laid down in Para-3 and all applications received through the Department or Office before Closing Date i.e. 11.02.2013 & 26.02.2013 for candidates from far flung and remote areas respectively will be accepted by the Commission. Applications received by the Commission after the closing date will be rejected forthwith without any correspondence with the candidate and no subsequent request for re-consideration will be entertained by the Commission under any circumstances.

**12. ACKNOWLEDGEMENT OF APPLICATION:-** The candidates who apply in response to this advertisement are assigned Index Number/Roll Numbers. These will be communicated to them on the self addressed Post Card (sent by the candidates with their applications) within two weeks from the closing date. The candidate must write his/her Index Numbers/Roll Numbers alongwith his/her name, date of birth and name of the examination, while addressing any communication to the Commission. Communications from candidates not furnishing these particulars will **not** be entertained. If the Admission Card is not received by any candidate before one week from the date of examination, they must immediately contact Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110504 with documentary proof of applying for the examination. While appearing in the examination, candidates are required to put their signatures on the Admission certificate in the same manner as signed by them on the application form. Candidates are **not** entitled to receive any Travelling Allowance from the Staff Selection Commission for taking the examination. Any change in address must immediately be communicated to the Commission's Office, giving details of Roll Number, Name and New Address in Block Capital letters as also indicating the Name, Month and Year of examination.

(d) Whether you are working on deputation basis? If yes, name and address of the present office.

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**NOTE:-** THIS EXAMINATION IS MEANT ONLY FOR THE PERSONS WORKING AS GROUP 'C' EMPLOYEES IN GRADE PAY OF RS.1800, IN VARIOUS OFFICES OF GOVT. OF INDIA WHICH PARTICIPATE IN CSCS, AFHQ, IFS (B)/CVC. THE APPLICATION WILL BE CONSIDERED ONLY IF THEY ARE FORWARDED THROUGH THE OFFICES PARTICIPATING IN THESE CADRES. THE APPLICATION OF ALL OTHER CANDIDATES WILL BE SUMMARILY REJECTED.

5. Gender : If Female Write-1   
 If Male Write-2

6. Are you a member of  
 a) Scheduled Caste (Write 'Yes' or 'No')

b) Scheduled Tribe (Write 'Yes' or 'No')

c) Other Backward Classes (Write 'Yes' or 'No')

7. (a) Do you belong to Visually Handicapped With visual disability of forty (40%) percent and above including Blind/Partially Blind category? (Write 'Yes' or 'No')

(b) Degree of Visual Disability in percent.

(c) If yes, whether you desire to engage **SCRIBE**.

(d) If yes, indicate the medium of language for Answering the Papers by the Scribe (Write Hindi/English)

8. Father's Name/\* Husband's Name (wherever applicable)\*  

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9. Educational Qualification (enclose an attested copy of 12th standard or equivalent certificate) as on 01.01.2013.

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10. (a) From which date have you been employed continuously and regularly as Group 'C' employee in the grade of Rs.1800.

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

(b) Whether appointed to any grade higher than Rs. 1800 (Revised) in Group 'C' post. (Write 'Yes' or 'No') in the box.

(c) If answer to (b) above is 'Yes' then indicate the date from which regularly appointed in higher grade of Group 'C' post and the pay scale.

Date \_\_\_\_\_  
 Pay Scale \_\_\_\_\_

11. Indicate the language (English or Hindi) in the box in which you wish to answer both the Papers. (Tick mark ( ✓ ) in appropriate box).

English	Hindi
<input type="checkbox"/>	<input type="checkbox"/>

12. Indicate the Centre at which you wish to take the examination (Please see Para-1 of the Notice):

**DECLARATION TO BE SIGNED BY ALL THE CANDIDATES COMPULSORILY**  
 I do hereby declare that all statement made in this application are true, complete and correct to the best of my knowledge and belief.  
 Place: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature of the Candidate

**(Left Thumb Impression) in case of Visually Handicapped Candidates**

**NOTE-I :** Unsigned application will be summarily rejected.

**NOTE-II :** One envelope should contain application of one candidate only.

**NOTE-III:** Visually Handicapped Candidates including Blind and Partially Blind could either put their signature or affix Left Thumb Impression (LTI) at the designated places in lieu of signature.

**TO BE FILLED BY THE HEAD OF DEPARTMENT OR OFFICE IN WHICH THE CANDIDATE IS SERVING.**  
 ( Please see Para-3 & Para 11 of Notice )

**Certified that :**

(i) The entries made by the candidate in columns ( 1-10) above have been verified with reference to his/her service records and are correct.

(ii) It has been certified from, his/her service records that he/she belongs to Scheduled Caste/Scheduled Tribe in ..... State/Union Territory, in which he/she and/or his/her family ordinarily resides.

(iii) There are no circumstances rendering him/her unsuitable for appointment as a Lower Division Clerk.

(iv) Shri/Smt./Kum. .... is a continuously and regularly appointed Group 'C' in Grade Pay of Rs.1800 of Ministry/Office participating in the Cadre/Service of ( Tick mark ( ✓ ) the appropriate box ).

( i ) Central Secretariat Clerical Service.

(ii) Armed Force Headquarters Clerical Service.

(iii) Indian Foreign Service (B) Clerical Service.

( iv ) Central Vigilance Commission Clerical Service.   
 With effect from .....

(v) He/She is working as ..... (Group 'C' in Grade Pay 1800) on the regular basis w.e.f. .... in the Pay Band of Rs. .... in the above ticked Cadre.

**Continued**

## STAFF SELECTION COMMISSION ANNEXURE-I

### APPLICATION FOR LOWER DIVISION GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR GROUP 'C' STAFF IN GRADE PAY OF RS.1800/- EXAMINATION 2013

**Date of Examination : 24.03.2013**  
**Opening Date: 12.01.2013**  
**Closing Date : 11.02.2013**

Passport size photograph of the Candidates to be pasted here.  
 Forwarding authority to sign & put seal half on the photograph without defacing photograph and half on the application form.

1. Name of the Candidate (in capital letters) in Hindi  

--

In English  

--

2. Postal Address (including candidate's name at which communications should be sent) Please enclose three slips indicating your name and address.  

--

3. Date of Birth (as recorded in Matriculation or equivalent certificate)  
 Date        Month        Year

4. (a) Are you a Group 'C' employee in Grade pay of Rs.1800/- or in higher grade in the Ministry/Office participating in Central Secretariat Clerical Service/Armed Force Headquarters Clerical Service/ Indian Foreign Service (B), Grade VI/ Central Vigilance Commission Clerical Service.  

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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b) If yes, write the name and address of the Cadre Controlling Authority/Office where working.  

--

(C) Tick mark ( ✓ ) in the appropriate box indicating the service Department/Office for which you are appearing.

C.S.C.S.   
 AFHQ   
 IFS (B)   
 C.V.C.

(vi) \*\* He/She was working as ..... (Group 'C' in Grade Pay 1800) on regular basis w.e.f. .... to ..... in the Pay Band of Rs. .... in the above ticked Cadre and at present he/she is working as ..... on regular/ad-hoc basis w.e.f. .... in the Pay Band of Rs. .... Plus Grade Pay of Rs. ....

\*\* Strike out the Col. VI/portion if not applicable.

2. Certified also that He/She had submitted his/her application to the Department/Office on ..... for onward transmission to the Staff Selection Commission

3. Certified also that the photograph of Shri/Smt./Kum. .... pasted on the application form at appropriate place is duly signed and stamped by the undersigned.

Place:

Date:

Signature.....  
Name.....  
Designation.....  
Department.....  
Office.....  
Place.....

NOTE -I THIS ENDORSEMENT SHOULD BE SIGNED BY THE HEAD OF THE DEPARTMENT/OFFICE

NOTE-II FORWARDING AUTHORITY MUST SIGN ON THE PHOTOGRAPH OF THE CANDIDATE PASTED ON THE APPLICATION FORM AND ALSO PUT HIS/HER SEAL SO THAT THE IMPRESSION OF THE SEAL APPEARS PARTLY ON THE PHOTOGRAPH AND PARTLY ON THE APPLICATION FORM WITHOUT DEFACING THE PHOTOGRAPH. WITHOUT THESE (PHOTO ON THE APPLICATION BEING SIGNED BY FORWARDING AUTHORITY IN ADDITION TO HIS/HER SEAL) THE APPLICATION WILL BE SUMMARILY REJECTED.

NOTE-III THE APPLICATION SHOULD BE FORWARDED BY THE CADRE CONTROLLING AUTHORITY MINISTRY/DEPARTMENT WHO SHOULD BE RESPONSIBLE FOR THE CANDIDATURE OF THE CANDIDATE.

## ANNEXURE-II

### RULES

The Rules for Lower Division Grade Limited Departmental Examination 2013 ( for Group 'C' staff only in the Grade Pay 1800), to be held by the Staff Selection Commission, Department of Personnel & Training in 2013 for the purpose of filling vacancies in Lower Division Grade reserved for regularly appointed Group 'C' staff in Grade Pay of Rs.1800/- in the Central Secretariat Clerical Service, Armed Force Headquarters Clerical Service, Grade-VI of the Indian Foreign Services Branch (B), Central Vigilance Commission Clerical Service are published for general information. The candidates who are admitted to the examination will be eligible for vacancies.

- In the Central Secretariat Clerical Service, if they are working in the Ministries/Offices participating in the Central Secretariat Clerical Service.
- In the Armed Force Headquarters Clerical Service, if they are working in the Ministries/Offices participating in the Armed Force Headquarters Clerical Service.
- In Grade VI of the IFS (B), if they are employed in the Ministry of External Affairs or its Mission abroad.
- Central Vigilance Commission Clerical Service, if they are employed in the Central Vigilance Commission Clerical Service

The number of vacancies to be filled up on the basis of results of the examination will be decided by each cadre authority participating in the examination.

3. The examination will be conducted by the Staff Selection Commission in the presented manner. The dates on which and the places at which the examination will be held by the Commission shall be fixed by the Commission.

4. Any permanent or regularly appointed temporary Group 'C' employee in the Grade Pay of Rs.1800 who satisfies the following conditions shall be eligible to appear at the examination

( I ) **LENGTH OF SERVICE** :- As on 01.01.2013 the candidates must have rendered not less than three years' regular service as a Group-C employee in Grade Pay of Rs.1800.

**Note-I:** A Group 'C' employee who is on deputation to ex-Cadre post with the approval of the Competent Authority shall be eligible to be admitted to the examination , if otherwise eligible.

**Note.II:** A Group 'C' employee who has been appointed to an Ex-Cadre post or to another service on transfer and continues to have a lien in the Grade 'C' post for the time being shall also be eligible to be admitted to the examination , if otherwise eligible.

(II) **AGE:-** He/ She should not be more than **45 years of age as on 1.1.2013.**

The age limit prescribed above will be relaxable upto 05 years maximum for candidates belonging to Scheduled Castes or Scheduled Tribe category, provided that the upper age limit may be relaxed in respect of such categories of the persons as may be notified from time to time in his behalf by the Central Government to the extent and subject to the conditions notified in respect of each category.

(III) **EDUCATIONAL QUALIFICATIONS** : As on 01.01.2013 the candidate must have passed 12th Standard examination from a recognized Board or equivalent .

**NOTE(1)** A candidate who has appeared in an examination the passing of which would render him/her educationally qualified for the Commission's examination but has not been informed of the result as also the candidate who intends to appear at such a qualifying examination will not be eligible for admission to the examination.

**NOTE(2):** In exceptional cases , the Central Government may treat a candidate not possessing any of the qualifications prescribed in the rule, as educationally qualified provided that he/she possess qualifications, the standard of which in the opinion of Government justified his/her admission to the examination.

5. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

6. No candidate will be admitted to the examination unless he /she holds a certificate of admission from the Commission.

7. A candidate who is or has been declared by the Commission to be guilty of:-

- Obtaining support for his /her candidature by any means, or
- Impersonating, or
- Procuring impersonation by any person, or
- Submitting fabricated documents or which have been tampered with , or
- Making statements which are incorrect or false or suppressing material information, or
- Resorting to any other irregular or improper means in connection with his /her candidature for the examination , or
- Using unfair means in the examination hall , or

(viii) Misbehaving in any other manner in the examination hall , or

(ix) Writing irrelevant matter including obscene language or pornographic matter in the answer sheet/booklet, or

(x) Found in possession of Mobile Phones/ Cellular Phones/Pagers and other unauthorized electronic gadget after commencement of the examination inside the examination hall whether in use or not, will be deemed to have been using unfair means, or

(xi) Taking away question paper or booklet/answer sheet or answer book with him/her from the examination hall or passing it on to the unauthorized person/persons during the conduct of their examination, or

(xii) Harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination, or

(xiii) Violating any of the instructions issued to the candidates along with their admission certificates permitting them to take the examination , or

(xiv) Attempting to commit or, abetting the commission of all or any of the acts specified in the foregoing clauses, may in addition to rendering himself/herself liable to criminal prosecution, be liable-

(a) to be disqualified by the Commission from the examination for which he/she is a candidate, and or

(b) to be debarred either permanently or for a specified period by the Commission from any examination or selection held by them, and or

(c) disciplinary action under appropriate rules.

8. Any attempt on the part of the candidate to obtain support for his/her candidature by any means may disqualify him/her for admission to the examination.

9. After the examination, the Commission will recommend separately to such cadre authority concerned participating in the examination the names of candidates, who have attained the qualifying standard, which will be determined at the discretion of the Commission. The names of the candidates who are considered by the Staff Selection Commission to be suitable for appointment on the basis of results of the examination shall be arranged in a single list on the basis of seniority in the parent post. The employees holding posts in higher grade will rank senior to those in the Lower Grade. The cadre authority shall take steps to appoint them against vacancies decided to be filled in accordance with the rules/regulations framed by them in this regard.

10. A candidate must be **in good mental and bodily health** free from any physical defects likely to interfere with the efficient discharge of his/her duties. A candidate, who is not found to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

**Note:** In case of the disabled Ex-Defence Service Personnel a certificate of fitness issued by the Demobilization Medical Board of the Defence Services will be considered adequate for the purpose of an appointment.

11. Appointment, on the basis of result of this examination shall be subject to the condition that unless a candidate has already passed one of the periodical typewriting tests in English or Hindi held by the Staff Selection Commission , the candidate will have to pass the Type Test at minimum typing speed 35 w.p.m in English or 30 w.p.m. in Hindi. on Computer [35 w.p.m. and 30 w.p.m. correspond to 10500 key depressions per hour/9000 key depressions per hour on an average of 05 key depressions for each word] to be held by the Commission within a period of one year from the date of appointment failing which, no annual increment(s) will be allowed to him/her until he/she has passed/cleared the Typing Test prescribed by the Commission.

The Visually Handicapped candidates with visual disability of **forty percent(40%) and above will be given 30 minutes time to type 300 words in English and 250 words in Hindi.**

The Commission will engage **PASSAGE DICTATORS** for each of such Visually Handicapped candidates who will read out the given text material to the candidate during the Type Test.

If any candidate does not pass the said typewriting test within the period of probation, he/she is liable to be reverted to his/her substantive appointment or temporary post held by him/her before his/her appointment to Lower Division Clerk.

**NOTE:** A candidate appointed on the basis of results of the examination and has already passed the typewriting test as prescribed above or who passes it within a period of **6 months** from the date of his/her appointment will be granted the first increment after six months instead of **one-year** service. This will, however, be absorbed in the subsequent regular increment.

12. A candidate who after applying for admission to the examination or after appearing at it resigns his/her appointment or otherwise quits the service or severs his/her connection with it or whose service are terminated by his/her Department or who is appointed to an ex-cadre post or to another service on transfer and does not have a lien on a post will not be eligible for appointment on the basis of results of this examination. This, however, does not apply to' employee, who has been appointed on deputation to an ex-cadre post with the approval of the competent authority.

## ANNEXURE -III

( TO BE FURNISHED BY ALL THE VISUALLY HANDICAPPED CANDIDATES WITH VISUAL DISABILITY OF FORTY PERCENT & ABOVE TO THE CONCERNED REGIONAL/SUB-REGIONAL OFFICE ALONGWITH THE FILLED UP APPLICATION FORM FOR THE LOWER DIVISION GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION, 2013 FOR GROUP 'C' STAFF IN THE GRADE PAY OF RS.1800/-, FOR ENGAGING SCRIBE.)

