

GOVERNMENT OF INDIA PRESS, PRESS COLONY POST, COIMBATORE – 641 019.

The **Govt. of India Press, Coimbatore-19** functioning under the Control of Directorate of Printing, Ministry of Urban Development, New Delhi **invites applications for Recruitment under Direct Recruitment** Quota for the following posts of Group ‘C’ and ‘D’ Industrial and Non Industrial categories.

Post Code No.	Name of the Post, Classification & Pay Scale	No. of Posts & Reservation Posts	Educational Qualifications and Experience	Age Limit
1	Nurse General Central Service, Group ‘C’, Non-Gazetted, Non- Ministerial. Rs. 5000-150-8000	1(UR)	(i) Matriculation or equivalent from a recognized Board or University. (ii) Possessing certificate in “A” Grade course in Nursing or Midwifery from a recognised Institution and registered with any State Nursing Registration Council.	Twenty seven years. (Relaxable for Govt. Servants up to the age of forty years in case of general candidates and forty three years in case of OBC and forty five years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes) in accordance with the instructions or orders issued by the Central Government from time to time in this regard.
2	Pharmacist General Central Service, Group ‘C’, Non- Gazetted, Non- Ministerial. Rs. 4500-125-7000	1(UR)	(i) Matriculation or equivalent from a recognized Board or University; and (ii) Registered as a Pharmacist under clause(a) of section 31 of the Pharmacist Act, 1948.	Twenty seven years. (Relaxable for Govt. Servants up to the age of forty years in case of general candidates and forty three years in case of OBC and forty five years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes) in accordance with the instructions or orders issued by the Central Government from time to time in this regard.
3	Foreman(Planning) General Central Service, Group ‘C’ (Supervisory) Non-Gazetted, Non-Ministerial. Rs.5000-150-8000	1(UR)	(i) Diploma in Printing Technology from a recognised University or institution, with three years experience of working in reputed press/institutions.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
4	Asst. Artist Retoucher General Central Service, Group ‘C’ (Master craftsman) Non-Gazetted, Non-Ministerial. Rs.5000-150-8000	2(UR)	(i) Degree in Printing Technology from a recognized University or institution with one years experience OR (ii) Diploma in Printing Technology (Offset) or equivalent from a recognized Institute of Printing and two years experience in scanning and Retouching in a photo litho establishments of repute.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
5	Desk Top Publishing Operator, General Central Service, Group ‘C’ (Master craftsman) Non-Gazetted, Non-Ministerial. Rs.4500-125-7000	1(OBC) 3(UR)	i) Diploma in Printing Technology with three years experience of Operating Computer. ii) Typing experience in Hindi and English language .	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)

6	Offset Machineman General Central Service, Group 'C' (Master craftsman) Non-Gazetted, Non-Ministerial. Rs. 4500-125-7000	1(OBC) 4(UR)	i) Diploma in Printing Technology (Offset) from a recognised institution. ii) Five years working experience on Offset Machine doing single and multi colour work.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
7	Mechanic(printing & Binding), General Central Service, Group 'C' (Highly Skilled Grade I) Non-Gazetted, Non-Ministerial. Rs.4000-100-6000	1(OBC) 1(UR)	(i) Diploma in Mechanical or Electrical or Electronics Engineering from a recognised university or institution. (ii) Two years experience of maintenance/repairing of printing and Allied equipments in a Institution or Press of repute.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
8	Electrician General Central Service, Group 'C' (Highly Skilled Grade II) Non-Gazetted, Non-Ministerial. Rs.4000-100-6000	1(UR)	(i) Diploma in Electrical or Electronics from a recognized institution from a recognized University or institution. (ii) Electrical Supervisory Certificate of competency. (iii) Two years experience of running/ maintenance of different types of both high tension and low tension electrical installation including underground cable system. (iv) Knowledge of maintenance of electrical installation.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case Scheduled Caste and Scheduled Tribes.)
9	Dark Room Assistant, General Central Service, Group 'C' (Highly skilled Grade-II) Non-Gazetted, Non-Ministerial. Rs.4000-100-6000	1(UR)	(i) Diploma in Printing Technology from a recognised institution. (ii) Two years experience in operation of Process Camera.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
10	Offset plate maker General Central Service, Group 'C' (Highly Skilled Grade I) Non-Gazetted, Non-Ministerial. Rs.4000-100-6000	1(UR)	(i) Matriculation (10 th class) or equivalent from recognised School/Board preference being given to candidates who have passed with Chemistry. (ii) Diploma in Printing Technology(Offset) from recognised institute of printing technology. OR Certificate of successful completion of apprenticeship in Plate making under the Apprentices Act, 1961(52 of 1961) with three years of practical experience in Plate making.	Between 18 and 27 years. (Upper age limit relaxable for departmental candidates up to 35 years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for 5 years in the case of Scheduled Castes and Scheduled Tribes.
11	Offset Machine Assistant General Central Service, Group 'C' (Highly Skilled Grade I) Non-Gazetted, Non-Ministerial. Rs.4000-100-6000	1(SC) 2(OBC) 5(UR)	i) Diploma in Printing Technology (Offset) from a recognised institution. ii) Three years of working experience on Offset Printing Machine working for single and multi colour jobs.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)

