

WEST CENTRAL RAILWAY

Headquarter Office,

Construction Organization/Jabalpur

ENGAGEMENT OF TECHNICAL MANPOWER ON CONTRACT BASIS FROM OPEN MARKET, FOR CONSTRUCTION PROJECTS IN THE JURISDICTION OF WEST CENTRAL RAILWAY (WCR)/

CONSTRUCTION ORGANISATION.

DETAILED NOTIFICATION

Notification No. 01/2022(WCR/Construction)

Opening Date: 03.03.2022(00.00 HRS)

Closing Date: 17.03.2022 (Time Up to: 23.59 HRS)

Sub: Engagement of Technical Manpower on Contract basis from open market for filling up vacancies of **Technical Supervisors (Construction/Works)** in West Central Railway/Construction Organization.

Online Applications are invited from eligible citizens of India for Engagement of **20 posts of Technical Supervisors** [(**10 post** for Senior Technical Associate (Construction/Works) & **10 posts** for Junior Technical Associate (Construction/Works)] **purely on Contract basis** from Open market for Construction Projects in the jurisdiction of West Central Railway/Construction. The applications for Senior Technical Associate & Junior Technical Associate posts as per **Annexure-I** is to be sent online **up** to the **closing date i.e. 17.03.2022 at- 23.59 HRS.**

Note (I): "Applications without fee or less fee, will be summarily rejected.

Note (II): "Applications uploaded after closing date and time will not be entertained".

(1) Details of vacancies to be filled in:

S.N.	Posts	No. of Vacancies				
		UR	SC	ST	OBC-NCL	Total
1	Senior Technical Associate (Construction/Works)	5	1	1	3	10
2	Junior Technical Associate (Construction/Works)	5	1	1	3	10

Note: 1. After Engagement, STA & JTAs will be posted on the Projects assigned with WCR/Construction under Administrative control & **in the Territorial jurisdiction of Dy. Chief Engineer (Const.) Jabalpur, Dy. Chief Engineer (Const.-III) Bhopal and Dy. Chief Engineer (Const.) Kota field units**, as per the requirement of works. If new units in jurisdiction of WCR/C are created during course of time, the Engaged STA & JTAs can also be Posted/Transferred in/to these Units as per requirements.

2. If some posts of STA remain unfilled, in such case these posts will be filled in JTA level.

(2) Minimum Educational Qualification:

Candidates should possess requisite Academic Qualification, on or before the date of Opening of Notification, for applying against the posts notified, as given below.

S.N.	Posts	Minimum Educational Qualification
1	Senior Technical Associate (Construction/Works)	<p>1.1 Minimum Educational Qualification Four years Bachelor's Degree in (a) Civil Engineering OR (b) A combination of any sub stream of Basic streams of Civil Engineering, from a recognized University/Institute.</p>
2	Junior Technical Associate (Construction/Works)	<p>2.1 Minimum Educational Qualification (a) Three years Diploma in Civil Engineering or B. Sc. in Civil Engineering of three years duration OR (b) A combination of any sub stream of basic streams of Civil Engineering, from a recognized University/Institute. OR (c) Educational qualification for Senior Technical Associate (Construction/Works) as mentioned in para 2.1.</p>

Note (I): The candidates must have secured minimum marks in Bachelors Degree for STA or Diploma/ Bachelors Degree for JTA as mentioned in Para 2.1 & Para 2.2 above, as given below:

A. General Candidates	:	60%
B. OBC-NCL (Non Creamy Layer) Candidates	:	55%
C. SC/ST Candidates	:	50%

Note(II): In case the mark-sheet of the candidate does not reflect the statement of marks obtained by the candidate, then the candidate should attach the supporting documents from the College/University (*which issued the Mark sheet/Degree*) clearly mentioning the equivalence of CGA/CPA/CGPA etc. to the aggregate marks (*in percentage term*) with the application form.