### STAFF SELECTION COMMISSION

#### LOWER DIVISION GRADE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION, 2013 FOR GROUP 'C' STAFF IN THE GRADE PAY OF RS. 1800/-

REQUISITION FOR ENGAGING SCRIBE BY VISUALLY HANDICAPPED (VH) CANDIDATES INCLUDING BLIND AND PARTIALLY BLIND CANDIDATES WITH VISUAL DISABILITY OF FORTY PERCENT AND ABOVE.

- Name in full of the VH candidate \_\_\_\_\_
- Roll No. \_\_\_\_\_
- Degree of visual Disability \_\_\_\_\_ percent.
- Whether the assistance of SCRIBE is required for writing the answer in the above examination.

Write 1 for "yes " and 2 for "No" in the box

- Indicate the medium of language for writing the answers by the SCRIBE

Write 1 for "English " and 2 for "Hindi" in the box.

- Centre of examination \_\_\_\_\_

Signature /Left Thumb Impression(LTI) of the VH Candidate.

davp 32204/11/0086/1312

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# Earth System Sciences Organisation (ESSO)

Ministry of Earth Sciences (MoES), Govt. of India

Advertisement Number : F.No.ESSO-2/2012; December 2012

1. Applications are invited from Indian citizens for filling up of 2 (two) posts of Scientists in 'B' and 'C' levels in Indian National Centre for Ocean Information Services (INCOIS), Hyderabad under Earth System Sciences Organisation, Ministry of Earth Sciences on regular basis.

2. The applications must be submitted online.

3. For Details visit [www.incois.gov.in](http://www.incois.gov.in)

4. The Detail of Posts are as under:

Post Code	Name of the Post	No. of Posts	Pay Band and Grade Pay	Upper Age Limit (Years)	Reserved for
1	Scientist-B	1 No.	PB-3 Rs.15,600-39100+G.P. Rs.5,400/-	35	OBC
2	Scientist-C	1 No.	PB-3 Rs.15,600-39100+G.P. Rs.6,600/-	40	UR

The post wise Eligibility Criteria and Job Requirement is as under :

**Name of post :** Scientist 'B'

**Post Code :** 1

**Number of Posts :** 1 (One)

**Reserved for :** OBC

**Eligibility Criteria: Essential Qualification:** M.Sc. / M.Sc. (Tech.) / M. Tech. in Geophysics, Geodesy or B.Tech. / B.E. in Geo-Engineering / Geo-Science Engineering or its equivalent from a recognized university/institute with at least a first class (minimum of 60% marks) in the qualifying degree.

**Desirable:** Doctorate in Geophysics / Working knowledge on Seismic Data and programming experience in MATLAB, FORTRAN, knowledge on GPS packages and applications of GPS and seismic data, etc and basic knowledge on RS & GIS packages.

**Job requirements:** ● To work in Indian National Tsunami Early Warning Centre for 24 x 7 operations.

● To work on seismic & GPS data processing, tsunami modeling.

● Analysis of seismic and GPS data.

**Name of post :** Scientist 'C'

**Post Code :** 2

**Number of Posts :** 1 (One)

**Reserved for :** UR

**Eligibility Criteria: Essential Qualification:** Masters degree in Physics/Physical oceanography/atmospheric science/meteorology or B. E in Electronics / Electronics and communication or its equivalent from a recognized university/institute with at least first class (60% of marks) in the qualifying degree.

**Experience:** Minimum of three years experience in the areas of ocean/atmospheric observations and/or ocean/atmospheric data analysis, R & D, etc.

**Desirable:** Doctorate in Physics or physical oceanography or atmospheric science or meteorology or M.Tech in Electronics.

**Job Requirements :** ● To design and deploy platforms/gadgets to carry out observations in the ocean and to conduct ocean observations on board research vessels.

● Analyse the data obtained from in-situ platforms to understand the processes in the oceans.

● Manage the projects related to Ocean Observing System.

**General Conditions**

● Applications should be submitted in the Format prescribed. Applications that are not submitted in the prescribed format will not be considered.

● The candidate's age should not exceed the age limit mentioned above as on date of closure of application i.e. **February 04, 2013.**

● However, in case of SC / ST / OBC / PH candidates, relaxation in age limit is allowed as per Govt. of India rules and relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government.

● Experience will be counted from the date of acquiring the essential academic qualifications. The experience, relevant to the requirement of job indicated against the respective post or research or teaching only will be considered towards the total period of experience.

● The qualification regarding experience is relaxable at the discretion of the Chairman of the Governing Council of INCOIS in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if at any stage of selection, the Chairman, GC 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 vacancies reserved for them.

● All positions involve 24 X 7 operations and hence selected candidates are required to work in shift duties, if assigned, and also to participate in various field programmes on board research vessels, fishing boats, etc or any other works assigned to him/her from time-to-time by Director, INCOIS / Group Head / Scientist In-charge.

● Candidates who are already employed in government/public sector/autonomous undertakings are required to forward their applications through proper channel. However, they may send advance copies.

● The number of posts to be filled may vary. Director, INCOIS reserves the right to cancel the recruitment process without assigning any reason thereof.

● The prescribed essential qualifications are minimum requirements and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications, received in response to advertisement, are large, it will not be convenient or possible for the Selection Committee to interview all candidates. Hence, INCOIS may restrict the number of candidates to be called for interview to a reasonable limit on the basis of desirable qualifications and/or experience prescribed, and / or job requirement, and/or any other bench mark decided by a committee constituted to screen the applications. No correspondence will be entertained with candidates who are not called for interview/selected for appointment. The names of candidates short listed for interviews will be displayed at [http://www.incois.gov.in/ Incoisvacancies/122012/permanentjobs.jsp](http://www.incois.gov.in/Incoisvacancies/122012/permanentjobs.jsp).

● Outstation candidates called for interview will be paid to and fro second class rail fare by the shortest route.

● Copies of certificates in support of educational qualifications, date of birth, disability (OH, PH.), caste (SC / ST / OBC) and experience should be attached with the application. Candidates will have to produce the original certificates as and when required.

● Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. No representation against such rejection will be entertained.

● Canvassing in any form will be a disqualification.

● Initial Place of Posting : Hyderabad or anywhere in India

**How to Apply:** To apply, the applicant must fill the Online Application Form (<http://www.incois.gov.in/Incois/Vacancies/122012/permanentjobs.jsp>). Applications



# Sainik School, Punglwa (Nagaland)

[Under Sainik Schools Society, Ministry of Defence, Govt of India and

Affiliated to Central Board of Secondary Education]

(PHONE-03839-262004/262006)

**APPLICATIONS ARE INVITED FOR THE POST OF MASTER (MATHEMATICS) (01 REGULAR POST)**

Name of the Post	Essential Education Qualification and Age	Desirable
Master in Mathematics (PGT) (01 Regular Post)	Minimum High II Div/Class in Post Graduate Degree in Mathematics with B.Ed from a recognised University. Age below 35 years as on 01 Mar 2013.	Past Experience to teach at Senior Secondary level in CBSE affiliated school(s) will be given preference. Having proficiency in Sports, interest in extracurricular activities/ hobbies and aptitude for residential school life and proficiency in computer are desirable.

**Perks/Benefit:** Pay and Allowances will be as per the VI CPC [PB-9,300-34,800/- with Grade Pay Rs 4,800/-] and policies of Sainik Schools Society and applicable Terms and Conditions of service with certain privileges of a fully residential school. Pay + DA, Gratuity Contributory Pension Scheme, LTC, Bonus, Group Insurance and Medical Allowance, subsidized schooling for maximum two children, Rent Free accommodation and limited free Electrical units and Free Messing for self with the Cadets in the Cadets' Mess during the session.

**Date of Written Test and Interview:** Date for Written Test and Interview would be intimated later. **How to apply?** Eligible candidates may apply in the prescribed format as available at [www.sainischoolpunglwa.nic.co](http://www.sainischoolpunglwa.nic.co) with one recent passport size photograph to the 'Principal, Sainik School, Punglwa BPO, Medziphema SO, Dist - Peren (Nagaland), Pin - 797106' along with Xerox copies of the Mark Sheets and testimonials, unstamped self addressed envelope and a Demand Draft for Rs 300/- for General and Rs 100/- for SC/ST (all non-refundable) in favour of 'Principal, Sainik School, Punglwa', payable at SBI, Medziphema (Code No.6759).

**Last Date of receipt of applications in the School is within 25 days from the date of publication of the advertisement in Employment News. No TA/DA is admissible.** Principal reserves the right to reject incomplete applications. **The School Administration reserves the right to cancel any vacancy due to administrative reasons.**

For details visit: [www.sainischoolpunglwa.nic.co](http://www.sainischoolpunglwa.nic.co)

EN 41/19



# National Bureau of Soil Survey and Land Use Planning

(Indian Council of Agricultural Research)

Amravati Road: Nagpur -440033

ADVT.NO. 1

Applications are invited for the following temporary post at National Bureau of Soil Survey & Land Use Planning, Nagpur under the Administrative Control of Indian Council of Agricultural Research.

Sl. No.	Name of the post	Essential Qualification
1	T-3 (Technical Assistant) Category-II One post (Scheduled Caste) PB-1 Rs. 5200-20200 + Grade Pay Rs. 2800	Bachelor 's degree in Agriculture or any other branch of science / geography from a recognized university.
2.	T-1 (Draftsman) Category-I One post (Unreserved) PB-1 Rs. 5200-20200 + Grade Pay Rs. 2000	Matriculation with at least one year Trade certificate in Draftsman from a recognized Institution
3.	T-1 (Field Assistant) Category-I Three posts (One each Scheduled Caste, Other Backward Classes and Unreserved) PB-1 Rs. 5200-20200 + Grade Pay Rs. 2000	Matriculation with at least one year Trade certificate in Agriculture from a recognized Institution
4.	Lower Division Clerks One Post (Unreserved) PB-1 Rs. 5200-20200 + Grade Pay Rs. 1900	(i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer
<b>Age Limit</b>	For Sl. No. 1 to 3	18-30 years as on the closing date of receipt of applications.
	For Sl.No.4	18-27 years as on the closing date of receipt of applications.
	Age relaxation is applicable to SC / ST / OBC as per Govt. of India rule in force. No age limit for ICAR employees.	
<b>Place of Posting</b>	The place of posting of selected candidates will be at Nagpur, Bangalore, Kolkata, Delhi, Jorhat and Udaipur as per requirement of the Bureau	
<b>Last date of applications</b>	30 days from the date of publication of the advertisement	

**Details of Scheme of Examination/Written Test, General Instructions & Application format for the candidates and Application format can be seen on web-site [www.nbsslup.in](http://www.nbsslup.in) EN 41/74**

**received electronically must be followed by a duly signed hard copy attached with all relevant documents (certificates of educational and professional qualifications, marks memos, reservation certificate, if applicable, etc.) thereof, else the application will be rejected.**

● Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular. The advertisement and the online application forms are available at [www.incois.gov.in](http://www.incois.gov.in) under 'Vacancies'.

● Print out of the online application duly signed and affixed with latest passport size photograph and supported by attested copies of certificates as proof of educational qualifications, date of birth, category of reservation (if applicable), experience etc., should be sent in a sealed envelope superscribed with "Application for the Post No. \_\_\_\_\_" to: **The Director, Indian National Centre for Ocean Information Services (INCOIS), "Ocean Valley", Pragathi Nagar B.O., Nizampet S.O., Hyderabad - 500 090, India, so as to reach INCOIS within 07 days (15 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State Lahaul and Spiti District and Pangi Subdivision of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and the Union Territory of Lakshadweep) from the date of CLOSING OF ONLINE SUBMISSION i.e. February 04, 2013.**

● In case of difficulty in the submission of online application form (not for other queries), please email to [vacancies@incois.gov.in](mailto:vacancies@incois.gov.in). EN 41/76

## No.A.14011/2/2012- I Government of India Department of Space Antariksh Bhavan Bangalore-560231

One post of Chief Contoller (Administration) in the Satish Dhawan Space Centre-SHAR (SDSC-SHAR), Indian Space Research Organization, Sriharikota, Nellore District, Andhra Pradesh, of this Department in the Pay Band of ₹37400-67000/- plus Grade Pay of ₹10000/- is to be filled on deputation basis. For eligibility criteria, application proforma and other details, please visit the website of the Department at [www.isro.gov.in](http://www.isro.gov.in) under the link "Job Opportunity" EN 41/49



## UNION PUBLIC SERVICE COMMISSION

**Central Industrial Security Force Assistant Commandants (Executive) Limited Departmental Competitive Examination, 2012**

Based on the result of the written part of the Central Industrial Security Force Assistant Commandants (Executive) Limited Departmental Competitive Examination, 2012 held on 05.08.2012 followed by the Personality Test held from 10.12.2012 to 14.12.2012, a total number of 16 candidates comprising 13-General, 02- Scheduled Caste and 01-Scheduled Tribe candidates are recommended for appointment.

2. Appointment to the Central Industrial Security Force will be made according to number of vacancies available and due consideration to the provisions contained in the Rules for the examination. The number of vacancies reported by the Central Industrial Security Force for the year 2012 are 16(13-General, 02- Scheduled Caste and 01-Scheduled Tribe).

3. Union Public Service Commission has a "Facilitation Counter" near Examination Hall in its campus. Candidates can obtain any information/clarification regarding their examination/recruitment on the working days between 1000 hrs. to 1700 hrs. in person or over Telephone Numbers 011-23385271/23381125. Results will also be available on the Commission's website <http://www.upsc.gov.in>. However, marks on the website will be available in due course for a period of thirty days.

4. The following is the List of recommended candidates in order of merit.

### CENTRAL INDUSTRIAL SECURITY FORCE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION-2012 LIST OF FINALLY QUALIFIED CANDIDATES

S.NO.	ROLL NO.	NAME
1	000223	RAVI RANJAN SINGH
2	000247	RAJ KUMAR
3	000192	MANISH KUMAR
4	000225	DINESH KUMAR
5	000416	BRIJ MOHAN SINGH
6	000259	ABHISHEK AHUJA
7	000261	RAJESH KUMAR DHAYAL
8	000238	UMESH KUMAR GAUTAM
9	000131	MANISH CHANDRA JHA
10	000370	BANWARI LAL JAT
11	000311	JAGANMOY SOM
12	000307	VINAY KUMAR SINGH
13	000343	RAKESH CHANDAN
14	000128	KADAM RUPESH MADHUKAR
15	000354	PREM MJ
16	000187	NARESH JOSHI

**CONCLUDED**

davp 55104/14/0053/1213

EN 41/15



# UNION PUBLIC SERVICE COMMISSION

## SPECIAL RECRUITMENT ADVERTISEMENT NO. 51/2013 INVITES ONLINE RECRUITMENT APPLICATIONS (ORA\*) FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS (\*: by using the website <http://www.upsconline.nic.in>) VACANCY DETAILS

### 1. (Vacancy No. 13015101712)

**Thirty-nine Medical Officer in the Department of Medical and Public Health, Union Territory of Dadra and Nagar Haveli.** Of the Thirty-Nine posts, five posts are reserved for Scheduled Castes candidates, two posts are reserved for Scheduled Tribes Candidates, ten posts are reserved for Other Backward Classes Candidates and the remaining twenty two posts are Unreserved. Of the thirty-nine posts, two posts are reserved for Physically Handicapped Persons viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (OL) (Right or Left) or One Arm Affected (OA) (Right or Left) from any community. The posts are also suitable for Physically Handicapped Persons viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (OL) (Right or Left) or One Arm Affected (OA) (Right or Left). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** i) A recognised Medical Qualification included in the 1st or 11nd Schedule of Part II of the 111rd Schedule (other than Licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of Educational qualification included in the Part 11nd of the Third Schedule should also fulfil the conditions stipulated in section 13 (3) of the Indian Medical Council Act, 1956. ii) Completion of compulsory rotating Internship. **DUTIES:** To attend OPD, IPD, emergency, post-mortem and MLC cases. **HQ:** Union Territory of Dadra and Nagar Haveli.