12	Offset Machine Attendant General Central Service, Group 'C'(Skilled) Non-Gazetted, Non-Ministerial. Rs.3050-75-3950-80-4590. (vacancy reserved for Ex-Servicemen is included in total of 10)	1(SC) 2(OBC) 7(UR) 10 - Ex-Ser. 1	(i) Matriculation or equivalent from a recognized School or Board. (ii) A certificate of successful completion of Apprenticeship under the Apprentices Act, 1961 (52 of 1961) in the trade of Offset Printing Plate Making. (iii) Three years of working experience on Offset Machine in Press of repute	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
13	Attendant (offset) General Central Service, Group 'C'(Skilled) Non-Gazetted, Non-Ministerial. Rs.3050-75-3950-80-4590	2(UR)	(i) Matriculation or equivalent from a recognized School or Board. (ii) A certificate of successful completion of Apprenticeship under the Apprentices Act, 1961 (52 of 1961) in the trade of Offset Printing Plate Making. (iii) Three years of working experience on Offset Machine in Press of repute.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
14	Asst. Mechanic (Printing & Binding) General Central Service, Group 'C' (Skilled) Non-Gazetted, Non-Ministerial. Rs. 3050-75-3950-80-4590	1(SC) 1(OBC) 3(UR)	(i) Diploma in Mechanical or Electrical or Electronics Engineering from a recognized University or Institution. (ii) With one year experience of maintenance/repairing of Printing and allied equipments in a Institution/Press of repute. (iii) Ability to read the name of spare parts of machines used in printing industry (other than lino/mono type and casting machines) including lathe and other machine workshop and of servicing and maintenance of offset and other machines	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
15	Assistant Binder, General Central Service, Group 'C'(Skilled) Non-Gazetted, Non-Ministerial. Rs.3050-75-3950-80-4590 (vacancies reserved for VH,HH&Ex-Servicemen are included in total of 35)	3(ST) 12(OBC) 20(UR) 35 - VH- 1 HH -1 Ex.Ser.-3	(i) Matriculation(10 th class) Pass from recognised School or Board. (ii) Certificate of successful completion of Apprenticeship under the Apprenticeship Act,1961(52 of 1961): OR Certificate of successful completion of vocational course at +2 level in Printing Technology.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
16	Cook General Central Service, Group 'C' (Canteen Employee) Non-Gazetted, Non-Ministerial. Rs.3050-75-3950-80-4590	1 (UR)	(i). Essential: I. 8th Standard Pass. II. 7 years experience in cooking from any hotel or recognised Establishment engaged in the business of cooking and catering. (ii).Desirable: Certificate regarding cooking from food craft/catering Institute.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
17	Bearer General Central Service, Group 'D' (Canteen Employee) Non-Gazetted, Non-Ministerial. Rs.2610-60-3150-65-3540.	1 (UR)	I. 8th Standard Pass. (II).Desirable: Two years experience in the trade.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)