(3) Relevant Professional Experience:

S.N.	Posts	Relevant Professional Experience
1	Senior Technical Associate (Construction/Works)	<p>1.1 Relevant Professional Experience Relevant Professional Experience of minimum 2 years in Government/PSUs/Semi Govt. is desirable. Working experience in private companies or with private contractors, executing works in/for Government/PSUs/Semi Govt, will also be considered.</p>
2	Junior Technical Associate (Construction/Works)	<p>2.1 Relevant Professional Experience Relevant Professional Experience of minimum 1 year in Government/PSUs/Semi Govt. is desirable. Working experience in private companies or with private contractors, executing works in/for Government/PSUs/Semi Govt, will also be considered.</p>

Note: Applicant should upload with proof of his/her Experience, such as certificate from Employer, copy of Salary Slip, etc. In case of Working Experience in Private Companies or with Contractors, submission of Certificate of Experience countersigned by Government/PSUs/Semi Govt. Gazetted or equivalent Authority, *in which Private Companies or Contractors have/are executed/executing the work, is a must.*

"In addition to this, applicant has to upload a Notarized Affidavit along with Experience Certificate/s in support of Experience mentioning complete details of Relevant Professional Experience."

(4) Age Limit:

Senior Technical Associate (Construction/Works)	-	21 to 35 years
Junior Technical Associate (Construction/Works)	-	18 to 33 years

The lower and upper age limit will be reckoned as on date of opening of notification for Contractual Engagements. The upper age limit is relaxable as under, subject to submission of requisite Certificate.

- (i) For SC/ST candidates - 05 years
- (ii) For OBC-NCL (Non Creamy Layer) candidates - 03 years

Note: (I) *No age relaxation is allowed to SC/ST/OBC-NCL (Non Creamy Layer) candidates applying against unreserved vacancies.*

(II) 10th/Matriculation Certificate/Equivalent Educational Certificate/Educational Certificate mentioning date of birth is mandatory for D.O.B. in absence of which the Candidature will be rejected.

(5) Screening & Professional Personality Test Fee:

S.N.	Candidate Categories	Fee
(i)	For All Candidates except those mentioned in sub-Para (ii) below, Through On line payment only.	Rs. 500/-
(ii)	For candidates belonging to SC/ST/Women/Minorities and Economically Backward Classes: <i>This fee of Rs. 250/- shall be refunded, to the candidates applied for the post of STA/JTA, after finalization of the panel for Professional Personality Test.</i>	Rs. 250/-*

*If the candidate has applied against SC/ST/Women/Minorities and Economically Backward category, is not able to produce the requisite certificate as per Annexure-II, IV, V & VI then his/her candidature will be summarily rejected.

Note:

(I) Minorities mean *Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians (Parsis)*. For claiming waiver of examination fee, Minority candidate should furnish 'Self Declaration' as mentioned in **Annexure-II** along with Application Form. Such candidate claiming waiver of examination fee will be required to furnish 'Minority Community Declaration' affidavit on non-judicial stamp paper that he/she belongs to any of the above minority communities.

"If the affidavit in this regard is not submitted along with Application Form to get the benefit of Fee waiver the Fee will not be refunded".

(II) Economically backward candidate means those whose annual family income is less than Rs. 50,000 . They have to upload income certificate at the time of applying in the prescribed format as given in **Annexure-III** on the letter head of the issuing authority.

(6) Address for sending application:

Applications duly filled in prescribed format as **Annexure-I** along with required **Self Attested documents** should be uploaded through on line only. Any deficiency/discrepancy found in the application form and documents uploaded by the applicant will render the application invalid & his/her candidature shall be rejected.

(7) Reservation:

Reservation for Schedule Caste (SC), Scheduled Tribe (ST), Other Backward Classes [OBC-NCL (Non Creamy Layer)] whichever applicable and admissible under extant rules.

Note(I): While all candidates, irrespective of community may be considered against UR vacancies, against the vacancies earmarked for specific communities [SC/ST/OBC-NCL (Non Creamy Layer)], only candidates belonging to that community/group will be considered. For this purpose SC/ST/OBC-NCL (Non Creamy Layer) candidates should furnish Caste Certificate from competent authorities as per the prescribed formats [for SC/ST/OBC-NCL (Non Creamy Layer) candidates] and at the time of Screening/ Documents Verification. Further in case of OBC-NCL (Non Creamy Layer) candidates, the certificates should be issued during last 1 year from the date of Opening of Notification and specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M. No. 23012/22/93-Estt. (SCT) dated 08.09.93 and its subsequent revision through O.M. No. 26033/332004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the opening date of the application.