### 2. (Vacancy No. 13015102712)

**Fifty-seven Assistant Labour Commissioner (Central)/Assistant Welfare Commissioner (Central)/Assistant Labour Welfare Commissioner (Central)/Assistant Director in Grade-V of Junior Time Scale (JTS) of Central Labour Service (CLS), Ministry of Labour & Employment.** Of the fifty-seven posts, six posts are reserved for Scheduled Castes Candidates, three posts are reserved for Scheduled Tribes Candidates, nineteen posts are reserved for Other Backward Classes Candidates and the remaining twenty nine posts are Unreserved. Of the fifty-seven posts, three posts are reserved for Physically Challenged persons and of these three posts, two posts are reserved for Physically Handicapped Persons with disability viz. Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (OL) (Right or Left) or One Arm Affected (OA) (Right or Left) or Muscular weakness and limited physical endurance (MW), and one post is reserved for Physically Handicapped Persons viz. Low Vision (LV) /Partially Blind (PB)}. The posts are also suitable for Physically Handicapped Persons viz. Low Vision (LV) /Partially Blind (PB) or Orthopaedically Handicapped/ Locomotor Disability/ Cerebral Palsy with One Leg Affected (OL) (Right or Left) or One Arm Affected (OA) (Right or Left) or Muscular weakness and limited physical endurance (MW). **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** i) Degree of a recognized University or equivalent. ii) Diploma in Social Work/ Labour Welfare/Industrial Relations/Personnel Management/Labour Law from a recognized University/Institution or equivalent. **DESIRABLE:** Degree in law from a recognized University. **DUTIES:** The CLS Officers discharge statutory functions in the Central Sphere under various Labour Enactments. Their main function includes prevention and settlement of Industrial disputes, enforcement of various Labour Laws and to establish harmonious relation between workers and management. These Officers are notified as Inspectors, Conciliation Officers and Appellate Authorities under the various Acts. **Any Other Conditions:** Candidate recruited to the post will be covered by the new Contributory Pension Scheme and the candidates selected are required to join immediately.

#### IMPORTANT

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS <b>23:59 HRS ON 31.01.2013</b>	CANDIDATES ARE NOT REQUIRED TO SEND ANY DOCUMENT OR CERTIFICATE OR PRINTOUT OF APPLICATION INITIALLY TO THE COMMISSION
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THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO **23 :59 HRS ON 01.02.2013**

DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA)

#### NOTES:

a) Candidates are requested to apply only through Online Recruitment Application (ORA) website <http://www.upsconline.nic.in> and NOT write to the Commission for Application forms. They are also requested to go through carefully the details of posts and instructions published below as well as on the website <http://www.upsconline.nic.in>.

#### b) NATURE OF POST:

- Posts at **Item No. 1** are temporary.
- Posts at **Item No. 2** are permanent.

c) **PAY SCALE & CLASSIFICATION:** (Figures in bracket at the end of the pay scale indicate the approx total emoluments (per month) excluding TA, HRA+NPA at the minimum of the scale):

(i) Rs. 15,600-39,100 (PB-3)+Rs. 5400/- (Grade Pay)+NPA as admissible.(T.E. Rs.36,120/-p.m. approximately+NPA as admissible) General Central Service, Group 'A', Gazetted, Non-Ministerial for the posts at Item No.1.

(ii) Rs. 15,600-39,100 (PB-3)+Rs. 5400/- (Grade Pay)(T.E. Rs.36,120/-p.m. approximately) General 'A', in Grade -V of Junior Time Scale (JTS) of central Labour Service (CLS). Organized Service for the post at Item No. 2.

d) **AGE LIMIT AS ON NORMAL CLOSING DATE i.e. Not exceeding 35 years for the posts at Item Nos. 1 and 2.**

e) The age is relaxable for SC/ST candidates upto 5 years and upto 3 years for OBC candidates in respect of vacancies reserved for them. SC/ST/OBC Candidates have to produce a caste certificate in prescribed proforma. For age concession applicable to other categories of applicants please see relevant paras of the "Instructions and Additional Information to Candidates for Recruitment by Selection".

f) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the Commission to change his/her category, such request shall not be entertained by the Commission.

g) Physically Handicapped (PH) Persons or Persons with disabilities, suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other concessions & relaxations as permissible under the rules.

h) **HEADQUARTERS:** At places specifically stated against certain posts, otherwise anywhere in India.

i) **PROBATION:** The persons selected will be appointed on probation as per rule.

j) A Written Objective Type Recruitment Test with multiple choice questions shall be conducted followed by Interview for selection.

k) **SCHEME AND SYLLABUS FOR THE RECRUITMENT TEST FOR THE POSTS OF MEDICAL OFFICER (For Item No.1):-**

i) The subjects of the Test will be as under:-

- General Ability and General Awareness
- General Medicine
- Paediatrics
- Surgery
- Gynaecology & Obstetrics
- Preventive & Social Medicine

ii) The test will be of two hours' duration and will carry a maximum of 100 marks.

iii) The test will be an objective type questions with multiple choice answers.

iv) The level of the question papers will be MBBS standard.

v) The medium of the Test will be English only.

vi) There will be penalty for wrong answers. Every wrong answer will carry a deduction of one – third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

**SCHEME AND SYLLABUS FOR THE RECRUITMENT TEST FOR THE POSTS OF ASSISTANT LABOUR COMMISSIONER (CENTRAL)/ ASSISTANT WELFARE COMMISSIONER(CENTRAL)/ ASSISTANT LABOUR WELFARE COMMISSIONER (CENTRAL)/ ASSISTANT DIRECTOR IN GRADE-V OF JUNIOR TIME SCALE (JTS) OF CENTRAL LABOUR SERVICE (CLS). (For Item No.2):-**

i) The subjects of the Test will be as under:-

- Trade Union Movement.
- Social Work & Social Security laws.
- Industrial Relations.
- Human Resource Development.
- Principal of Natural Justice.
- Trade Union Act.
- Labour Welfare.

**h) Labour Laws:** Industrial Disputes Act, 1947; Payment of Wages Act, 1936; Minimum Wages Act, 1948; Contract Labour (Regulation & Abolition) Act, 1970; Child Labour (P&R) Act, 1986; Payment of Gratuity Act, 1972; Building & other Construction Workers (RE & CS) Act, 1996.

i) Current Events.

j) Indian Constitution.

k) General Mental Ability.

ii) The test will be of two hours duration and the medium of the question papers will be both Hindi and English.

iii) The test will be an objective type with multiple choices of answers and will carry a maximum of 100 marks.

iv) There will be penalty of wrong answer. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

#### SYLLABUS FOR THE TEST

**The syllabus for the proposed test will be based on the nature of the duties of the post(s) concerned.**

#### WEIGHTAGE

RESPECTIVE WEIGHTAGE OF THE RECRUITMENT TEST AND INTERVIEWS SHALL BE DECIDED BY THE COMMISSION.

#### I Mode and Date of Recruitment Test

The recruitment test as well as mode (whether Computer based or Paper & Pen based) for these posts shall be decided by commission later on.

#### m) Centre for Recruitment Test

i) Applicants are required to indicate their choice of centres (**CENTRE CODES**) in the Online Recruitment Application (ORA) system.

ii) However, if any of the Centres registers less than 10 candidates, the same shall not be operated for Recruitment Test. Candidates opting for that Centre shall be allotted some other Centre. The Commission reserves the right to allot any other centre than the centre opted for at its discretion.

iii) The candidates should note that no request for change of Centre will be entertained under any circumstances.

- iv) The candidates are cautioned that if any candidate appears at a Centre other than the one allotted by the Commission in his/ her Admission Certificate, his/her answer sheets will not be evaluated and his/ her candidature will be liable to cancellation.

### INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT:-

#### 1. CITIZENSHIP:

A Candidate must be either:

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India

**NOTE:** The application of a candidate in whose case a certificate of eligibility is necessary, may be considered by the Commission and, if recommended for appointment, the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India.

2. **AGE LIMITS:** The age limit for the post has been given in the advertisement. For certain age concessions admissible to various categories please go through the instruction regarding Concessions & Relaxations.

3. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

#### 4. APPLICATION FEE:

(a) Candidates are required to pay a fee of Rs. 25/- (Rupees Twenty five) only either by remitting the money in any branch of the SBI by cash or by using net banking facility of the SBI or by using visa/master credit/debit card.

(b) No fee for SC/ST/PH/Women candidates of any community. No "fee exemption" is available to OBC male candidates and they are required to pay the full prescribed fee.

(c) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

(d) **Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.**

#### 5. CONCESSIONS & RELAXATIONS:

(a) **The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by the length of Military Service increased by three years subject to the conditions that on the closing date of receipt of applications** (i) the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation and (ii) that the resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than 3 years. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond 5 years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission.

**NOTE:** Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.

(b) **In order to qualify for the concession under (a) above**, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

(i) In case of Commissioned Officers including ECOs/SSCOs:

Army: Directorate of Personnel Service, Army Headquarters, New Delhi.

Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.

Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:

Army: By various Regimental Record Offices.

Navy: Naval Records, Bombay

Air Force: Air Force Records, New Delhi.

(c) **Age relaxation for Central Government employees:**

The upper age limit is relaxable for Central/U.T. Govt. Servants up to 5 years as per instructions issued by the Govt. of India from time to time. (10 years for persons belonging to Scheduled Castes/Scheduled Tribes and 8 years for persons belonging to other Backward Classes in respect of the posts reserved for them) in accordance with the instructions or orders issued by the Government of India. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. Decision in this regard will rest with the Commission.

(d) **Age relaxation for Meritorious Sports persons:**

The relaxation in upper age limit upto a maximum of 5 years (10 years for persons belonging to SC/ST Communities and 8 years for persons belonging to Other Backward Classes in respect of posts reserved for them) may be allowed to meritorious sportswomen/sportsmen in the field of Games/Sports recognized by the

Government for such purpose provided they satisfy all other conditions prescribed by Government from time to time. The persons claiming age relaxation under this sub-para would be required to produce a certificate issued by the competent authority in the prescribed proforma. For others, age limit will be strictly adhered to save in exceptional circumstances, and in no case be relaxed beyond a limit of three years.

(e) **Age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands:**

The upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:

(i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.

(ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.

(f) **Age relaxation to persons who had ordinarily been domiciled in the State of J&K during the period from 1st January, 1980 to 31st December, 1989:**

The relaxation in upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in the State of J&K during the period from 1st January, 1980 to 31st December, 1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir. This relaxation shall remain in force upto 31.12.2013.

(g) **Age relaxation to Physically Handicapped (PH) persons:**

Age relaxation of 5 years is allowed (total 10 years for SCs/STs and 8 years for OBCs in respect of the posts reserved for them) to blind, deaf-mute and orthopedically handicapped persons for appointment to Group 'A' and Group 'B' posts/services. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government.

#### 6. HOW TO APPLY:

a) Candidates must apply online through the website <http://www.upsconline.nic.in>. Applications received through any other mode would not be accepted and summarily rejected.

b) After submitting the Online Recruitment Application (ORA), the candidates are not required to send any Document or Certificate or Printout of Application initially to the Commission. Any Document or Certificate or Printout of Application submitted initially by the candidate would be summarily ignored. However, he/she should essentially retain the Printout of the Online Recruitment Application (ORA) finally submitted for submission to the Commission along with relevant Documents/ Certificates on demand, in case he/she qualifies in the Recruitment Test.

c) The applicants are advised to submit only single Online Recruitment Application for each post; however, if somehow, if he/she submits multiple Online Recruitment Applications for one post, then he/she must ensure that Online Recruitment Application with the higher "Application Number" is complete in all respects including fee. The applicants, who submit multiple Online Recruitment Applications, should note that only the Online Recruitment Application with higher "Application Number" shall be entertained by the Commission and fee paid against one "Application Number" shall not be adjusted against any other "Application Number".

d) The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.

#### 7. DOCUMENTS/ CERTIFICATES:

**A) Initially the candidates are not required to send any Document or Certificate or Printout of Application to the Commission. Subsequently the candidates who qualify in the Recruitment Test shall be asked to submit only the following Documents/ Certificates along with the Printout of the Online Recruitment Application (ORA):**

a) Self attested copies of Degree/Diploma certificate along with mark statements pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.

b) Self attested copy of order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.

c) Self attested copies of Certificate (s) in the prescribed proforma from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be in the prescribed format relevant to the post. Experience certificate not in prescribed proforma but containing all the details as mentioned above would be considered on merits by the Commission.

d) Self attested copy of Physically Handicapped certificate in prescribed proforma by the competent authority from Physically Handicapped Persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Physically Handicapped certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.

**B) Following Original Documents/ Certificates are to be produced along with self attested copies at the time of Interview, including other items specified in the Call letter for Interview, failing which the candidate may not be allowed to appear in the Interview in which case such candidates will not be entitled to receive the Commission's contribution towards travelling expenses;:**

a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State

Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (like in case of Tamil Nadu & Kerala).

- b) Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
- c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
- d) Certificate(s) in the prescribed proforma from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be issued in prescribed format relevant to the post. Experience certificate not in prescribed proforma but containing all the details as mentioned above would be considered on merits by the Commission.
- e) Caste certificate by candidate seeking reservation as SC/ ST/ OBC, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC and the village/ town the candidate is ordinarily a resident of.
- f) A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of Online Recruitment Application for the post is to be treated as crucial date.
- g) Physically Handicapped certificate in prescribed proforma issued by the Competent Authority by Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Physically Handicapped certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.
- h) A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-
  - i) **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
  - ii) **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner
  - iii) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
  - iv) **In other circumstances for change of name for both male and female** - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.
- i) Certificate/ Document in respect of Age relaxation for:
  - i) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in prescribed proforma from competent authority.
  - ii) Central/UT Government Employees/Servants in prescribed proforma from competent authority issued after the date of advertisement.
  - iii) Meritorious Sports persons in prescribed proforma from competent authority.
  - iv) Widows/Divorced Women/Women Judicially separated from Husbands.
  - v) Persons who had ordinarily been domiciled in the State of J & K during the period from 1st January, 1980 to 31st December, 1989.
  - vi) Persons seeking age relaxation under special provision/ order.
- j) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- k) Certificate(s) in respect of claim regarding Professional Registration, Language, Publications, NET, GATE, Conference, Internship.
- l) Documentary support for any other claim(s) made.

**NOTE I: ORIGINAL CERTIFICATES ARE TO BE PRODUCED ONLY AT THE TIME OF INTERVIEW.**

**NOTE II:** Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

**NOTE III:** If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

#### 8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of:

- a) obtaining support of his/her candidature by any means, or
- b) impersonating, or

- c) procuring impersonation by any person, or
  - d) submitting fabricated documents or documents which have been tampered with, or
  - e) making statements which are incorrect or false or suppressing material information, or
  - f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
  - g) using unfair means during the test, or
  - h) writing irrelevant matter including obscene language or pornographic matter, in the script(s), or
  - i) misbehaving in any other manner in the examination hall, or
  - j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or
  - k) bringing mobile phone/Communication device in the examination Hall/Interview room.
- l) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- i) to be disqualified by the Commission from selection for which he/she is a candidate, and/or
- ii) to be debarred either permanently or for a specified period:-
  - by the Commission from any examination or selection held by them
  - by the Central Government from any employment under them, and
- iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.

#### 9. OTHER INFORMATION/INSTRUCTIONS:

- a) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- b) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website <http://www.upsconline.nic.in>.
- c) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Recruitment Application is liable to be rejected.
- d) Candidates must, if required, attend a personal interview at such place, as may be fixed by the Commission. The Commission do not defray the traveling or other expenses of candidates summoned for interview. They, however, contribute towards those expenses at a rate corresponding to the amount of the Second Class Mail railway fare by the shortest route to the place of interview from the Railway Station nearest to the normal place of residence of the candidate or from which he actually performs the journey, whichever, is nearer to the place of interview, and back to the same station or the amount of Railway fare actually incurred by the candidate whichever is less. Details of this will be furnished when they are called for interview.
- e) Commission's contribution towards the traveling expenses in respect of those candidates who are interviewed at Delhi will be paid on the spot on the date of interview itself provided they fulfill all the conditions. In respect of those candidates who have been called to be present at interviews at places other than Delhi, the same will be sent by Money Order later on.
- f) The Summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Government.
- g) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.
- h) Candidates will be informed of the final result in due course through UPSC website/ Employment News and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates about reasons for their non selection for interview/appointment.
- i) The Commission may grant higher initial pay to candidates adjudged meritorious in the interview.
- j) Canvassing in any form will disqualify a candidate.

#### CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING THE ONLINE RECRUITMENT APPLICATION

- a) That no column is wrongly filled or kept blank in the Online Recruitment Application as the information furnished therein would be used to determine the eligibility of candidates to be called for Recruitment Test/ Interviews.
- b) That after submitting the Online Recruitment Application (ORA), the candidates are not required to send any Document or Certificate or Printout of Application initially to the Commission. Any Document or Certificate or Printout of Application submitted initially by the candidate would be summarily ignored. However, he/she should essentially retain the Printout of the Online Recruitment Application (ORA) for submission to the Commission along with relevant Documents/ Certificates on demand, in case he/she qualifies in the Recruitment Test.