18	Electrical Khalasi General Central Service, Group 'D' (Unskilled) Non-Gazetted, Non-Ministerial. Rs.2550-55-2660-60-3200	1(UR)	(i)Matriculation(10 th Class) pass from recognised School or Board. (ii)Should have at least two years experience in electric/electronics line. (iii) Certificate from recognised Industrial Training Institute.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
19	Labourer, General Central Service, Group 'D'(Unskilled Grade I) Non-Gazetted, Non-Ministerial. Rs.2550-55-2660-60-3200 (vacancy reserved for VH &Ex-Servicemen are included in total of 45)	6(SC) 3(ST) 12(OBC) 24(UR) 45 – VH- 1(Caner)* Ex.Ser.-9	(i) 8th Class Pass from a recognised School or Board. *The post of caner is earmarked for visually handicapped person. No educational qualification is required for visually handicapped person but the person knows the work of canning.	Between eighteen and twenty seven years.(Upper age limit relaxable for departmental candidates up to thirty five years for appointment by direct recruitment. It further relaxable for 3 years in the case of OBC and for five years in the case of Scheduled Castes and Scheduled Tribes.)
20	Peon General Central Service, Group 'D' Non-Gazetted, Non-Ministerial. Rs. 2550-55-2660-60-3200	1(SC)	Middle school pass from a recognized school.	Twenty seven years. (Relaxable for Govt. Servants up to the age of forty years in case of general candidates and forty three years in case of OBC and forty five years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes) in accordance with the instructions or orders issued by the Central Government from time to time in this regard
21	Chowkidar General Central Service, Group 'D' Non-Gazetted, Non-Ministerial. Rs. 2550-55-2660-60-3200	1(ST) 3(OBC) 3(UR)	Desirable : Primary school pass from a recognised school.	Twenty seven years. (Relaxable for Govt. Servants up to the age of forty years in case of general candidates and forty three years in case of OBC and forty five years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes) in accordance with the instructions or orders issued by the Central Government from time to time in this regard.
22	Farash General Central Service, Group 'D' Non-Gazetted, Non-Ministerial. Rs. 2550-55-2660-60-3200	1(UR)	Desirable : Primary school pass from a recognised school.	Twenty seven years. (Relaxable for Govt. Servants up to the age of forty years in case of general candidates and forty three years in case of OBC and forty five years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes) in accordance with the instructions or orders issued by the Central Government from time to time in this regard.
23	Safaiwala General Central Service, Group 'D' Non-Gazetted, Non-Ministerial. Rs. 2550-55-2660-60-3200	1(ST) 2(OBC) 2(UR)	Desirable : Primary school pass from a recognised school.	Twenty seven years. (Relaxable for Govt. Servants up to the age of forty years in case of general candidates and forty three years in case of OBC and forty five years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes) in accordance with the instructions or orders issued by the Central Government from time to time in this regard.

24	Ward Boy General Central Service, Group 'D' Non-Gazetted, Non-Ministerial. Rs. 2550-55-2660-60- 3200	1(UR)	Desirable : Primary school pass from a recognised school.	Twenty seven years. (Relaxable for Govt. Servants up to the age of forty years in case of general candidates and forty three years in case of OBC and forty five years in case of candidates belonging to the Scheduled Castes and Scheduled Tribes) in accordance with the instructions or orders issued by the Central Government from time to time in this regard
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SC: Scheduled Caste ST: Scheduled Tribes Ex-Ser.: Ex-servicemen PH: Physically Handicapped (VH- Visually Handicapped, HH- Hearing Handicapped) UR: Un Reserved OBC: Other Backward Class.

APPLICATION FOR THE POST OF -----
(Post Code No.-----)

To
The Manager,
Govt. of India Press,
Press Colony (P.O),
Coimbatore-641 019.
TAMIL NADU.

Paste your recent
good quality
colour pass port
size Photograph.
(Please do not
attest Photo)

With reference to your recruitment advertisement, I submit my application in the prescribed format for the above mentioned post in your Department.