Note(II): Candidates applying against reserved vacancies [SC/ST/OBC-NCL (Non Creamy Layer)]/EWS and/or seeking age relaxation must submit requisite caste certificate in the prescribed format **(Annexure-IV and V & VI)** from the competent authority (*The Certificates, as applicable should be attached with Application Form*), otherwise their claim for reserved status [SC/ST/OBC-NCL (Non Creamy Layer)] will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancy only.

Note(III): Candidates belonging to SC/ST/OBC-NCL (Non Creamy Layer), fulfilling required Educational qualification and Age for UR post can also apply against UR vacancies. They will however, be required to compete with the UR candidates. No age, Education qualification & Fee relaxation will be allowed to such SC/ST/OBC-NCL (Non Creamy Layer) candidates applying against UR vacancies. However candidates have to indicate their actual community in the application form.

A candidate can apply either for UR post or for Reserved post.

(8) Selection Procedure:

The selection will be made through "Screening". In case of large number of applicants, screening may be held for more than 1 day.

(i) Screening Criteria:

(i) The screening will be based on following criteria:

Out of maximum 100 marks, following is the distribution:

A. Education qualification: Maximum marks : 40 (25+15)

For Sr. Technical Associate (Construction/Works)

Educational Qualification	Marks
As per item (2)-1.1	30
Higher education (M. Tech/MS/MBA or equivalent)	10

For Jr. Technical Associate (Construction/Works)

Educational Qualification	Marks
As per item (2)-2.1	30
Higher education (B. Tech or equivalent)	05
Higher education (M. Tech/MS/MBA or equivalent)	05

Note: (1) Full marks for educational qualification will be awarded irrespective of percentage scored by the candidate provided he/she fulfills the criteria for "Minimum Education Qualification" given at Para 2 above.

B. Working experience: Maximum marks : 40

S.N.	Working Experience	Marks	Remarks
(1)	2 years for Sr. Technical Associate (Construction/Works) & 1 year for Jr. Technical Associate (Construction / Works) Professional Experience	20	Maximum Marks will be 25.
(2)	For additional one year Professional Experience (<i>beyond 2 years for STA / 1 year for JTA , as the case may be</i>)	2.5	
(3)	For additional one year or more Professional Experience (<i>beyond 3 years for STA / 2 year for JTA , as the case may be</i>)	2.5	
(4)	Additional weightage for experience in Railway Projects i.e. additional marks if experience, as detailed in item 1, 2 & 3 above is in Railway Projects.	15.0	Maximum Marks will be 15.
(i)	1 year for Sr. Technical Associate (Construction/ Works) & 1 year for Jr. Technical Associate (Construction/ Works) Professional Experience in Railway Projects.	10.0	
(ii)	For additional one year Professional Experience in Railway Projects (<i>beyond one year experience</i>)	2.5	
(iii)	For additional one year Professional Experience in Railway Projects (<i>beyond two years or more experience</i>)	2.5	

C. Professional Proficiency Test: Maximum Marks : 20

The distribution of marks will be as under:

- (a) Technical Knowledge in relevant field : 10 marks
(*Practical and theoretical Knowledge of work, quality tests, Specifications, codal provisions, etc.*)
- (b) Personality, Initiative & Communication Skill : 05 marks
- (c) Proficiency in CAD/CAM, CATIA, Project Management etc : 05 marks

(9) Monthly Remuneration per month: It will be full time contract and their monthly remunerations are fixed as below:

Posts	Class of city in which posted (As per Railway Board's norms)		
	'Z' Class	'Y' Class	'X' Class
Senior Technical Associate (Construction/Works)	Rs. 32000	Rs. 34000	Rs. 37000
Junior Technical Associate (Construction/Works)	Rs. 25000	Rs. 27000	Rs. 30000

(10) Other Entitlements/Facilities:

- (i) **Daily allowance:** Candidate engaged on Contract basis shall be paid Daily allowance, when on tour as admissible, at the rate of Rs. 500/- (0-6 hours – 30%, 6-12 hours – 70% & more than 12 hours - 100%). This is similar to the pattern of TA admissible for Railway employees except the rate of TA.
- (ii) **Leave entitlement:** Candidate engaged on Contract basis shall be permitted off on Sundays and National Holidays. However, they may be called for duty on any day including Sundays & National Holidays for which Compensatory Rest shall be given later. In addition, Candidate engaged on Contract basis shall be granted two days leave for each completed month of engagement in

Railways. The accumulated leave lapses as soon as the contractual period is over and cannot be carried over to next contract (*if any*).