#### IMPORTANT

- a) **MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION/ INTERVIEW HALL**
- b) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- c) In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.

**PRESCRIBED PROFORMAE**

**Proforma-I**

**The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\*..... son/daughter\* of ..... of village/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... belongs to the..... caste/tribe\* which is 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 List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... who belongs to the caste/tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

% 3. Shri/Shrimati/Kumari\*..... and/or\* his/her\* family ordinarily resides 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 Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
 †(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

**Proforma-II**

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

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

- @ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.
- @ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

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

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

This is also to certify that he/she\* does not belong to the persons/sections\* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....  
**\*\*Designation.....**  
 (With seal of Office)  
**State/Union Territory**

**Place**.....  
**Date**.....

\*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

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

\*\*List of authorities empowered to issue OBC Certificate

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
 †(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

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

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

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

**Proforma-III**

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

I ..... Son/daughter of Shri.....resident of village/town/city .....district.....state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature:.....  
 Full Name:.....  
 Address:.....

**Proforma-IV**

**Certificate to be produced by Serving/Retired/Released Armed Forces Personnel for availing the age concession for posts filled by direct recruitment by Union Public Service Commission otherwise than on results of an open competitive examination**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that No. .... Rank..... Name ..... whose date of birth is..... has rendered service from..... to..... in Army/Navy/Air Force.

**2. He has been released from military services:**

- % a) on completion of assignment otherwise than  
(i) by way of dismissal, or  
(ii) by way of discharge on account of misconduct or inefficiency, or  
(iii) on his own request, but without earning his pension, or  
(iv) he has not been transferred to the reserve pending such release
- %b) on account of physical disability attributable to Military Service.
- %c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: .....

Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*

SEAL

% Delete the paragraph which is not applicable.

**B. Form of Certificate for Serving Personnel**

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. .... Rank.....Name..... is serving in the Army/Navy/Air Force from.....

2. He is due for release retirement on completion of his specific period of assignment on.....

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*

SEAL

**Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

I understand that if selected on the basis of the recruitment/Examination to which this 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 Service and Posts) Rules, 1979, as amended from time to time.

Place: .....

Date: .....

Signature and Name of Candidate

**C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment**

It is certified that No. .... Rank..... Name..... whose date of birth is..... is serving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on..... and is on extended assignment till.....

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place: .....

Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*

SEAL

\*\*Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

- (a) In case of Commissioned Officers including ECOs/SSCOs.  
Army - Military Secretary Branch, Army Hqrs., New Delhi  
Navy - Directorate of Personnel, Naval Hqrs., New Delhi  
Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force.  
Army - By various Regimental Record Offices  
Navy - BABS, Mumbai  
Air Force - Air Force Records, New Delhi

**Proforma-V**

**The form of certificate to be produced by Physically Handicapped candidates applying for appointment to posts under the Government of India**

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. .... Date: .....

**DISABILITY CERTIFICATE**

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

This is certified that Shri/Smt./Kum. ....son/wife/daughter of Shri ..... age .....sex ..... identification mark(s) ..... is suffering from permanent disability of following category :

**A. Locomotor or Cerebral Palsy:**

- (i) BL—Both legs affected but not arms (a) Impaired reach  
(ii) BA—Both arms affected (b) Weakness of grip  
(iii) BLA—Both legs and both arms affected (a) Impaired reach  
(iv) OL—One leg affected (right or left) (b) Weakness of grip  
(c) Ataxic  
(v) OA—One arm affected (a) Impaired reach  
(b) Weakness of grip  
(c) Ataxic

(vi) BH—Stiff back and hips (cannot sit or stoop)

(vii) MW—Muscular weakness and limited physical endurance.

**B. Blindness or Low Vision:**

- (i) B—Blind  
(ii) PB—Partially blind

**C. Hearing impairment:**

- (i) D—Deaf  
(ii) PD—Partially deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of .....years ..... months.\*

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

4. Shri/Smt./Kum. .... meets the following physical requirements for discharge of his/her duties:—

- |  |        |
|--|--------|
| (i) F—Can perform work by manipulating with fingers. | Yes/No |
| (ii) PP—Can perform work by pulling and pushing.     | Yes/No |
| (iii) L—Can perform work by lifting.                 | Yes/No |
| (iv) KC—Can perform work by kneeling and crouching.  | Yes/No |
| (v) B—Can perform work by bending.                   | Yes/No |
| (vi) S—Can perform work by sitting.                  | Yes/No |
| (vii) ST—Can perform work by standing.               | Yes/No |
| (viii) W—Can perform work by walking.                | Yes/No |
| (ix) SE—Can perform work by seeing.                  | Yes/No |
| (x) H—Can perform work by hearing/speaking.          | Yes/No |
| (xi) RW—Can perform work by reading and writing.     | Yes/No |

(Dr.....) (Dr.....) (Dr.....)  
Member Member Chairman  
Medical Board Medical Board Medical Board

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

\* Strike out whichever is not applicable.

**Proforma-VI**

**The form of certificate to be produced by Meritorious Sportsperson for claiming Age concession for appointment to posts under the Government of India**

**FORM-I**

(For representing India in an International Competition in one of the recognized Games/Sports)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF .....

Certified that Shri/Smt./Kumari.....son/wife/daughter of Shri .....resident of .....(Complete address) represented the Country in the game/event of.....in.....competition/tournament held at ..... from .....to.....The position obtained by the individual/team in the above said Competition/Tournament was .....

2. The Certificate is being given on the basis of record available in the office of National Federation/ National Association of .....

Place: ..... Signature.....

Date: ..... Name.....

Designation .....

Name of the Federation/National

Association.....

Address.....

Seal.....

**Note:** This certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

**FORM-II**

(For representing a State in India in a National competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF .....IN THE GAME OF .....

Certified that Shri/Smt./Kumari.....son/wife/daughter of Shri..... Resident of .....(Complete Address) represented the State of ..... in the game/event of .....in the National Competition/Tournament held at ..... from.....to.....

2. The certificate is being given on the basis of record available in the office of the State Association of .....

Place:..... Signature.....

Date:..... Name.....

Designation .....

Name of the State Association.....

Address.....

Seal.....

**Note:** This certificate will be valid only when signed personally by the Secretary to the State Association

Continued from page 46

**Proforma-VII**

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

**(Letter Head of the Institution/Issuing Authority)**

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

Certified that:  
 \*(a) Shri/Shrimati/Kum. .... holds substantively a permanent post of .....in the Office/Department of .....with effect from .....

\*(b) Shri/Smt./Kum. .... has been continuously in temporary service on a regular basis under the Central Government in the post of .....in the Office/Department .....with effect from .....

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

Place: .....

Date: .....

**Proforma-VIII**

**The form of certificate to be produced by Candidates for claiming experience**

**FORM-I**

**Experience Certificate**

**Letter Head of the Institution/Issuing Authority**

Telephone No.....  
 Fax No.....

Name of Organization  
 Address of the Organization

Dated.....

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

Name of post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/ Specialty/ Field of experience
(1)	(2)	(3)	(4)	(5)	(6)

Monthly remuneration (total)	Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet) ( in case of Medical posts, please mention field of specialization)	Place of posting	Nature of work a) managerial (Lower/Middle/Senior*) b) Supervisory c) Operative d) If none of the above, Please indicate nature of work (*Strike off whichever is not applicable)	Remarks, if any
(7)	(8)	(9)	(10)	(11)

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature  
 Name of competent authority  
 Stamp of competent authority

**FORM-II**

**Experience Certificate**

**(For experience while pursuing DNB/DM/M.Ch Courses)**

Letter Head of the Institution/Issuing Authority

Telephone No.....  
 Fax No.....

Name of Organization  
 Address of the Organization

Dated: .....

This is to certify that Dr.....son/Daughter/wife of Shri (Registration No.....) was a student for Diplomat of National Board(DNB)/Doctor in Medicine(DM)/Magister Chirurgiae (M.Ch.) in.....(Name of Course) examination vide Notification No.....dated.....The Degree of DNB/DM/M.Ch. in .....(Name of Specialty) awarded to Dr.....by this College/University is recognized by the Medical Council of India.

**NOTE-I:** The experience gained is recognized by the MCI or the Statutory body concerned for system of medicine as valid teaching experience (for teaching medical posts only).

**NOTE-II:** The medical institution/college from where the experience is/are gained, is/are recognized by the concerned medical authority ( for medical posts only).

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature  
 Name of competent authority  
 Stamp of competent authority

davp 55104/14/0055/1213

EN 41/102

**Office of the Principal Director of Audit Eastern Railway, New Koilaghat Building (5<sup>th</sup> Floor) 14, Strand Road, Kolkata-700001**

Applications are invited from Indian Citizens for the Post of Auditor (Group - "C") against Sports Quota.

1) No. of Vacancies: 02 (two)

Sr. No.	Name of office	Discipline	Gender		Total no. of vacancies	Station
			Male	Female		
1.	Principal Director of Audit, Eastern Railway, Kolkata	Badminton	01	--	01	Headquarters at Kolkata and is likely to be transferred to the unit offices of the Office of the Principal Director of Audit, Eastern Railway and Principal Director of Audit, RPU & Metro Railway
		Table Tennis	01	--		

2. **Pay Scale:** (Revised) Rs. 5200-20200 with Grade Pay of Rs. 2800/-.

3. **Educational Qualification:** Graduation in any discipline from a recognized University. The persons selected for the post of Auditor will have to qualify the Departmental Confirmatory Test for Auditor within two years of their appointment. Failure to pass the examination will render them liable for discharge from service.

4. **Age:** 18 and 27 years as on closing date for receipt of applications. The upper age limit is relaxable up to a maximum of 5 years (10 years in case of those belonging to SC/ST and 8 years in case of OBC candidates). This concession is admissible to those Sports persons who satisfy all other eligibility conditions relating to education etc.

5) **Eligibility:** 1. Sports persons who have represented a State or the Country in a National or International Competition in any of the Games/Sports mentioned at Sl. No. 1 above.

2. Sports persons who have represented the University in Inter-University Tournaments conducted by the Inter-University Sports Board in any Sports/Games shown at Sl. No. 1 above.

3. Sports persons who have represented the State Schools Team in the National Sports/Games for Schools conducted by the All India School Games Federation in any of the Games/Sports shown at Sl. No. 1 above.

6. Application may be made in the prescribed format (Form A) on plain paper giving full particulars, accompanied by attested copies of Certificates in support of Age, Educational Qualification and Certificate of SC/ST/OBC, where applicable.

Persons already in Government service, should send their application through proper channel. The application should be addressed to **The Deputy Director (Administration), Office of the Principal Director of Audit, Eastern Railway, New Koilaghat Building (5<sup>th</sup> Floor) 14 Strand Road, Kolkata-700001, West Bengal**, so as to reach within 30 days of the date of publishing this advertisement.

7) The candidates should furnish certificates in support of their claims in proper form only (Form-B) duly signed by the prescribed authority. The certificates in the above prescribed form will alone be taken into account while considering eligibility of the applicant.

8) The candidates selected to the post (s) will be on probation for a period of two years from the date of appointment. Attach 02 self addressed envelopes (size-27 cm x 12cm), duly stamped. Application should be sent through ordinary post only.

The forms can be downloaded from the website [www.cag.gov.in](http://www.cag.gov.in)

Form A - Application Form  
 Form B - Form of Certificates

**Deputy Director (Admn)  
 O/o the Principal Director of Audit  
 Eastern Railway, Kolkata**

**Note:-** In case number of applications is high, office may adopt the system of shortlisting and call letter for interview etc. may be sent to the shortlisted candidates only.

**Form -A**

- Name (In Block Letters) .....
- Father's Name .....
- Date of Birth .....
- Sex (Male / Female) .....
- Educational Qualification .....
- SC/ST/OBC .....
- Postal Address .....
- Permanent Address .....
- Telephone number .....
- List 5 most recent participations starting from the most recent

Affix recent  
 Passport size  
 photograph

Sl. No.	Discipline	Date	Event	Authority issuing certificate
1.				
2.				
3.				
4.				
5.				

**Place:**  
**Date:**  
**NOTE**  
**Do not leave any field blank.**

Signature

**Form - B**

National Federation /National Association or State Association of ...../University of ...../ Directorate of Public Instructions / Education of the state of ...../ Govt. of India/Ministry of Education and Social Welfare of .....

Certificate to a meritorious sports persons for employment to Group 'C' service under the Central Government.

Certified that Shri/Smt./Kumari ..... Son/Wife/Daughter of Shri ..... resident of .....(Complete Address) represented the \*Country /State/University/State School team in the game/event of ..... from .....to..... The position obtained by the individual/team in the above said\* competition/tournament was .....

The certificate is being given on the basis of records available in the office of \*National Federation/ National Association of ...../State Association of ..... /Dean of sports or officer in overall charge of sports in the University/ Ministry of Education and Social Welfare of.....

**Place:**  
**Signature**  
**Name**  
**Designation**  
**Address**  
**Seal**

**Strike out whichever not applicable.**

**Note:** Separate Certificate signed personally by the Authority as given below required to be furnished in respect of participation in the specified games/sports at different levels of tournaments.

**International Competition:** Secretary of the National Federation of the game concerned.

**National Competition:** Secretary of the National Federation or the State Assn. of the game concerned.

**Inter University Tournament:** Dean of sports or other officer in overall charge of sports of the University concerned.

**National sports/ games for School:** Directorate or Additional/Joint or Deputy Director in overall charge of sports/Games for schools in the Directorate of Public Instructions /Education of State.

EN 41/107



# UNION PUBLIC SERVICE COMMISSION

ADVT NO.  
01/2013

## INVITES ONLINE RECRUITMENT APPLICATIONS (ORA\*) FOR RECRUITMENT BY SELECTION TO THE FOLLOWING POSTS (\*: by using the website <http://www.upsconline.nic.in>) VACANCY DETAILS

### 1. (Vacancy No.13010101512)

**One Economic Officer (Market Intelligence) in Directorate of Economics and Statistics, Department of Agriculture & Cooperation, Ministry of Agriculture.** The post is Unreserved. **QUALIFICATIONS: ESSENTIAL: A. EDUCATIONAL:** Possessing a Post Graduate degree in Economics or Applied Economics or Business Economics or Econometrics from a University incorporated by an Act of the Central or State Legislature in India or other educational Institutes established by an Act of Parliament or declared to be deemed as University under Section 3 of the University Grants Commission Act, 1956(3 of 1956) or a Foreign University approved by the Central Government from time to time. **B. EXPERIENCE:** Two years' experience in collection, compilation and analysis of statistical data with special reference to price statistics. **DESIRABLE:** (i) Degree or Post Graduate Diploma in Management. (ii) Post Graduate Diploma in Computer Application from an Institute recognized by the Government of India. **DUTIES:** To analyse and interpret Economic and Statistical data and to prepare notes and memoranda thereon.

### 2. (Vacancy No. 13010102212)

**Ten Junior Scientific Officer in National Centre of Organic Farming, Ghaziabad, Department of Agriculture & Cooperation, Ministry of Agriculture.** Of the ten posts, one post is reserved for Scheduled Castes candidates, three posts are reserved for Other Backward Classes candidates and remaining six posts are Unreserved. The posts are suitable for Physically Challenged Persons with disability viz. Hearing Impaired persons i.e. Partially Deaf (PD) or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with One Arm Affected (Right or Left) (OA). **QUALIFICATIONS: ESSENTIAL: EDUCATIONAL:** M.Sc. in Microbiology from a recognized university or institute; **OR** M.Sc. in Botany with specialization in Plant Pathology or Microbiology or Mycology from a recognized University or Institute; **OR** M.Sc. in Agriculture with specialization in Soil Science or Agricultural Chemistry or Agronomy or Microbiology or Plant Pathology or Horticulture or Agricultural Extension from a recognized University or Institute. **DESIRABLE:** i) Ph.D. in any discipline mentioned in essential qualifications; ii) Two years experience in the field of research and development of biofertilizers and other aspects of organic farming. **DUTIES:** Testing of Biofertilizers, Organic Manures, Vermiculture & different organic inputs in laboratory, Isolation and authentication of different strains of effective microorganisms related with organic farming, Organization of field demonstration programmes on organic farming, preparation of technical literature on organic farming. **HQ:** In any centre located at Ghaziabad, Bengaluru, Bhubaneshwar, Nagpur, Imphal, Hissar and Jabalpur.