1. Name (in Block Letters) :

2. Date of Birth (attach proof) :

Day		Month		Year	

3. Father's/Husband Name
(in Block Letters) :

4. Sex :[Male/Female] :

5. Martial Status : [Married/Unmarried] :

6. Whether belongs to SC/ST/OBC :
(If yes, Write the concerned and also attach
Attested copy of Caste Certificate)

7. Whether you are a physically handicapped? :
(If yes, mentioned the Category & attach
Attested copy of certificate)

8. Address for correspondence with PIN code :

9. Permanent Home Address :

10. Educational Qualifications :
(in chronological order from Xth Standard onwards)
(Enclose Attested copies of Certificates)

Class/Degree/Course Passed	Board/University	Year of passing	Compulsory/ Elective subjects	Marks Obtained	Division/Class

11. Experience : Particulars of all previous and present employment to be furnished including training/
apprenticeship undergone, if any:(attach experience certificate from the employer)

Period From To	Total Months/ Years	Designation	Name & address of the employer	Nature of Experience

12. Name of the Employment Exchange & Registration Number with Date :

13. Any Other relevant information :

Undertaking

I hereby solemnly declare that all the statements made in this application are true and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the written/skill test or interview, my candidature will stand cancelled & all my claim for the recruitment will stand forfeited.

I understand that I may not eligible for any TA/DA for the Test/Interview as the case may be.

Date:

Signature of the applicant
Contd.....p/2

FOR OBC CANDIDATES ONLY

I,son/daughter of Shri..... resident of village/town/city.....district.....state..... hereby declare that I belong to thecommunity which is recognised 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 MemorandumNo.36012/22/93-Estt.(SCT), dated 8.9.1993. It is also declared that I do not belong to persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8.9.1993 which is modified vide Department of Personnel & Training office Memorandum No.36033/3/2004 Estt.(Res.) dated 9.3.2004.

Place: _____ Signature of the candidate
Date : _____ (Application not signed by the candidate will be rejected)

NOTE : 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.

The candidate should furnish the relevant OBC certificate in the format prescribed for Central Government jobs as per Annexure-II issued by competent authority on or before the Closing Date stipulated in the Notice. Candidates furnishing OBC Certificate in proforma/format other than the prescribed format as given in Annexure-II will be summarily rejected.

GENERAL INSTRUCTIONS FOR CANDIDATES

1. Applicants should be an Indian National.
2. Reservation in upper age limit will be available to candidates belonging to:
 - i SC – by 5 years
 - ii ST – by 5 years
 - iii OBC – by 3 years
 - iv OH – by 10 years (15 years for SC/ST and 13 years for OBC)
 - v. HH – by 10 years (15 years for SC/ST and 13 years for OBC)
 - vi. VH - by 10 years (15 years for SC/ST and 13 years for OBC)
 - vii **Ex-Service men** : The benefit of relaxation of upper age-limit by the length of military service plus three years, at present available for appointment only to reserved vacancies in Group 'C' and 'D' posts would be extended for appointment also against unreserved Vacancies in these groups.
3. The number of vacancies advertised is only approximate and may increase/decrease due to administrative reason or any other reason at any time before finalization of selection for Oral Interview or selection for appointment, as the case may be.
4. Candidates if available and nominated by the Central Surplus Cell will be given Top Priority for appointment against the Direct Recruitment Quota.
5. Merely satisfying the eligibility norms does not entitle a candidate to be called for Skill Test /Interview.
6. In case applications received are too large in comparison to the number of posts advertised then it will be short listed based on qualification and experience and those short listed candidates on merit only will be called for Test/Interview and others may assume that they have not been short listed on merit. The decision of the Competent Authority regarding selection of candidates for interview/test shall be final in this matter.
7. Selection will be made in two successive stages i.e.(i) Written/Skill Test and (ii) Oral Test in the shape of an Interview. Final selection will be made on the basis of the total marks obtained by the candidates at the Written Test/Skill Test and Oral Test taken together subject to the rule of reservation of appointments.
8. Candidates who are already in service(whether regular service or in temporary service) of the Indian union or of a State in India or in the employment of Local Bodies or Undertakings or Quasi - Govt. Organizations or Govt. owned undertakings and similar organizations, should send their applications **through the Head of Department or Employer** with a clear certificate that the applicant will be relieved within one month of receipt of the appointment orders.
9. The Crucial date for determining the age limit shall be the last date fixed for receipt of applications from candidates.
10. All Test/Interview will be conducted in Govt. of India Press, Coimbatore-19, Tamil Nadu only. No TA/DA will be paid for attending Test/Interview if called for.
11. Candidates should produce Original Testimonials/Certificates, as a proof of the details furnished in their application, at the time of interview for verification failing which they will not be allowed to appear for interview.
12. Selected candidates will be required to join the post immediately on being found fit by the Prescribed Medical Authority. The candidates should note that individuals appointed against the above post(s) are liable for transfer to any Govt. of India Presses located all over India.
13. No correspondence will be entertained from the candidates not called/selected for interview/appointment etc.
14. Applications should be supported by attested copies of the certificates/testimonials relating to Educational qualifications(including mark statements) Date of Birth, and experience and Community certificate in respect of SC/ST/OBC candidates issued by the competent authority on proper pro-forma under his signature, name and designation of office seal
15. Two passport size colour photograph should be enclosed. One is to be pasted on the prescribed application and one should be attached with the application.