- (iii) **Journey from HQ to workplace:** IInd Class 'A' Duty Pass shall be provided to the Candidate engaged on Contract basis for the stretch of the journey involved on duty.
- (iv) Candidate engaged on Contract basis shall be given one set of Complimentary Pass for self and family during every year of the contract, provided the Candidate engaged on Contract basis has worked for minimum 3 months continuously against contractual engagement. The eligibility for Complimentary Pass will be at par with Railway employees appointed in GP 1900 (6th CPC).
- (v) Candidate engaged on Contract basis will be entitled to free medical treatment in the Railway Hospital closest to the vicinity of their work place including their family members except operations categorized as "Special" in Para 622 (8) of Indian Railway Medical Manual 2000 and treatment normally available at super specialty centre from his/her respective zonal railway hospitals during the currency of contract.

(11) Duration:

The contract engagement will be for a maximum period of one year or availability of regular selected candidates or completion of project, or validity of the scheme of contract appointment of STA/JTA, whichever is earlier.

(12) Medical Examination:

Candidates will have to undergo medical examination (as applicable for direct recruitment for SSE /JE (works) category) and will be considered for contract appointment only if they are found medically fit. Medical fitness will be examined by the nominated Railway hospitals.

The candidates should fulfill the requirements of Medical Standard A-3 as given in Chapter 5 of Indian Railway Medical Manual Volume-1 accessible at www.indianrailways.gov.in

(13) Training:

The candidates engaged on contract basis, will be given training for a prescribed period, before they are deputed on work.

After completion of training/orientation, the suitability/competency of the candidate will be assessed by a Competent Officer, before deputing him/her for field job. If required, the candidates engaged on contract basis, need to undergo for another round of Training/s.

(14) General Guidelines:

- (i) The above posts are for projects in jurisdiction of WCR/Construction for the limited period and are not for the regular establishment of Railway. No other perks or benefits would be admissible except those mentioned in Notification.
- (ii) The engagement on contract basis will not confer to any right to the candidate to claim for regular Employment/Absorption/Extension in the Railway.
- (iii) Applicants working in Govt. /PSU will have to submit NOC at the time of application and they will have to resign from their organization on their engagement.
- (iv) The contract may be terminated by either side by giving one month's notice. The performance monitoring of contractual appointees shall be done on regular basis and those who are unable to discharge the duties or who fail to perform as per expectations of the administration, may be given 30 days notice and their contract terminated. However, in case of gross negligence/misconduct/irregularities, the engagement may be terminated with immediate effect.

(15) Important Instructions:

- (i) Candidates fulfilling the eligibility criteria should submit their application form **online only** at the notified application link. given in notification, duly completed in all respects and uploading **self attested photo copies** of all necessary **enclosures** (e.g. *Certificate of Age, Education, Professional Experience, Caste/Community etc.*)
- (ii) Candidate should write his/her name, father's name/husband's name in capital letters as given in Educational Certificate. Candidate should also indicate other particulars as have been asked in the application form.
- (iii) One recent passport size color photograph (3.5 X 3.5 cm), should be uploaded on the application form without fail.
Note: Photographs: The color photograph of size 3.5 X 3.5 cm (*not earlier than three month from the date of Opening*), with clear front view of the candidate without cap and sunglasses, should be pasted on the space provided. Photostat copy of photograph is not permitted. Candidates may note that Railway Authority may, at any stage, reject the applications for pasting old/unclear photograph on the application or for any significant variations between photograph pasted in the Application Form and the actual physical appearance of the candidate. Candidates are advised to keep two additional copies of the same photograph ready with them for bringing along with valid Photo ID at the time of selection.
- (iv) Scanned signature of the applicant must be uploaded. full and in running hand, not in block/capital letter or disjointed letters. Candidates are required to sign in English or in Hindi in the prescribed places provided in the application form.
- (v) If Left Thumb Impression (LTI) is not uploaded such application is liable to be rejected.
- (vi) Applicant should possess requisite Educational Qualification on or before the opening date of notification.
- (vii) Candidates belonging to SC/ST/Minorities/Economically Backward Class, claiming for less fee as mentioned in Para 5 (ii), must upload self attested photocopy of requisite Caste Certificate/Minority Certificate or self-declaration/Income Certificate.
- (viii) Candidate applying for more than one post shall upload separate application with separate online fee and documents for each application.**