### 3. (Vacancy No. 13010103112)

**One Associate Professor of Psychiatric Nursing in Central Institute of Psychiatry, Ranchi (Jharkhand), Directorate General of Health Services, Ministry of Health and Family Welfare.** The post is Unreserved. **QUALIFICATIONS: ESSENTIAL:A. EDUCATIONAL:** (I) M.Sc. Degree in Psychiatric Nursing from a recognized University. (II) Should be registered as a Nurse and Midwife in the Nursing Council of India. **B. EXPERIENCE:** Five years teaching experience in any recognized Institution after obtaining qualification of M.Sc. in Psychiatric Nursing. **DUTIES:** To work as in charge of Psychiatric Nursing Department. Teaching DPN Course students and planning curriculum for Psychiatric Nursing. Guiding Staff Nurses and collaboration in Clinical and Research activities. Nursing care and supervision of work of subordinate Nursing staff. Any other duties assigned by the higher authorities. **HQ:** Central Institute of Psychiatry, Ranchi (Jharkhand).

### 4. (Vacancy No. 13010104412)

**One Economic Officer in Ministry of Labour and Employment.** The post is Unreserved. The post is suitable for Physically Challenged Persons with disability viz. Visually Handicapped persons i.e. Blind (B) or Low Vision (LV) /Partially Blind (PB) or Hearing Impaired persons i.e. Deaf (D) or Partially Deaf (PD) or Orthopaedically Handicapped/Locomotor Disability/Cerebral Palsy with (OL) or One Arm Affected (Right or Left) (OA). **QUALIFICATIONS: ESSENTIAL:A. EDUCATIONAL:** Post Graduate Degree in Economics or Business Economics or Applied Economic or Econometrics from a recognized University OR Post Graduate Degree in Mathematics or Statistics or Commerce from a recognized University or equivalent and must have studied Economics as a subject at Graduation level. **B. EXPERIENCE:** Two years experience in collection/compilation and analysis of data related to labour matters. **DUTIES:** To carry out field survey, research, analysis and interpretation of statistical data, preparation of notes and memoranda etc. **HQ:** New Delhi. **Any Other Conditions:** The Officer should acquire the knowledge of English and Hindi during the probation period.

#### IMPORTANT

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION (ORA) THROUGH ORA WEBSITE IS **23:59 HRS ON 31.01.2013**

LAST DATE FOR RECEIPT OF PRINTOUT/ HARD COPY OF ONLINE APPLICATIONS ALONG-WITH COPY OF SPECIFIED DOCUMENTS/ CERTIFICATES IS **14.02.2013 (BY POST/ BY HAND)**

THE LAST DATE FOR PRINTING OF COMPLETELY SUBMITTED ONLINE APPLICATION IS UPTO **23 :59 HRS ON 01.02.2013**

DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE RECRUITMENT APPLICATION (ORA)

#### NOTES:

a) Candidates are requested to apply only Online against this advertisement on the Online Recruitment Application (ORA) website <http://www.upsconline.nic.in> and NOT write to the Commission for Application forms. They are also requested to go through the details of posts carefully and instructions published below as well as on the website <http://www.upsconline.nic.in>.

#### b) NATURE OF POST:

- i) Posts at **Item Nos.1,3 & 4** are permanent.  
ii) Post at **Item No. 2** is temporary.

c) **PAY SCALE & CLASSIFICATION:** (Figures in bracket at the end of the pay scale indicate the approx Total Emoluments (per month) (T.E.) excluding TA, NPA and HRA at the minimum of the scale).

i) Rs.15,600-39,100 (PB-3) + Rs.6,600 (Grade pay) (T.E. Rs.38,184/-), General Central Service, Group 'A', Gazetted, Non-Ministerial for the posts at **Item No. 3.**

ii) Rs.9,300-34,800 (PB-2) + Rs.4,600 (Grade pay) (T.E. Rs.23,908/-), General Central Service, Group 'B', Gazetted, Non-Ministerial for the posts at **Item Nos.1,2 & 4.**

#### AGE LIMIT AS ON CLOSING DATE:-

- i) Not exceeding 40 years for the posts at Item No.3.  
ii) Not exceeding 30 years for the posts at Item Nos.1, 2 and 4.
- d) The age limit shown against all other items is the normal age limit and the age is relaxable upto five years for SC candidates, three years for OBC candidates in respect of vacancies reserved for them. SC/OBC Candidates have to produce a Caste certificate in prescribed proforma. For age concession applicable to other categories of applicants please see relevant paras of the "Instructions and Additional Information to Candidates for Recruitment by Selection".
- e) A candidate will be eligible to get the benefit of community reservation only in case the particular Caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to the Commission to change his/her category, such request shall not be entertained by the Commission.
- f) Physically Handicapped (PH) Persons or Persons with disabilities, as indicated against various item(s) in the VACANCY DETAILS, can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit of :
- i) Reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PH candidates.  
ii) Other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PH candidates.
- g) **HEADQUARTERS:** At places specifically stated against certain posts, otherwise anywhere in India.
- h) **PROBATION:** The persons selected will be appointed on probation as per rule.

#### INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION

##### 1. CITIZENSHIP:

A Candidate must be either:

- (a) a citizen of India, or  
(b) a subject of Nepal, or  
(c) a subject of Bhutan, or  
(d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or  
(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania(formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India

**NOTE:** The application of a candidate in whose case a certificate of eligibility is necessary, may be considered by the Commission and, if recommended for appointment, the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India .

**2. AGE LIMITS:** The age limit for the post has been given in the advertisement. For certain age concessions admissible to various categories please go through the instruction regarding Concessions & Relaxations.

**3. MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

**NOTE-I:** The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

**NOTE-II:** IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, COMMISSION WILL ADOPT SHORTLISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

- (a) On the basis of higher educational qualifications than the minimum prescribed in the advertisement  
(b) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement  
(c) By counting experience before or after the acquisition of essential qualifications  
(d) By holding a Recruitment Test.

**THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.**

#### 4. APPLICATION FEE:

(a) Candidates are required to pay a fee of Rs. 25/- (Rupees Twenty five) only either by remitting the money in any branch of the SBI/Associate Banks of SBI by cash or by using net banking facility of the SBI or by using visa/master credit/debit card.

(b) No fee for SC/ST/PH/Women candidates of any community. No "fee exemption" is available to OBC male candidates and they are required to pay the full prescribed fee.

Continued



(c) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

(d) **Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.**

#### 5. CONCESSIONS & RELAXATIONS:

(a) **The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by the length of Military Service increased by three years subject to the conditions that on the closing date of receipt of applications** (i) the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation and (ii) that the resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than 3 years. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond 5 years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission.

**NOTE:** Ex-Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates will not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.

(b) **In order to qualify for the concession under (a) above**, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

(i) In case of Commissioned Officers including ECOs/SSCOs:

Army: Directorate of Personnel Service, Army Headquarters, New Delhi.

Navy: Directorate of Personnel Services Naval Headquarters, New Delhi.

Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces:

Army: By various Regimental Record Offices.

Navy: Naval Records, Bombay

Air Force: Air Force Records, New Delhi.

(c) **Age relaxation for Central Government employees:**

The upper age limit is relaxable for Central/U.T. Govt. Servants up to 5 years as per instructions issued by the Govt. of India from time to time. (10 years for persons belonging to Scheduled Castes/Scheduled Tribes and 8 years for persons belonging to other Backward Classes in respect of the posts reserved for them) in accordance with the instructions or orders issued by the Government of India. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma **issued after the date of advertisement** from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

The age relaxation will be admissible to such of the Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. Decision in this regard will rest with the Commission.

(d) **Age relaxation for Meritorious Sports persons:**

The relaxation in upper age limit upto a maximum of 5 years (10 years for persons belonging to SC/ST Communities and 8 years for persons belonging to Other Backward Classes in respect of posts reserved for them) may be allowed to meritorious sportswomen/sportsmen in the field of Games/Sports recognized by the Government for such purpose provided they satisfy all other conditions prescribed by Government from time to time. The persons claiming age relaxation under this sub-para would be required to produce a certificate issued by the competent authority in the prescribed proforma. For others, age limit will be strictly adhered to save in exceptional circumstances, and in no case be relaxed beyond a limit of three years.

(e) **Age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands:**

The upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:

(i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.

(ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/deed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.

(f) **Age relaxation to persons who had ordinarily been domiciled in the State of J&K during the period from 1st January, 1980 to 31st December, 1989:**

The relaxation in upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in the State of J&K during the period from 1st January, 1980 to 31st December, 1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu and Kashmir. This relaxation shall remain in force upto 31.12.2013.

(g) **Age relaxation to Physically Handicapped (PH) persons:**

Age relaxation of 5 years is allowed (total 10 years for SCs/STs and 8 years for OBCs in respect of the posts reserved for them) to blind, deaf-mute and orthopedically handicapped persons for appointment to Group 'A' and Group 'B' posts/services. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'A' and Group 'B' posts to be filled by Direct Recruitment by Selection.

#### 6. HOW TO APPLY:

a) **Candidates must apply online through the website <http://www.upsconline.nic.in>. Applications received through any other mode would not be accepted and summarily rejected.**

b) Candidates who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner.

c) After submitting the Online Recruitment Application (ORA), the candidates are required to take out a print out of the finally submitted Online Recruitment Application.

d) Candidates are required to send the Printout of the Online Recruitment Application alongwith specified documents/ certificates at Para 7 (A) below.

e) In case the candidate has applied against more than one item i.e. post published in the advertisement, the candidate is required to send separate copies of specified documents/ certificates as at Para 7 (A) below alongwith the Printout of the Online Recruitment Application of each post.

f) Candidates may attach therewith a self-addressed post card bearing a total postage worth Rs. 6.00 affixed thereon. They should indicate in this card the Advertisement No. and Vacancy No. of the posts applied for. Receipt of the same would be acknowledged by the Commission by returning this post card to the candidate. Candidates may note that no separate acknowledgement other than this card will be sent to them. If a candidate does not receive this post card within a fortnight from the last date for receipt of the same, he should make an enquiry from the Commission in writing by furnishing the application number.

g) The applicants are advised to submit only single Online Recruitment Application for each post; however, if somehow, if he/she submits multiple Online Recruitment Applications for one post, then he/she must ensure that Online Recruitment Application with the higher "Application Number" is complete in all respects including fee. The applicants, who submit multiple Online Recruitment Applications, should note that only the Online Recruitment Application with higher "Application Number" shall be entertained by the Commission and fee paid against one "Application Number" shall not be adjusted against any other "Application Number".

h) The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.

**NOTE-I:** Candidates have to submit the Printout of the Online Recruitment Application (ORA) alongwith specified documents/ certificates **BY POST/ BY HAND** after successful submission (this includes Fee payment also) of the Online Recruitment Application.

**NOTE-II:** Printout of the Online Recruitment Application alongwith specified documents/ certificates are to be sent to **Joint Secretary (Recruitment), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069** on or before the prescribed last date.

**NOTE-III:** In case, the Printout of the Online Recruitment Application alongwith specified documents/ certificates is not received or received after the prescribed last date, the same would be summarily rejected thereby resulting into rejection of the concerned Online Recruitment Application.

**NOTE-IV:** Candidates are requested to superscribe the words "RECRUITMENT BY SELECTION" on top of the Envelope while sending the Printout of the Online Recruitment Application alongwith specified documents/ certificates.

**NOTE-V:** Candidates can also deliver the Printout of the Online Recruitment Application alongwith specified documents/ certificates personally "BY HAND" at the Commission Counter against proper receipt. The Commission would not be responsible for the application delivered to any other functionary of the Commission.

**NOTE-VI:** Printout of the Online Recruitment Application alongwith specified documents/ certificates received through couriers or courier service of any type shall be treated as have been received as "BY HAND" at the Commission's Counter and NOT as "BY POST".

**NOTE-VII:** Candidates should clearly note that the Commission will in no case be responsible for non-receipt of the Printout of the Online Recruitment Application alongwith specified documents/ certificates or any delay in receipt thereof on any account whatsoever. No Application received after the prescribed last date will be entertained under any circumstances and accordingly all the concerned late applications will be summarily rejected thereby resulting into rejection of the concerned Online Recruitment Application. Candidates should, therefore, ensure that the Printout of the Online Recruitment Application alongwith specified documents/ certificates reach Commission office on or before the prescribed last date.

#### 7. DOCUMENTS/ CERTIFICATES:

**A) Only following Documents/ Certificates are to be submitted essentially along with the Printout of the Online Recruitment Application (ORA) by post/ by hand failing which the candidature would be summarily rejected:**

a) Self attested copies of Degree/Diploma certificate along with mark statements pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.

b) Self attested copy of order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.

c) Self attested copies of Certificate(s) in the prescribed proforma from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be in the prescribed format relevant to the post. Experience certificate not in prescribed proforma but containing all the details as mentioned above would be considered on merits by the Commission.

d) Self attested copy of Physically Handicapped certificate in prescribed proforma by the competent authority from Physically Handicapped Persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Physically Handicapped certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.

**B) Following Original Documents/ Certificates are to be produced along with self attested copies at the time of Interview, including other items specified in the Call letter for Interview, failing which the candidate may not be allowed to appear in the Interview in which case such candidate will not be entitled to receive the Commission's contribution towards travelling expenses::**

a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (like in case of Tamil Nadu & Kerala).

b) Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma

certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.

c) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.

d) Certificate(s) in the prescribed proforma from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be issued in prescribed format relevant to the post. Experience certificate not in prescribed proforma but containing all the details as mentioned above would be considered on merits by the Commission.

e) Caste certificate by candidate seeking reservation as SC/ ST/ OBC, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC and the village/ town the candidate is ordinarily a resident of.

f) A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of Online Recruitment Application for the post is to be treated as crucial date.

g) Physically Handicapped certificate in prescribed proforma issued by the competent authority by Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Physically Handicapped certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.

h) A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-

i) **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

ii) **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner

iii) **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

iv) **In other circumstances for change of name for both male and female** - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.

i) Certificate/ Document in respect of Age relaxation for:

i) Ex-Servicemen and Commissioned Officers including ECOs/SSCOs in prescribed proforma from competent authority.

ii) Central/UT Government Employees/Servants in prescribed proforma from competent authority issued after the date of advertisement.

iii) Meritorious Sports persons in prescribed proforma from competent authority.

iv) Widows/Divorced Women/Women Judicially separated from Husbands.

v) Persons who had ordinarily been domiciled in the State of J & K during the period from 1st January, 1980 to 31st December, 1989.

vi) Persons seeking age relaxation under special provision/ order.

j) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

k) Certificate(s) in respect of claim regarding Professional Registration, Language, Publications, NET, GATE, Conference, Internship.

l) Documentary support for any other claim(s) made.

**NOTE I: ORIGINAL CERTIFICATES SHOULD BE PRODUCED ONLY AT THE TIME OF INTERVIEW.**

**NOTE II:** Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

**NOTE III: The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for shortlisting the candidates for interview.**

**NOTE IV:** If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

**8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Commission to be guilty of:

a) obtaining support of his/her candidature by any means, or

b) impersonating, or

c) procuring impersonation by any person, or

d) submitting fabricated documents or documents which have been tampered with, or

e) making statements which are incorrect or false or suppressing material information, or

f) resorting to any other irregular or improper means in connection with his/her candidature for the selection, or

g) using unfair means during the test, or

h) writing irrelevant matter including obscene language or pornographic matter, in the script(s), or

i) misbehaving in any other manner in the examination hall, or

j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their test, or

k) bringing mobile phone/Communication device in the examination Hall/Interview room.

l) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

i) to be disqualified by the Commission from selection for which he/she is a candidate, and/or

ii) to be debarred either permanently or for a specified period:-

● by the Commission from any examination or selection held by them

● by the Central Government from any employment under them, and

iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.

**9. OTHER INFORMATION/INSTRUCTIONS:**

a) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.

b) The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website <http://www.upsconline.nic.in>.

c) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Recruitment Application is liable to be rejected.

d) Candidates must, if required, attend a personal interview at such place, as may be fixed by the Commission. The Commission do not defray the traveling or other expenses of candidates summoned for interview. They, however, contribute towards those expenses at a rate corresponding to the amount of the Second Class Mail railway fare by the shortest route to the place of interview from the Railway Station nearest to the normal place of residence of the candidate or from which he actually performs the journey, whichever, is nearer to the place of interview, and back to the same station or the amount of Railway fare actually incurred by the candidate whichever is less. Details of this will be furnished when they are called for interview.

e) Commission's contribution towards the traveling expenses in respect of those candidates who are interviewed at Delhi will be paid on the spot on the date of interview itself provided they fulfill all the conditions. In respect of those candidates who have been called to be present at interviews at places other than Delhi, the same will be sent by Money Order later on.

f) The Summoning of candidates for interview convey no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Government.

g) Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.

h) Candidates will be informed of the final result in due course through UPSC website/ Employment News and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates about reasons for their non selection for interview/appointment.

i) The Commission may grant higher initial pay to candidates adjudged meritorious in the interview.

j) Canvassing in any form will disqualify a candidate.

**CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING THE ONLINE RECRUITMENT APPLICATION OR DOCUMENTS/ CERTIFICATES**

a) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for interviews.

b) That after submitting the Online Recruitment Application (ORA), a printout of the finally submitted Application is to be sent alongwith specified documents/ certificates.

c) That all the qualifications and experiences in the relevant field (over and above the minimum qualifications and experiences prescribed) are mentioned in the Online Recruitment Application as the Commission may restrict the number of candidates to a reasonable number by considering higher qualifications and/or experiences.

d) That copies of only following documents/certificates are provided in support of claims made/information given in the Online Recruitment Application:

i) Degree/Diploma certificates alongwith Marks Sheets of all years in support of Educational Qualifications. Provisional Certificate alongwith Marks Sheets of all years may also be considered

ii) Experience Certificate(s) in prescribed proforma

iii) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) under which it has been so treated

iv) Physically Handicapped certificate in prescribed proforma

e) That if the qualification possessed by the candidates is equivalent, a copy of order/letter under which it has been so treated may be enclosed.

f) Any information contained in the attached documents/certificates shall not be considered unless it is claimed in the Online Recruitment Application.

g) That the printout of the Online Recruitment Application alongwith specified documents/ certificates is sent well in advance so as to reach the Commission's Office on or before the prescribed last date.

h) That the candidates are requested to superscribe the words "**Recruitment by Selection**" on the top of the envelope while sending the Online Recruitment Application alongwith specified documents/ certificates. For each set of application, separate envelope should be used.

i) That the printout of the Online Recruitment Application alongwith specified documents/ certificates are to be sent by post/ by hand to **Joint Secretary (Recruitment), Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069.**

**IMPORTANT**

**a) MOBILE PHONES ARE BANNED IN THE CAMPUS OF UPSC EXAMINATION/ INTERVIEW HALL**

b) Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.

c) In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.

**PRESCRIBED PROFORMAE**

**Proforma-I**

**The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\*..... son/daughter\* of ..... of village/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... belongs to the..... caste/tribe\* which is 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 List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]
- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... who belongs to the caste/tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

% 3. Shri/Shrimati/Kumari\*..... and/or\* his/her\* family ordinarily resides 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 Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
 †(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**Proforma-II**

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

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

- @ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.
- @ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

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

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

This is also to certify that he/she\* does not belong to the persons/sections\* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....  
**\*\*Designation.....**

**Place**.....

**Date**.....

**(With seal of Office)**  
**State/Union Territory**

\*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

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

\*\*List of authorities empowered to issue OBC Certificate

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
 †(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

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

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

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

**Proforma-III**

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

I ..... Son/daughter of Shri.....resident of village/town/city .....district.....state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature:.....  
 Full Name:.....  
 Address:.....

**Proforma-IV**

**Certificate to be produced by Serving/Retired/Released Armed Forces Personnel for availing the age concession for posts filled by direct recruitment by Union Public Service Commission otherwise than on results of an open competitive examination**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that No. .... Rank..... Name ..... whose date of birth is..... has rendered service from..... to..... in Army/Navy/Air Force.

**2. He has been released from military services:**

- % a) on completion of assignment otherwise than  
(i) by way of dismissal, or  
(ii) by way of discharge on account of misconduct or inefficiency, or  
(iii) on his own request, but without earning his pension, or  
(iv) he has not been transferred to the reserve pending such release
- %b) on account of physical disability attributable to Military Service.
- %c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: .....

Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*

SEAL

% Delete the paragraph which is not applicable.

**B. Form of Certificate for Serving Personnel**

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. .... Rank..... Name..... is serving in the Army/Navy/Air Force from.....

2. He is due for release retirement on completion of his specific period of assignment on.....

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the  
Competent Authority\*\*

SEAL

**Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

I understand that if selected on the basis of the recruitment/Examination to which this 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 Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

**C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment**

It is certified that No. .... Rank..... Name..... whose date of birth is..... is serving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on..... and is on extended assignment till.....

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the  
Competent Authority\*\*

SEAL

\*\*Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

- (a) In case of Commissioned Officers including ECOs/SSCOs.  
Army - Military Secretary Branch, Army Hqrs., New Delhi  
Navy - Directorate of Personnel, Naval Hqrs., New Delhi  
Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi
- (b) In case of JCOs/ORs and equivalent of the Navy and Air Force.  
Army - By various Regimental Record Offices  
Navy - BABS, Mumbai  
Air Force - Air Force Records, New Delhi

**Proforma-V**

**The form of certificate to be produced by Physically Handicapped candidates applying for appointment to posts under the Government of India**

**NAME & ADDRESS OF THE INSTITUTE/HOSPITAL**

Certificate No. ....

Date: .....

**DISABILITY CERTIFICATE**

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

This is certified that Shri/Smt./Kum. ....son/wife/daughter of Shri  
..... age .....sex ..... identification mark(s) .....  
is suffering from permanent disability of following category :

**A. Locomotor or Cerebral Palsy:**

- (i) BL—Both legs affected but not arms (a) Impaired reach  
(ii) BA—Both arms affected (b) Weakness of grip
- (iii) BLA—Both legs and both arms affected (a) Impaired reach  
(iv) OL—One leg affected (right or left) (b) Weakness of grip  
(c) Ataxic
- (v) OA—One arm affected (a) Impaired reach  
(b) Weakness of grip  
(c) Ataxic

(vi) BH—Stiff back and hips (cannot sit or stoop)

(vii) MW—Muscular weakness and limited physical endurance.

**B. Blindness or Low Vision:**

- (i) B—Blind  
(ii) PB—Partially blind

**C. Hearing impairment:**

- (i) D—Deaf  
(ii) PD—Partially deaf  
(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of .....years ..... months.\*

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

4. Shri/Smt./Kum. .... meets the following physical requirements for discharge of his/her duties:—

- |  |        |
|--|--------|
| (i) F—Can perform work by manipulating with fingers. | Yes/No |
| (ii) PP—Can perform work by pulling and pushing.     | Yes/No |
| (iii) L—Can perform work by lifting.                 | Yes/No |
| (iv) KC—Can perform work by kneeling and crouching.  | Yes/No |
| (v) B—Can perform work by bending.                   | Yes/No |
| (vi) S—Can perform work by sitting.                  | Yes/No |
| (vii) ST—Can perform work by standing.               | Yes/No |
| (viii) W—Can perform work by walking.                | Yes/No |
| (ix) SE—Can perform work by seeing.                  | Yes/No |
| (x) H—Can perform work by hearing/speaking.          | Yes/No |
| (xi) RW—Can perform work by reading and writing.     | Yes/No |

(Dr.....) (Dr.....) (Dr.....)

Member Member Chairman  
Medical Board Medical Board Medical Board

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

\* Strike out whichever is not applicable.

**Proforma-VI**

**The form of certificate to be produced by Meritorious Sportsperson for claiming Age concession for appointment to posts under the Government of India**

**FORM-I**

(For representing India in an International Competition in one of the recognized Games/Sports)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF .....

Certified that Shri/Smt./Kumari.....son/wife/daughter of Shri  
.....resident of .....(Complete address) represented the Country  
in the game/event of.....in.....competition/tournament held at  
..... from .....to.....The position obtained by the individ-  
ual/team in the above said Competition/Tournament was .....

2. The Certificate is being given on the basis of record available in the office of National Federation/ National Association of .....

Place: .....

Signature.....

Date: .....

Name.....

Designation .....

Name of the Federation/National

Association.....

Address.....

Seal.....

**Note:** This certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

**FORM-II**

(For representing a State in India in a National competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF .....IN THE GAME OF .....

Certified that Shri/Smt./Kumari.....son/wife/daughter of Shri.....  
Resident of .....(Complete Address) represented the State of ..... in the  
game/event of .....in the National Competition/Tournament held at  
..... from .....to.....

2. The certificate is being given on the basis of record available in the office of the State Association of .....

Place:.....

Signature.....

Date:.....

Name.....

Designation .....

Name of the State Association.....

Address.....

Seal.....

**Note:** This certificate will be valid only when signed personally by the Secretary to the State Association

**Proforma-VII**

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

**(Letter Head of the Institution/Issuing Authority)**

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

Certified that:

\*(a) Shri/Shrimati/Kum. .... holds substantively a permanent post of .....in the Office/Department of .....with effect from .....

\*(b) Shri/Smt./Kum. .... has been continuously in temporary service on a regular basis under the Central Government in the post of .....in the Office/Department .....with effect from .....

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

Place: .....

Date: .....

**Proforma-VIII**

**The form of certificate to be produced by Candidates for claiming experience**

**FORM-I**

**Experience Certificate**

**Letter Head of the Institution/Issuing Authority**

Telephone No.....

Fax No.....

Name of Organization

Address of the Organization

Dated.....

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

Name of post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/ Specially/ Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Monthly remuneration (total)	Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet) ( in case of Medical posts, please mention field of specialization)	Place of posting	Nature of work a) managerial (Lower/Middle/ Senior*) b) Supervisory c) Operative d) If none of the above, Please indicate nature of work (*Strike off whichever is not applicable)	Remarks, if any	
(7)	(8)	(9)	(10)	(11)	

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature

Name of competent authority

Stamp of competent authority

**FORM-II**

**Experience Certificate**

**(For experience while pursuing DNB/DM/M.Ch Courses)**

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax No.....

Name of Organization

Address of the Organization

Dated: .....

This is to certify that Dr.....son/Daughter/wife of Shri (Registration No.....) was a student for Diplomat of National Board(DNB)/Doctor in Medicine(DM)/Magister Chirugiae (M.Ch.) in.....(Name of Course) examination vide Notification No.....dated.....The Degree of DNB/DM/M.Ch. in .....(Name of Specialty) awarded to Dr.....by this College/University is recognized by the Medical Council of India.

**NOTE-I:** The experience gained is recognized by the MCI or the Statutory body concerned for system of medicine as valid teaching experience (for teaching medical posts only).

**NOTE-II:** The medical institution/college from where the experience is/are gained, is/are recognized by the concerned medical authority ( for medical posts only).

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature

Name of competent authority

Stamp of competent authority

**FORM-III**

**Experience Certificate**

**(For experience at Bar for Advocates)**

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax No.....

Name of Organization

Address of the Organization

Dated: .....

This is to certify that Shri/Ms..... (Registration No.....) S/o D/o W/o Shri.....has been practicing /practiced as an Advocate dealing with criminal/civil cases from.....to.....in the CAT/Session/Court/High Court/Supreme Court at.....

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature

Name of competent authority

Stamp of competent authority

**Recruitment Results**

The following Recruitment Results have been finalized by the Union Public Service Commission during the month of **NOVEMBER, 2012**. The recommended candidates have been informed individually by post. Applications of other candidates were duly considered but regretted that it has not been possible to call them for interview/recommend them for the post.

SL. NO.	YEAR/ADVT./ ITEM NO. (FILE NO.)	NAME OF THE POST/ OFFICE	NAME AND ROLL NO. OF RECOMMENDED CANDIDATES
1	2011/15/02 F.1/147/2011- R.V	Fisheries Scientist in Fishery Survey of India, Department of Animal Husbandry, Dairying and Fisheries, Ministry of Agriculture	1 Pradeep Hosahalli Divakar (06)
2	2011/23/01 F.1/19/2011- SPC-I	Deputy Director (Administration/Insurance/ Training) in Employees State Insurance Corporation	1 Kashi Prasad Pandey (000827) 2 Praveen Kumar Mishra. (001300) 3 Ratnagiri S. (001549) 4 Sudhanshu Shekhar (001964) 5 Dewanshu Raj (000558) 6 Rohit Rohilla (003077) 7 Sumeet Bansal (001993) 8 Ashish Shankar (002415) 9 Bhaskar G. (000425) 10 Amit Kumar (002354) 11 Arindam Bhaumik (000266) 12 Arvind Nashier (000293) 13 Kuldeep Singh (000870) 14 Prashant Bajjal (001274) 15 Chandrashekhar Rajendra Patil (000495) 16 Sunil Yadav (003263) 17 Yuvaraj S.V. (003393) 18 Rama Rao Malla (003021) 19 Pawan Kumar Singhal (003800)

SL. NO.	YEAR/ADVT./ ITEM NO. (FILE NO.)	NAME OF THE POST/ OFFICE	NAME AND ROLL NO. OF RECOMMENDED CANDIDATES
2	2011/23/01 F.1/19/2011- SPC-I	Deputy Director (Administration/Insurance/ Training) in Employees State Insurance Corporation	20 Gautam Kumar (002582) 21 Jai Prakash Sharma (002630) 22 Ashok Kumar (002423) 23 Pradeep Kumar Singh (002905) 24 Arun Kumar Yadav (002403) 25 Mukesh Kumar (002794) 26 Antony Rajan (002390) 27 Parvez Alam (002880) 28 Tajave Sachin Martand (003292) 29 Vijay Kumar (004114) 30 Praween Ujwal Tirkey (004329) 31 Pankaj Vohra (003783) 32 Radha Krishna Devaki (001357) 33 Robert L.S. (004366) 34 Vimal Rawat (004423) 35 Vishad V. Wakpanjar (004138) 36 Pankaj Kumar Maurya (003786)
3	2012/01/01 F.1/297/2011- R.V	Deputy Manager (Quality Control) in Delhi Milk Scheme Department of Animal Husbandry, Dairying and Fisheries, Ministry of Agriculture	1 Hari Shankar Gupta (28)

SL. NO.	YEAR/ADVT./ ITEM NO. (FILE NO.)	NAME OF THE POST/ OFFICE	NAME AND ROLL NO. OF RECOMMENDED CANDIDATES
4	2012/02/08 F.1/332/2011-R.II	Scientist 'B' (Junior Geophysicist) in Central Ground Water Board, Ministry of Water Resources	1 Gopinath Thulasiram Vinju (19) 2 Shashi Kant Singh (62) 3 Som Vir Singh (102) 4 Kamalesh Chandra Mondal (85) None found suitable for one post reserved for ST.
5	2012/05/07 F.1/340/2011-R.III	Associate Professor in Mathematics, National Defence Academy, Ministry of Defence	1 Rajeev Kumar Bansal (12)
6	2012/05/08 F.1/27/2012-R.I	Associate Professor (Chemistry) in National Defence Academy, Ministry of Defence	1 Ms. Vanita Puri (17)
7	2012/05/10 F.1/348/2011-R.I	Assistant Professor (Computer Science), National Defence Academy, Ministry of Defence	1 Munish Kumar (83) 2 Deepak Kaushik (41) 3 Sahadeo Shivaji Gadhave (118) 4 Sambasivarao Baragada (122) 5 Rajendra Hanmant Bele (210)
8	2012/05/13 F.1/349/2011-R.I	Assistant Professor (Political Science), in National Defence Academy, Ministry of Defence	1 Ms. Jilly Sarkar (129) 2 Brijesh Yadav (15)

SL. NO.	YEAR/ADVT./ ITEM NO. (FILE NO.)	NAME OF THE POST/ OFFICE	NAME AND ROLL NO. OF RECOMMENDED CANDIDATES
9	2012/05/15 F.1/291/2011-R.I	Assistant Professor (English), in National Defence Academy, Ministry of Defence	1 Ms. Anusha U.R. (51) 2 Ms. Pragya Shukla (25) 3 Ms. Kavya Rajeev (67) 4 Ms. Preeti Marutirao Gacche (115) None found suitable for one post reserved for ST. Result of one post reserved for OBC will be declared later on. None found suitable for one unreserved post.
10	2012/06/01 F.1/30/2012-R.IV	Curator (Central Asian Antiquities) in National Museum, Ministry of Culture	
11	2012/06/03 F.1/12/2012-R.IV	Stores Officer in Zoological Survey of India, Ministry of Environment and Forests	1 Umesh Kumar Singh (303)
12	2012/07/08 F.1/49/2012-R.I	Assistant Professor of Dentistry (Orthodontist) in Lady Hardinge Medical College, Ministry of Health and Family Welfare	1 Dr. Karthickeyan Sivanath Somalinga (02)
13	2012/07/18 F.1/38/2012-R.II	Director (Regulations and Information) in Directorate General of Civil Aviation, Ministry of Civil Aviation	None found suitable for one unreserved post.