16. Incomplete or unsigned applications and Photo or applications not accompanied with attested copies of certificates and applications not in prescribed format and applications received at Govt. of India Press, Coimbatore-19 after the due date of receipt will be summarily rejected and no correspondence in this connection will be entertained.
17. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or document or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.
18. Candidates belonging to SC /ST /OBC category should also send an attested copy of their Caste Certificate, issued by the Competent Authority in the format prescribed by the (Central) Govt. of India, Deptt. of Pers. & Trg., Office Memo No.36012/6/88-Estt(SCT)(SRD.III) dt.24-4-1990 and No.36036/8/98-Estt(Res) dated 16-3-1999.
19. COMPETENT AUTHORITY FOR ISSUE OF THE CERTIFICATES FOR SC/ST/OBC/PH/EX-SERVICEMEN CANDIDATES ARE AS ENCLOSED IN THE PRESCRIBED PROFORMA IN Annexure-I to VII.
20. All candidates appointed against this advertisement will be governed by the provisions of ‘**New Pension Scheme**’ introduced by the Govt. of India unless otherwise provided in the Rules.
21. One envelop should contain only one application and super-scribed as “**ADVT No. _____ APPLICATION FOR THE POST OF _____ AND POST CODE NO. _____ . Separate application with enclosures shall be sent for each category of post.**”
22. Filled-in applications must be sent to the MANAGER, GOVERNMENT OF INDIA PRESS, PRESS COLONY (P.O), COIMBATORE-641 019, TAMIL NADU by Registered/Speed Post well in advance
23. Last date for the receipt of application in this office is **30(Thirty) days** from the date of Publication of the Advertisement. For those candidates residing Abroad and for those posting the application form from **FAR-FLUNG AREAS** of Andaman and Nicobar Islands, Lakshadweep, Minicoy Islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J & K State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh is **40(Forty) days** from the date of advertisement.
24. CANVASSING IN ANY FORM AND/OR BRINGING IN ANY INFLUENCE, POLITICAL OR OTHERWISE, WILL BE TREATED AS A DISQUALIFICATION FOR THE POST.
25. INTERIM QUERIES WILL NOT BE ENTERTAINED.

Caution to All Candidates:

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

(P.R. RAMACHANDRAN NAIR)
MANAGER
GOVT. OF INDIA PRESS,
COIMBATORE-19.

Annexure I
FORM OF CASTE CERTIFICATE

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

The form 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*/Shrimathi*/Kumari*.....Son/Daughter*
of.....if village/town*.....in District/Division*.....
of the State/union Territory*..... belongs to
the..... Caste/Tribe* which is recognised as a Scheduled
Caste/Scheduled Tribe* under:

The Constitution (Scheduled Castes) Order, 1950.

*The Constitution (Scheduled Tribes) Order, 1950.

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

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

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

*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled castes and Scheduled Tribes Orders (Amendment) Act, 1976;

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

*The Constitution (Dadra 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 and Kashmir) Scheduled Tribes Order, 1989;

*The Constitution (Scheduled Castes) Order (Amendment) Act, 1990.

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

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

2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi*father/mother* of Shri/shrimathi/Kumari*of village/town* in District/Division*of the State/Union Territory* who belong to the Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* in the state/Union Territory* issued by the, dated.....