- (ix) Candidates serving in any Centre/State Government Department including Railways or Public Sector Undertaking should apply through proper channel or should apply directly with NO OBJECTION CERTIFICATE from the employer to avoid delay. The last date of uploading of applications through online will not be extended on account of any delay in transmitting the application by the office concerned. Advance copy of the application without No Objection Certificate will not be entertained. Applications received after closing date and time will also not be accepted.
- (x) Applications not fulfilling any of the terms and conditions given in this notification shall be summarily rejected.
- (xi) Candidates should be in readiness to appear for the Professional Personality test at short notice after the Closing date.
- (xii) The list of candidates shortlisted for Professional Personality test will be uploaded in the website of WCR. (www.wcr.indianrailways.gov.in). Call letters will be issued to the Shortlisted applicants through e-mail uploaded in website for the Professional Personality test.
- (xiii) Candidates should bring all documents attached with application form in Original along with one set of **self attested photo copies** on the day of Professional Personality test, without which they will not be allowed to appear in the Professional proficiency test. Certificates in languages other than English or Hindi should be accompanied by a self attested translation in English/Hindi. Only copies of documents uploaded with the original application will be considered.
- (xiv) Candidate's admission at all stages of the selection will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of call letters to the candidate will not imply that his candidature has been finally cleared.
- (xv) Specific category/post and place of posting will be decided by the Appropriate Authority after finalization of panel.
- (xvi) Selected candidate will be terminated from work, if the information and documents furnished by him/her for selection, are found incorrect/fake at any stage; observing requisite procedure for such termination. An FIR as per appropriate Act may also be registered at the police station in whose jurisdiction WCR HQ Office is located.
- (xvii) The decision of Railway Administration/Screening Committee in all matters relating to eligibility, acceptance or rejection of application, final selection, offer of appointment, suitability for West Central Railway(Construction) and assigning of Post & Pay will be final and binding on the candidates and no inquiry or correspondence will be entertained in this connection.

(16) INVALID APPLICATION :-

Any of the following deficiencies/discrepancies found in the application form and documents submitted by the applicant will render the application invalid/rejected:-

- (i) Applications incomplete (Any column left blank) or illegible applications.
- (ii) Applications without uploaded the photograph as mentioned in Para 15(iv), **LTI impression, unsigned application or signature in capital letters.**
- (iii) Applications without prescribed fee or less fee.
- (iv) Applications without proof of date of birth (i.e. 10th/Matriculation Certificate/Equivalent Educational Certificate/Educational Certificate mentioning date of birth), Educational Qualifications etc.
- (v) Over age or under age, date of birth not filled or wrongly filled.

- (vi) Self-attested photocopies of requisite certificates not enclosed.
 - (vii) Application received after the closing date of notification.
 - (viii) Not having requisite educational qualification on *Opening date of Notification*.
 - (ix) Single application for two or more Posts.
 - (x) Vacancy not notified for applied post.
 - (xi) Any other irregularities which are considered invalid.
- (17)** All these selections will be dealt with as per Railway Board's letter no. 2018/Trans Cell/S&T/Contractual Staff dated 16.03.2018 and Policy for engagement of technical manpower on contract basis from open market, for construction projects over WCR dated 24.07.2018, read with modifications issued by the Railway Board from time to time.
- (18)** Any subsequent changes in the terms and conditions of the Employment Notice as per extant rules will stand good. WCR/Construction reserves the right to consider/incorporate any subsequent changes/modification/additions/cancellation in the terms & conditions to selection under this Employment Notice as and when applicable.
- (19)** The date, venue and time of the Professional proficiency Test will be intimated to the eligible candidates through e-mail only. General information will be uploaded on the website of WCR (www.wcr.indianrailways.gov.in).
- (20)** WCR/Construction reserves the right to reject the candidature of any applicant at any stage of the process of selection, if any irregularity/deficiency is noticed in the application.
- (21)** For any Legal Dispute, the Jurisdiction will be Central Administration Tribunal, Jabalpur, Jaipur only.