**(Praveen Singh)**  
**Senior Research Officer (R&S)**  
**EN 41/101**

davp 55104/14/0054/1213

**RAILWAY RECRUITMENT BOARD - AHMEDABAD**

1st Floor, MG Railway Station Building,  
Ahmedabad - 380 002.

Website : [www.rrbahmedabad.gov.in](http://www.rrbahmedabad.gov.in) Email: [as-rrbadi@nic.in](mailto:as-rrbadi@nic.in) Telefax : 22940858

Centralized Employment Notice No. : 05/2010  
Cat. Name : Depot Material Suptd. Gr.III Cat. Code : 91

Based on Written Examination held on 22.04.2012 following candidates whose Roll Numbers are given below (Total - 07 (Seven) Candidates) are found provisionally eligible for "Verification of Documents and Genuineness of candidature".  
11059111000067 11059112000045 11059112000057 11059112000089  
11059113000069 11059114000011 11059114000041

In addition to the above, candidates bearing Roll Numbers given below (Total-04 (Four) Candidates) are provisionally called for "Verification of Documents and Genuineness of candidature" (As waitlisted candidates). These additional candidates are being called as waitlisted candidates over and above the number of vacancies. This is primarily to avoid shortfall in the panel.  
11059111000061 11059112000053 11059113000033 11059114000009

Merely calling a candidate for "Verification of Documents and Genuineness of candidature" does not in any way entitle them for an empanelment/appointment in the Railways.  
**The date of Verification is fixed on 28.01.2013.** Call letter to the provisionally eligible candidate will be issued through Regd. A.D. Candidate must bring original documents along with attested copies of documents in support of Date of Birth, Educational Qualification and Caste Certificate for SC/ST/OBC (Not older than one year for OBC) candidates in prescribed proforma.

The Result is also available at Notice Board of RRB Office as well as on RRB Website [www.rrbahmedabad.gov.in](http://www.rrbahmedabad.gov.in)

Utmost care has been taken during result preparation; however, Railway Administration reserves the rights to rectify the same due to inadvertent error, if any.

**Chairman**  
**EN 41/92**

**"Dial 139 For Any Rail-related enquiry"**

**OFFICE OF THE CANTONMENT BOARD, CHAKRATA**

No. APT/2011-12/X Dated : 12 Dec., 2012

Applications are invited from the eligible candidates by the Cantonment Board, Chakrata Distt. - Dehradun for the post of Junior clerk. The application received in this office by registered/Speed post only within 21 days from the date of publication of the advertisement in Employment news and an extra two weeks time would be given to the candidates staying in remote location as Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Division of J&K State, Lahaul & Spiti Distt. And Pungi sub - Division of Chamba District of Himachal Pradesh, Andaman, Nicobar islands or Lakshdweep. Time limit 21/35 days would start from the date of publication of the advertisement in employment news and other newspapers.

Sl. No.	Name of Post	No. of Post	Pay Band + Grad pay	Age limit	Essential Qualification	Category
1.	Junior Clerk	01	PB-5200-20200 GP-1900	18-25 years as on 12.12.2012	Intermediate of recognized Univ/Board with English/Hindi Typing and Computer Knowledge	General

**General Conditions**

(i) Complete application as per prescribed format can be downloaded from the websites [www.cbchakrata.org](http://www.cbchakrata.org) or collected from the office in the working hours addressed to Chief Executive Officer, Cantonment Board, Chakrata Cantt should reach at the Office of the Cantonment Board, Chakrata, Dehradun-248123 by registered/speed post/by hand.

(ii) Applicant must attach two latest passport size Photograph indicating his/her name on the back side along with two self addressed envelopes, and one self address post card.

(iii) The envelope should be super scribed with the post applied for.

(iv) The candidate must be citizen of India.

(v) Qualification acquired by the candidates should be strictly in accordance with the prescribed qualification and the candidates should not seek claim equivalent of their qualification with that of a prescribed qualification.

(vi) Age limit shall be relaxed by 05 years for SC/ST, 03 years for OBC and 10 years for handicapped candidates as per Rules. Cast/Physically handicapped certificate issued by competent authority should be enclosed. Reservation roster as per central Govt. Orders.

(vii) No request for change of any entries or part originally indicated in the application form shall be entertained.

(viii) The candidate shall be held responsible for correctness of all information given by him/her and in case of any information/document found to be incorrect at a later stage; action shall be taken against the candidate including dismissal from services.

(ix) Attested true-copies of proof of age/date of birth, academic professional qualifications and experience etc. relating to the post advertised be attached with the applications and no documents found un-attested will be entertained.

(x) All the service rule applicable to Cantt. Fund Servants under the provisions of Cantt. Fund Servant Rules, 1937 as amended from time to time and Govt., instructions issued from time to time shall apply.

(xi) No correspondence in regard to the appointment will be entertained.

(xii) No representation on any grounds for non-appearance for the test/interview etc by the candidates will be entertained and his candidature will not be liable to be considered in such an eventuality.

(xiii) Persons already employed should sent applications through proper channel.

(xiv) The Cantonment Board, Chakrata Cantt reserves the right to reject all applications without assigning any reason.

(xv) Incomplete applications shall be summarily rejected.

(xvi) TA/DA will not be admissible for attending test/interview as the case may be.

(xvii) Candidates should note that the Cantonment Board will in no case be responsible for non-receipt of their applications or any delay in its receipt or any account whatsoever.

(xviii) General and OBC candidates shall be accompanied with a Bank Draft of Rs. 200/- non-refundable, in favour of the CEO, Chakrata drawn in State Bank of India, Chakrata Cantt. No other form of payment shall be accepted.

(xix) The number of vacancies mentioned against each post is subject to increase or decrease.

Phone No. : 01360-272220 (Ashok Kumar) Chief Executive Officer

**EN 41/71**

**New Delhi Municipal Council**

**Palika Kendra : New Delhi**

**Placement - post of Fire Officer**

**Sub:- Filling up the Post of Fire Officer on deputation (ISTC) + promotion in Pay Band-3 ₹15600-39100 plus Grade pay of ₹6,600/- in New Delhi Municipal Council.**

Applications are invited to the post of Fire Officers from Officers of the Central/State Govt./UT/NDMC/Municipal Corporation of Metropolitan cities and other established Fire Brigade Institution/Stations on deputation basis including (ISTC) + Promotion to fill up one post of Fire Officer in New Delhi Municipal Council in PB-3 ₹15600-39100 + ₹6,600/- Grade pay on usual terms and conditions of deputation.

The format of the application and the details regarding age, qualifications, experience and other conditions of eligibility etc. for the post is available in our website: [www.ndmc.gov.in](http://www.ndmc.gov.in).

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

Powai, Mumbai - 400 076.

**ADVERTISEMENT NO: H - 56/12-13**

Applications are invited in **prescribed** format for the following temporary post for a period of three years. The selected candidates may be considered for appointment on a permanent basis subject to an assessment.

Sr. No	Post	Pay Band (₹) Grade Pay (₹)	Essential minimum Qualification	No. of posts	Reservation Position
1.	Midwife (Auxiliary Nurse) in the Hospital	5200-20200 2000/-	<b>Essential:</b> (i) 10 <sup>th</sup> pass from recognized University / Board / School or equipment. (ii) Qualified Midwife registered with Nursing Council of India as Auxiliary Nurse Midwife.	01	(Unreserved)

For further details regarding educational qualification and experience, general instructions to applicants for recruitment, application form, etc., please visit the website [www.iitb.ac.in](http://www.iitb.ac.in) under 'staff recruitment'.

Closing date for receiving the applications is **26<sup>th</sup> January, 2013.**

**(Note:** The post carries dearness and other allowances as per Central Govt. pattern and also entitle for residential accommodation subject to availability & seniority as per rules).

**Date: 18<sup>th</sup> December 2012** **REGISTRAR**

**EN 41/81**

The application in the prescribed proforma must be sent through proper channel/ cadre controlling authority to the Secretary, New Delhi Municipal Council, Room No. 3003, Palika Kendra, Parliament Street, New Delhi-110001, latest by **11.3.2013.**

**Secretary, NDMC**  
**EN 41/50**

**Navodaya Vidyalaya Samiti**

Ministry of HRD, Department of School Education & Literacy Government of India B-15, Institutional Area Sector-62 Noida, District Gautam Budh Nagar, Uttar Pradesh-201 309

**RESULT OF POST GRADUATE TEACHERS (PGTs) 2012**

A LIST OF CANDIDATES SHORT LISTED FOR APPOINTMENT TO THE POST OF "POST GRADUATE TEACHERS" IS AVAILABLE ON THE WEBSITE OF NAVODAYA VIDYALAYA SAMITI i.e. [www.navodaya.nic.in](http://www.navodaya.nic.in). All CONCERNED ARE REQUESTED TO SEE IT.

**EN 41/18**

**ICAR Research Complex for Goa**

Ela, Old Goa  
F. No.4(110)/2012/Estt

**Notification**

Applications are invited from eligible candidates for filling up the following post at ICAR Research Complex for Goa, Ela, Old Goa, under the administrative control of Indian Council of Agricultural Research:-

Name of the post	Number of post	Pay band	Essential Qualification	Age
T-3 (Technical Assistant) under the functional group Field/Farm Technician	1 post (un-reserved)	PB-1 ₹5200-20200/-+ Grade Pay ₹2800/-	Bachelor's degree in agriculture or any other branch of science/ social science relevant to agriculture or equivalent qualification from a recognized university.	18-30 years

The crucial date for determining the age limit, educational qualifications, experience etc. will be the closing date for receipt of applications. The application in the prescribed format should reach the Director, ICAR Research Complex for Goa, Ela, Old Goa 403 402, on or before **15-02-2013** along with a Demand Draft/postal order of Rs.100/- drawn in favour of "ICAR Unit-ICAR Research Complex for Goa, Ela, Old Goa. No fee for SC/ST/PH and women candidates. For further details like desirable qualifications, prescribed application form and other terms and conditions, please visit the website [www.icargoa.res.in](http://www.icargoa.res.in).

**ASST. ADMIN OFFICER (ESTT.)**  
**EN 41/55**

**Directorate General, BSF, Block No. 10, CGO Complex, Lodhi Road New Delhi - 110003**

(Ministry of Home Affairs)

**No.1/25/2010-Pers/BSF/ FILLING UP THE POST OF LAW OFFICER GRADE-II**

1. Description of post :-

S.No.	Post	Vac	Pay Scale
1.	LAW OFFICER GRADE-II	01(likely to vary)	Pay Band -3 (Rs.15600 - 39100) + Grade Pay Rs.6600 /-

2. For the details of the post, its eligibility conditions and modalities of recruitment, please log on [www.bsf.nic.in](http://www.bsf.nic.in).

**(Vikash Chandra)**  
**Dy Inspector General (Pers)**

davp 19110/11/0329/1213 **EN 41/25**

**Government of India  
Fishery Survey  
of India  
Cochin**

**Filling up of the vacant post of Sr. Deckhand (Unreserved) on regular basis**  
Applications are invited for filling up one post of Sr. Deckhand (Unreserved) in the Pay Band (PB-1) of ₹ 5200-20200 + Grade pay of ₹ 2000/- plus other allowances by direct recruitment.  
**Eligibility requirements of the post are as follows:**  
(1) 10<sup>th</sup> Standard from a recognized Board  
(2) **Experience:** Three years experi-

ence as a Deckhand on a fishing vessel  
**Age limit:** up to 28 years (relaxable for Govt. servants up to 40 years in accordance with instructions/orders of the Government). The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.  
Candidates fulfilling the above eligibility conditions may send their applications alongwith attested copies of testimonials so as to reach to the Zonal Director, Cochin Base of Fishery Survey of India, Kochangadi, Cochin-682 005, Ernakulam Dist, Kerala **within 21 days** of the publication of the advertisement.  
**davp 01219/11/0002/1213**  
**EN 41/28**

**Directorate of Field Publicity  
(Ministry of Information & Broadcasting)**

**East Block-4, Level-3, R.K. Puram, New Delhi-110066**  
Applications are invited for the recruitment of a Store Keeper in the pay scale of Rs. 5200-20200 + Grade Pay Rs. 2400/- (pre-revised Rs. 4000-100-6000/-) in Directorate of Field Publicity (Hqrs.), New Delhi. The post is purely temporary but likely to be made permanent. The post is unreserved. The selected candidate will be on probation for a period of 2 years, which may be extended at the discretion of the Competent Authority.  
**Eligibility conditions**  
**Essential educational qualifications**  
(i) Matriculation of a recognised university or its equivalent examination  
(ii) Five years experience as Store Keeper in a large industrial / Government organisation  
(iii) Should be conversant with electronics, auto and audio-visual stores.  
**Age limits** Between 21 and 30 years as on the last date of submission of application.  
**Selection of Candidates**  
The applications will be scrutinized and suitable candidates will be short listed for further selection procedure. For selection, the short listed candidates are required to appear for Proficiency Test, Written Test and Interview.  
**How To Apply**  
Willing and eligible candidates can submit their applications as per the following format:-  
**APPLICATION FOR THE POST OF STORE KEEPER**

1. Name (in block letters)  
2. Gender (Male/Female)  
3. Father/Husband Name  
4. Address  
5. Date of birth (enclose proof)  
6. Educational Qualification  
7. Experience, if any  
8. Category (General/OBC/SC/ST/Ex-Serviceman/Physically Handicapped)  
9. Postal Address:  
10. Permanent Address:  
11. List of document attached  
**Note:-**  
(i) Candidates working in Govt. service/PSUs must submit their application through proper channel while applying for the post.  
(ii) No TA/DA is admissible.  
(iii) Applications found incomplete, incorrect, without signature, received after the last date will be rejected without any reason. The decision of the appointing authority will be final and no appeal will be entertained.  
(iv) The documents to be attached with the application should be attested by a Gazetted Officer.  
(v) One Self attested recent passport size photograph (4.5 x 3.5 centimeters) should be pasted on the right top corner of the application.  
(vi) Filled in application form should be submitted by Registered Mail to the following address:-  
**Shri Jasbir Singh Negi**, Deputy Director (Admn.)  
Directorate of Field Publicity,  
Ministry of I & B,  
Government of India, East Block-4, Level-3,  
Rama Krishna Puram, New Delhi-110066  
**Last date of receipt of application: 1st March, 2013**  
(Jasbir Singh Negi)  
Deputy Director (Admin)  
**davp 22206/11/0022/1213** **EN 41/24**

**C.No.II/03/03/2011-SC (Government of India)  
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
CUSTOMS & CENTRAL EXCISE SETTLEMENT COMMISSION**

**IIInd floor, Narmada Block, Custom House 60, Rajaji Salai, Chennai 600 001**  
It is proposed to fill up the vacant post and the vacancies likely to arise during **January 2013** and **February 2013** on deputation in the Customs & Central Excise Settlement Commission, Additional Bench, Chennai.  
**I. SENIOR PRIVATE SECRETARY**  
**Pay Scale :** Rs. 9300-34800 + GP 4800, **Number of Posts :** 01, **Eligibility Criteria** - Central Government employees :  
1. Holding analogous posts on regular basis or 2. With three years regular service as Private Secretary in the posts carrying the pay scale of Rs. 6500-200-10500 (pre-revised) or with seven years combined service in the pay scale of Rs. 5500-9000 (pre-revised) or Rs. 6500-10500 (pre-revised) or equivalent in the parent cadre/Department in the Stenographer cadre.  
**II. PRIVATE SECRETARY**  
**Pay Scale :** Rs. 9300-34800 + GP 4600, **Number of Posts :** 01, **Eligibility Criteria** - Central Government employees :  
1. Holding analogous posts on regular basis or 2. With three years regular service as Stenographer Grade in the posts carrying the pay scale of Rs. 5500-9000 (pre-revised) or with six years combined service in the pay scale of Rs. 5500-9000 (pre-revised) or Rs. 5000-8000 (pre-revised) or equivalent in the parent cadre/Department in the Stenographer Grade I and II.  
**III. STENOGRAPHER GRADE II**  
**Pay Scale :** Rs. 9300-34800 + GP 4200, **Number of posts :** 01, **Eligibility Criteria** - Central Government Employees :  
1. Holding Analogous posts on regular basis or 2. With five years regular service as Stenographer in pay scale of Rs. 4000-100-8000 (pre revised)  
**IV. ASSISTANT**  
**Pay Scale :** Rs. 9300-34800 + GP 4200, **Number of Posts :** 01, **Eligibility Criteria** - Central Government Employees :  
1. Holding analogous posts on regular basis or 2. Upper division Clerk with eight years regular service in the grade.  
**V.** The period of deputation shall be initially for one year extendable upto three years. The pay of the officers/officials selected will be regulated in accordance with DOPT instructions. The maximum age limit for appointment shall not exceed 56 years as on the closing date for receipt of applications. **VI.** The applications in the prescribed Proforma (Annexure I) from eligible officers/officials who can be spared in the event of their selection may be forwarded directly to the Additional Commissioner at the address mentioned below within 30days from the date of issue of this Advt. along with (a) up-to-date CR dossiers of the candidate concerned or photocopies of annual confidential reports for the last five years; (b) vigilance clearance report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the official concerned; (c) statement showing the minor/major penalties imposed, if any, and (d) integrity certificate. **VII.** Incomplete applications or applications not received through proper channel or applications received after the specified date shall not be entertained and would be straightway rejected. **VIII.** Applications may be sent to the following address :- The Additional Commissioner, Customs & Central Excise Settlement Commission, Additional Bench, IIInd floor, Narmada Block, Custom House, 60, Rajaji Salai, Chennai - 600 001.