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

State/ Union Territory

Place

Date

Signature.....

Designation.....

(with seal of office)

*Please delete the words which are not applicable.

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

** Applicable in the case of SCs, STs persons who have migrated from one State/UT

The authorities competent to issue caste certificate are indicated below:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub - Division Magistrate/ Taluka Magistrate/Executive Magistrate/Extra-Assistant Commissioner.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

Note : ST candidates belong to Tamil Nadu state should submit case certificate ONLY FROM THE DIVISIONAL OFFICER.

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

[G.I/Dept.of Per.&Trg.,O.M.No.36033/28/94-Estt.(Res.),dated2-7-1997.]

This is to certify that, son of, of village.....
.....District/Division.....in theState.....belongs to the
.....community which is recognised as a Backward Class under :-

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

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

*(iii) Government of India, Ministry of Welfare, Resolution No.12011/7/95-BCC(C), dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

*(iv) Government of India, Ministry of Welfare, Resolution No.12011/44/96-BCC(C), dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

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

District Magistrate,
Deputy Commissioner, etc.

Dated:

SEAL

* Strike out whichever is not applicable.

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

The authorities competent to issue caste certificate are indicated below:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/
Additional Deputy Commissioner/Deputy Collector/ Ist Class Stipendiary
Magistrate/ Sub - Division Magistrate/ Taluka Magistrate/Executive
Magistrate/Extra-Assistant Commissioner(not below the rank of First Class
Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency
Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

Annexure III
For Persons with Disability/Physically Challenged Candidates:

- a) The Authorised Certifying Authority will be the Medical Board at the District Level. The Medical Board will consist of a Chief Medical Officer, a Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon.

Annexure IV
For Ex-servicemen candidates

APPLICATION FORM FOR GROUPS 'C' AND 'D' POSTS
(Retired Defence Service Personnel)

1. Personnel number, Rank and Name:
 2. Arm/Service:
 3. Father's Name :
 4. Dates of : -
 - (a) Birth ;
 - (b) Enrolment :
 - (c) Retirement/Discharge:
 5. Reasons for Release/Discharge:
 6. Medical Category :
 7. Award or Decoration :
 8. Home, District and State :
 9. Present Address/Mailing Address :
 10. Permanent Address :
 11. Present profession employment :
 12. Qualification : (Please attach attested copies of mark sheets)
- please paste your
passport size
photograph (in
uniform)

Course	Year	Institution	Civil Equivalent
(a) Civil(Educational)			
(b) Military(Educational)			
(c) Military(professional)			

13. Languages known : Read/Write/Speak
 - (a) Indian
 - (b) Foreign
14. *Character as assessed by Military authorities :
15. Extra-curricular activities :
 - (a) Sports :
 - (b) Literary
 - (c) Cultural/Art
16. Details of pay/pension/gratuity :
 - (a) Last basic pay drawn
 - (b) Total emoluments
 - (c) Details of pension/gratuity
17. Zilla Sainik Board/Employment Exchange:
(Registration No.)
18. Job applied for :

Date

Signature
Name
Address

* Countersigned

ANNEXURE V
PRO FORMA OF CERTIFICATE FOR EMPLOYED OFFICIALS
G.I.,Dept. of Per.&Trg.,OM.No.36034/2/91-Estt.(SCT) dated 3-4-1991.

I hereby, with the information available, certify that Shri
.....(Name)No.....(Rank) would complete prescribed period of
appointment on.....(Date).

Place :
Dated :

Signature
Commanding officer

Office Seal

ANNEXURE VI
FORM OF UNDERTAKING TO BE GIVEN BY
CANDIDATES APPLYING FOR CIVIL POSTS UNDER
EX-SERVICEMEN CATEGORY
G.I.,Dept. of Per.&Trg.,OM.No.36034/2/91-Estt.(SCT) dated 3-4-1991.

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 Services and Posts) Rules, 1979, as amended from time to time.

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

Place :
Dated :

Signature of Candidate

ANNEXURE –VII

Form of Certificate to be issued by Central Government Employees holding Civil post seeking age-relaxation (to be filled by the Head of the Office or Department in which the candidate is serving)

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

Signature.....

Name.....

Office Seal

Place

Date