Senior Personnel Officer (Cadre.)
West Central Railway, Jabalpur

West Central Railway

Employment Notice No. 01/2022(WCR/Construction)

Application form for ENGAGEMENT OF TECHNICAL MANPOWER ON CONTRACT BASIS FROM OPEN MARKET, FOR CONSTRUCTION PROJECTS OVER WCR

(Read the instruction before you start filling up the application form)



To,
Senior Personnel Officer (Cadre)

West Central Railway, HQ Office,

Near Indira Market, Jabalpur-482001

1. Applied for the Post:STA/JTA.....Applied against (UR/ OBC-NCL/SC/ST) Category.....
2. Choice of Field Dy.CE/C Unit: Jabalpur /Bhopal/Kota (I)..... (II)..... (III).....
(Candidate must see para-1, Note of notification before filling the Choice).

3. Name of the Candidate (IN BLOCK LETTERS) :

4. Father's Name (IN BLOCK LETTERS) :

5. (a) Date of Birth
(As per Matriculation/High School Certificate):

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(b) Present Age (As on Opening date of Notification):

Years

Months

Days

6. Sex : Male Female

7. Community (UR/OBC-NCL (Non Creamy Layer)/SC/ST):.....

8. Nationality:

9. Minority (Yes/No)..... **(If Yes, Attach self declaration as mentioned in Annexure-II)**

(a) Minority Community (Muslim/Sikh/Christian/Buddhist/Parsi/Jain):

10. Economic Backward Class (Yes/No):

(If Yes, Attach Income certificate in the prescribed format as given in Annexure-III)

11. Personal Marks of Identification: **(To be filled compulsorily, if no such mark, write "Nil")**

(i).....

(ii).....

12. Address for Communication :

.....

.....

.....StatePin Code.....

13. Permanent Address :

.....

.....

.....StatePin Code.....

14. (i) Landline Telephone No with STD Code: & Mobile No.....

(ii) E-mail Address:

15. Educational Qualification **(Self Attested photocopies of Educational Certificates to be attached) :**

Exam Passed	Board/University	Year of Passing	Division/Class	% of Marks

16. Brief of Relevant Professional Experience **(Self Attested photocopies of Certificates to be attached) :**

Sl. No.	Employer Details		Place of posting	Post Designation	Duration (Years & Months)
	Name	Pvt/Govt/PSU/ Semi Govt			

18. Fee Refund (Yes/No) :.....

If yes tick (✓) the Category (SC/ST/Woman/Minorities/Economically Backward Class)

Note: For fee refund candidate has to furnish the following bank details:

Name of Bank & Place:

A/c No:, IFSC Code: MICR No:

19. Whether employed in any Central Govt./State Govt./ PSUs/Semi Govt. (Yes/No) :
(If yes, then application should be sent through proper channel or with NOC issued by Employer)

20. List of Enclosures:

Sl. No.	Details of Enclosures

DECLARATION: "I hereby declare that all the particulars given in this application are true & correct to the best of my knowledge & belief. If anything is found incorrect or false or misleading, the application is liable to be rejected and if the mistake is detected after my selection, my Engagement is liable to be terminated. I am willing to be posted anywhere on Jurisdiction of West Central Railway/Construction."

Place:

Date:



(Left Hand Thumb Impression)

.....

Signature of the Candidate
(Not in Capital Letters)

Performa for declaration to be submitted by Minority Candidates along with the application for the posts against Employment Notification No. 01/2022 (WCR/Construction)

DECLARATION

“I.....Son/daughter of Shri
resident.....of.....Street..... Village/Town/City
..... District..... State..... hereby declare that
I belong to the (Indicate minority community notified by Central
Government i.e. Muslim/Sikh/Christian/Buddhist//Jain/Zoroastrians (Parsis).