**Annexure-I**  
**PROFORMA**  
1. Name of the post : .....  
2. Name : .....  
3. Date of Birth : .....  
4. Date of retirement under Central Government Rules :  
5. Whether eligibility conditions required for the post are satisfied, If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.  
6. Eligibility conditions possessed by the applicant  
Essential  
Desirable  
7. Present post held, date from which held and pay-scale and present Pay therein :  
8. Experience in the subject field of selection:  
9. Details of Service :

Name of the post & office	Pay scale	From	To	Nature of appointment whether adhoc or regular

10. Whether belongs to SC/ST :  
11. Remarks :  
(Signature of the applicant)  
Address:  
Telephone  
Certified that the information furnished above by the officer has been verified from the official records of this Department.  
(Signature of the Head of Office)  
**EN 41/99**

E-mail: dir.rsfpdstg@gmail.com      Telefax : 01509 268047  
Government of India, Ministry of Agriculture

**Department of AHD & Fisheries**  
Regional Station for Forage Production & Demonstration, Suratgarh

**No. 3-1/2010-Estt/FS/**  
Applications are invited from Indian Nationals for filling up the post of Driver Group C Non gazetted non Ministerial. Complete applications along with requisite details with supporting documents should reach the addressee at following address **within 21 days** from the date of publication of the advertisement.: Director, Regional Station for Forage Production and Demonstration, Suratgarh Post office, Bhagwansar, Distt. Sriganganagar (Rajasthan) -335 804  
**Post Reservation Status**

Name of post	Total vacancies to be filled up	UR	OBC
Driver	Two	One (1)	One (1)

**Educational qualification**  
**Qualifications:** **Essential:** (i) 10th class pass with professional skill in driving with knowledge of vehicular mechanism or training in tractor maintenance and upkeep from any recognized institution and having valid driving license for driving heavy motor vehicles.  
**Desirable:** (ii) Experience in maintenance of tractors, heavy machinery and equipment in a recognized farm or in a firm of repute  
**Pay Scale** Pay Band (PB-I), Rs. 5200-20,200 plus grade pay Rs. 1900/- plus DA as per Central Govt. rules applicable  
**Age** Between 18-25 years (Relaxable up to 40 years for departmental candidates)  
**Probation** Two years  
**Place of work** Regional Station for Forage Production and Demonstration, Suratgarh Post office Bhagwansar, Distt. Sriganganagar (Rajasthan) - 335 804 but liable to be transferred anywhere in India

**General Conditions:**  
1. The applications in proforma given below on A4 size Plain paper duly typed in Hindi/English and supported with attested copies of the relevant marks sheet/certificates etc. should reach to this office within **21 days** from the date of publication of this advertisement in Employment News. The experience certificates must contain period with dates, Name of the Post held, Salary drawn and a brief on the responsibilities held duly signed by the authorized signatory and affixed with their office seal.  
2. The selection of candidates will be based on test/interview and Medical fitness.  
3. Photographs must be pasted on the application, must be duly attested by serving Gazetted Officer.  
4. One self addressed envelope (of size 30 cms x 12 cms) affixed with postal stamp of Rs. 5/- shall be sent along with the applications.  
5. No TA will be paid for the appearing in the Test/Interview.  
Canvassing in any form will lead to disqualification and candidature of such candidates is liable to be summarily rejected.  
6. Incomplete or unsigned application or application received without photographs or proper enclosures or received after due date will be summarily rejected. Candidate should superscribe the name of the Post on the top of the envelope as APPLICATION FOR THE POST OF DRIVER.  
**PROFORMA FOR APPLICATION (To be filled in Block Letters only)**

1. Name of the applicant:  
2. Father's Name  
3. Post applied for:  
4. Whether belongs to UR/SC/ST/OBC  
**Affix passport size photograph duly attested by a serving Gazetted Officer**

**Vector Control Research Centre**  
(Indian Council of Medical Research)  
Medical Complex, Indira Nagar, Puducherry-605006  
Phone No.0413-2272396,2272397, Fax No. 2272041,  
Email: vcrc@vsnl.com Website: (www.vcrc.res.in)

**Vacancy Notification**  
Applications for the following posts are invited upto **12.02.2013** at Vector Control Research Centre, Puducherry.

Sl. No.	Name of the Post	No. of Post	Category & Required Discipline	Pay Band	Age as on date of receipt of the application
1.	Technical Officer -A Group -B Technical, Non-Gazetted	01	UR	PB-2 Rs.9300-34800+GP 4600/-	Not exceeding 35 years
2.	Technical Assistant Group -B Technical, Non-Gazetted	04	01 Post- Statistics -UR 01 post Computer Application -UR 02 Posts Life Science (one post Reserved for ST-one post likely to be filled at Field Station Koraput)	PB-2 Rs.9300-34800+GP 4200/-	Not exceeding 30 years
3.	Technician - C Group -C Technical, Non-Gazetted	04	01-Post UR 01-Post SC 02-Post OBC	PB-2 Rs.5200-20200+GP 2800/-	Not exceeding 30 years
4.	Technician -A Group -C Technical, Non-Gazetted	04	02-Posts UR 01-Post SC 01-Post OBC	PB-2 Rs.5200-20200+GP 1900/-	18-28 years
5.	Assistant Group -B Ministerial, Non-Gazetted	01	UR	PB-2 Rs.9300-34800+GP 4600/-	Not exceeding 28 years

Educational qualification prescribed for the above posts, other informations & prescribed application form can be downloaded from: **www.vcrc.res.in**  
**DIRECTOR**  
**EN 41/104**

5. Date of birth: ..... 6. Nationality/Religion .....  
7. Educational qualification (Please enclosed documents)  

Exam. Passed	Board/University	Year of passing	Subject	Div. & % of Marks

  
8. Professional qualification  
9. Experience if any (Please enclosed documents)  

Name of Establishment	Post	Period From to	Pay	Descriptions of work

  
10. Present Postal Address for correspondence  
11. Permanent address  
I do hereby declare that the information given in this application are true, complete and correct to the best of knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected before or after test/interview or at any stage my candidature will be cancelled and all my claims for the recruitment will stand forfeited.  
**Signature of Candidate**  
**davp 01101/11/0038/1213**  
**EN 41/97**

**NEW CAREER...**  
 Continued from page 1  
 youngest working population of the world, a rising trend will be on vocational specialization with international certifications, enabling people to seek jobs abroad. This trend should begin in 2013 as workforce shortages emerge in various countries.  
 To sum up these, jobs are going to get more and more specialized and a host of new opportunities beckon employees in business services, education, healthcare, IT, nonprofits, luxury & retail management and non machinery manufacturing.  
 (The author is associated with **Aspire Human Capital Management, Gurgaon.** email; pavan.mahajan@aspireindia.org)

**DON'T LET UNAPPROVED INSTITUTES TAKE YOU FOR A RIDE**  
 The All India Council for Technical Education (AICTE) has yet again identified 309 institutions offering courses in business management, hotel management, fashion technology, etc, without its approval. While one can access the list of institutions offering technical programmes without AICTE's approval on its website, Business Standard gives you a low-down on what to keep in mind before applying to technical institutions

- Check if the institute you wish to apply to offers diploma or degree programme. Seeking admission in an institute which does not have AICTE approval to run the programmes may render your degree invalid
- If the fee structure for these courses is on the higher side, students may have to take financial assistance from banks. In all probability, if the institutes are not approved by AICTE, education loan will not be sanctioned
- Placement records of the institutes need to be checked. Often, institutes claim to offer placement assistance, but students might be left high and dry without any job after the end of the course

Students should check the placement track record, placement report available on the institute's website before applying for any course. Also, talk to the alumni of respective institutes

**COMPLAINTS AGAINST INSTITUTES**

Universities	2010	2011	2012
State universities	08	16	38
Private universities	19	22	63
Deemed-to-be universities	58	131	118

Source: MHRD

- Several institutes advertise their international link to lure students. Aspirants can check the credentials of an institute by writing to the international institute to find out if they are a partner indeed
- Since education is on the concurrent list, both the centre and the states govern the institutes. There is always the fear of an institute being asked to shut down.

Students should weigh all the pros and cons of the institute using the above factors. A very young institute that does not have the required approval is better to be avoided

- This year alone, the University Grants Commission (UGC) has received several complaints against state and private universities and deemed-to-be universities
- These complaints relate to non-refund of fee, violation of UGC regulations, mental harassment, running of illegal centres, violation of selection procedure and non-receipt of degrees, etc
- In the last three years, complaints against state universities has gone up nearly five times. Complaints against private universities are over three times, and deemed-to-be universities over two times
- Complaints against courses, run under the distance mode, are forwarded to the Distance Education Council, as it is the body that gives the approval.

courtesy; Business Standard.

**FCI Aravali Gypsum and Minerals India Limited**  
 (A Govt. of India Undertaking) Miniratna-II Company  
 Mangu Singh Rajvi Marg, Paota, Jodhpur (Raj.)  
 Telephone no. 0291-2544392/2544523 / 2544707, Fax no. 0291-2544523  
 E-mail : fagmil@rediffmail.com, Website : www.fagmil.nic.in

**Invites**

Applications for the following posts for its various mines/offices situated in the State of Rajasthan:-

S. No.	Post	No. of posts & Reservation	Qualifications	Experience	Maximum Age limit as on 01.02.2013
01	Asstt. Personnel Officer (Pay Scale ₹16400- 40500) [E-1]	01 (UR)	Post Graduate Degree/ Diploma in Personnel Management/Labour & Social Welfare of two years duration/MBA (HR) from a recognized University/Institute of repute.	Minimum 02 years post qualification working experience in Human Resources/Personnel Management and Industrial Relations.	38 years
02	Accounts Officer Grade-II (Pay Scale ₹16400-40500) [E-1]	01 (UR)	CA OR ICWA	Minimum 02 years post Qualification working experience in Finance & Accounts.	38 years
03	Sales Officer (Pay Scale ₹16400-40500) [E-1]	01 (Reserved for OBC)	Regular MBA (Marketing) from a recognized University/ Institute of repute. Preference may be given to the candidates having Degree in Mining Engineering.	Minimum 02 years post qualification working experience in Marketing line.	38 years
04	Mining Mate (Pay Scale ₹9550-21300 [W-6])	07 (4-UR, 1-OBC, 1-SC & 1-ST)	(i) 12th Pass (ii) Should have passed Mine Mate's Service examination under MMR Act, 1961	NIL. However, preference may be given to candidates having good working knowledge & experience in open cast mines.	35 years

For further details i.e. Age Relaxation, Demand Draft, General Conditions, Prescribed form etc. candidates may visit our website [www.fagmil.nic.in](http://www.fagmil.nic.in). Typed applications giving full particulars in the prescribed format should be sent through Registered Post to the office of General Manager on the above address and should reach on or before **10.02.2013**. Any Corrigendum will be posted in our web-site only.

**General Manager**  
EN 41/56

No. A. 32014/2/2005- Admn.I (LD)  
 Government of India  
**Ministry of Law & Justice**  
 Legislative Department  
 Shastri Bhawan, New Delhi

**Subject:** Filling up the one post of Confidential Superintendent in the Legislative Department, Ministry of Law & Justice on deputation basis. One post of Confidential Superintendent in the Legislative Department, Ministry of Law & Justice is required to be filled up immediately on deputation basis. The said post belongs to General Central Service, Group 'B' (Gazetted, Ministerial) in the pay band PB-2 of Rs.9300-34800/- with Grade Pay of Rs.4800/-. Deputation to the said post is to be made from officers of the Central Government:-

(i) Holding analogous posts on regular basis in the Parent Cadre or Department; **OR**

(ii) with two years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 7450-11500 pre-revised (PB-2 of Rs.9300-34800 plus Grade Pay of Rs. 4600/-) OR equivalent in the parent cadre or Department; **OR**

(iii) with six years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 6500-10500/5500-9000 pre-revised (PB-2 of Rs. 9300-34800 plus Grade Pay of Rs.4200/-) or equivalent in the Parent Cadre or Department; **and**

**Possessing the following educational qualifications and experience:**

a) Bachelor's Degree in Law from a recognized University or equivalent;

(b) Four years' experience of legal references, legislative drafting and research in legal matters.

(c) Possessing a speed of 100 words per minute in English Stenography.

2. Period of Deputation including period of deputation in another cadre post held immediately preceding this appointment in the

same or some other organization or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications. It is requested that applications from suitable and willing officers in the prescribed proforma, whose services can be spared, if selected, may be forwarded to this Department along with the attested copies of ACRs for the last five years, vigilance clearance and integrity certificate etc., so as to reach the undersigned **within 60 days** from the date of its publication in the Employment News. Those who apply for the post will not be allowed to withdraw their names later on.

**(B.M Sharma)**  
 Deputy Secretary to the Govt. of India  
 Tele:- 23389014.  
**PROFORMA**

- Name of the Officer:
- Post for which to be considered :
- (a) Date of Birth :  
(b) Date of retirement
- Educational and other qualifications possessed by the Officer :
- Whether fulfils the essential qualifications and experience prescribed for the post under the recruitment rules :
- Present Address :
- Present post held on under the Central Government with Pay Band + Grade Pay :
- Date of appointment to the present grade :
- Details of past services (in chronological order). :

**(i) Name of the post and employer**  
**(ii) From-To (iii) Whether regular or ad-hoc (iv) Scale of Pay**  
**(v) Nature of duties performed (in brief)**

- If belongs to Scheduled Caste/ Scheduled Tribe/OBC :
- Remarks

**Place:**  
**Date:**  
 Signature of the Candidate  
 Countersigned by the Employer.  
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**ATTENTION**

**Social and economic inclusion is key to a meaningful growth. The core message of democracy is inclusiveness. Since its inception, focus of Employment News has been to disseminate equitable employment opportunities for all sections of society including persons with disabilities. In the recent past, it has been realized by more and more industries and services to view qualified persons with disabilities as a valuable human resource. This important section of society can no longer be ignored. From various quarters there have been requests to Employment News to publish information on employment opportunities for them. Employment News will focus on this aspect by launching shortly a new column called "Ability Brings Employment". Every alternative month, employment opportunities and upgradation of skills etc. will be highlighted in this column. It is yet another step of Employment News to enrich its subscribers and readers.**

- Chief Editor

**Employment News**

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**Focus on Jammu & Kashmir**

The high economic growth in the country over the last decade has created tremendous employment opportunities for educated youth in major cities of the country and in tier 2 cities. The state of Jammu & Kashmir has also shown high economic growth. However, it has not been able to meet the aspirations of the population especially youth in the state.

To focus on job opportunities for youth of Jammu & Kashmir, Employment News is launching a special series in February/March 2013 with the message from Hon'ble Jammu & Kashmir Chief Minister, Sh. Omar Abdullah. The series will focus on Rangrajan Committee constituted for suggesting employment strategies in Jammu & Kashmir. It will also include article on *Udaan*, a unique project for unemployed in the state. The series will also take a look at training programmes on skills upgradation besides focusing on employment in tourism, hospitality, handicrafts, ITES and BPO.

**(Chief Editor)**