Place :

Signature of the Candidate :

Date :

Name of the Candidate :

Note: At the time of document verification such candidates claiming waiver of examination fee will be required to furnish ‘Minority Community Declaration’ affidavit on Non Judicial Stamp paper that he/she belongs to any of the minority communities notified by Central Government (i.e. Muslim/Sikh/Christian/Buddhist/Parsis/Jain)

**INCOME CERTIFICATE TO BE SUBMITTED BY ECONOMICALLY BACKWARD
CANDIDATE FOR WAIVING OF EXAMINATION FEE**

1 Name of candidate:

2 Father's Name:

3 Age:

4 Residential Address:

5 Annual Family Income (In words & Figures):.....

Date:

Signature:

Stamp of Issuing Authority:

Name:

Note: Economically backward classes will mean the candidates whose family income is less than Rs. 50,000/- per annum. The following Authorities are authorized to issue Income Certificates for the purpose of identifying economically backward classes:-

- (i) District Magistrate or any other Revenue Officer up to level of Tahsildar.
- (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 alleviation program or Izzat MST issued by Railways.
- (iv) Union Minister may also make a recommendation to WCR for any persons from anywhere in the country.
- (v) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

FORM OF CASTE CERTIFICATE FOR SC/ST

1. This is to certify that Shri/Smt./Kum* _____ Son/Daughter* of _____ Village/Town _____ District/Division* _____ of the _____ State/Union Territory* belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* (tick whichever is applicable) under:

*The Constitution Scheduled Caste order, 1950.

*The Constitution Scheduled Tribes order, 1950.

*The Constitution (Scheduled Caste) (Union Territories) (Part C States) Order, 1951.

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

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

The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amendment 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 Caste Order, 1978.

*The Constitution (Sikkim) Scheduled Tribes Order, 1978.

*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.

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

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

*The Constitution (Scheduled Tribes) Orders (Amendment) Ordinance, 1996

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

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* _____ 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 recognized as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory* issued by the _____ dated.

3. Shri/Shrimati/Kumari* and/or* his/her* family ordinarily resides in Village/Town* _____ District /Division of the State/Union Territory* of _____.

(*) Please delete the words which are not applicable.

@ Please quote specific presidential order.

% Please 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 Peoples Act, 1950.

Officers Competent to issue Caste/Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and / or his/her family normally reside(s).
5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned.
6. Administrator/Secretary to administrator (Laccadive, Minicoy and Admindivi Islands).

Place _____
Date _____

Signature _____
Designation _____

(with seal of Office)

State/Union Territory _____

OBC CERTIFICATE FORMAT

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

This is to certify that Shri/Smt./Kumari_____son/daughter of _____ of village/town_____ in District/Division _____ in the State/Union Territory_____ belongs to the_____Community which is recognized as a Backward Class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No._____dated _____

*

Shri/Smt./Kumari*_____and/or his/her family ordinarily reside(s) in the_____District/Division of the_____State/ Union Territory. This is also to certify that he/she does not belong to the persons/sections (**Creamy Layer**) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93 -Estt (SCT), dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training O.M.No. 36033/1/2013-Estt.(Res) dated 27.05.2013 and 13.09.2017*.

Dated:

District Magistrate/

**Dy. Commissioner etc.
(with Seal of Office)**

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

* As amended from time to time.

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

NON-CREAMY LAYER DECLARATION TO BE SUBMITTED BY OBC CANDIDATES

Proforma for declaration to be submitted by Other Backward Class Candidates alongwith the application form.

DECLARATION

"I.....son/daughter of Shri... Resident of Village/Town/City
.....district.....State.....hereby declare that I belong to the
(indicate your sub caste) community which is recognized as a backward class by the Government of Indian for
the purpose of reservation in services as per orders contained in Department of Personnel and Training Office
Memorandum No. 36012/22/93-Estt.(SCT) dated 08.09.1993. 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 08.09.1993 and its subsequent revisions through O.M. No. 36033/1/2013-Estt.(Res)
dated 27.05.2013 and 13.09.2017".

Place :

Signature of the Candidate

Date :

Name of the candidate