

(To be published in the Employment News/Rozgar Samachar dated 28.01.2012)

**STAFF SELECTION COMMISSION
(MADHYA PRADESH REGION)**

“NISHANT VILLA”, ‘F’ JALVIHAR COLONY, RAIPUR

(This notice and application form are also available on Commission’s website “www.sscmpr.org”)

ADVERTISEMENT NO. 1/2012

APPLICATIONS ARE INVITED FROM ELIGIBLE CANDIDATES FOR THE UNDER-MENTIONED POST :-

Category MPR-1: Senior Scientific Assistant in Govt. Opium & Alkaloid Factories, New Delhi.

Vacancy : 02 (01-OBC& 01-SC)

Classification : Group ‘B’ (Non Gazetted)

P.S. : Pay Band-2, `Rs.9300-34800, Grade Pay:- `4200

Age : Not exceeding 30 years (Relaxable upto 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 normal **closing date for receipt of applications (i.e. 27.02.2012)**)

EQ : (i) Master’s Degree in Organic/Analytical Chemistry of a recognized University or equivalent

(ii) One year research experience in Organic/Analytical chemistry and/or experience of use of modern analytical techniques in a Chemical/Pharmaceutical Plant.

(Qualifications are relaxable at the discretion of SSC in case of candidates otherwise well qualified)

IP : Neemuch(MP)

AISL : Yes

Probation : 2 years.

JR : He has to perform R& D work and quality control using the analytical instruments like GC, HPCL, HPTLC, FT-IR, UV-VIS, AAS and GC-MS and the conventional method of analysis. The testing/analysis of opium alkaloids/ various narcotics drugs and opiates, mostly Narcotics Drugs & Psychotropic Substances (NDPS Act) and their standardization as per IP, BP, US Pharmacopoeias etc. They are also deputed to supervise production/ packing /ETP sections.

The Post is not identified as suitable for PH Candidates

Category MPR-2: Senior Technical Assistant (Geophysics) in Central Ground Water Board, Faridabad.

Vacancy : 01 (ST)

Classification : General Central Service, Group ‘B’ (Non Gazetted) Non-Ministerial.

P.S. : Pay Band-2, `Rs.9300-34800, Grade Pay:- `4600

Age : Not exceeding 30 years (Relaxable upto 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 normal **closing date for receipt of applications (i.e. 27.02.2012)**)

EQ : Master’s Degree in Geophysics or Applied Geophysics from a recognized University or equivalent

DQ : Two years experience in Geophysical investigations related to Ground Water Exploration.

(Qualifications are relaxable at the discretion of SSC in case of candidates otherwise well qualified)

IP : NCR, Bhopal(MP)

AISL : Yes

Probation : 2 years.

JR : To assist in all types of Geophysical activities as may be allotted.

He has to conduct and assist the work of Geophysical investigation and commute the data. He has to maintain the equipment taken in the field.

Assistance to Senior officers as and when required besides he has to process the data and assist in preparation of maps and plates and in tabulation. He has to take up routine checking of equipment.

The Post is not identified as suitable for PH Candidates

Category MPR-3: Senior Technical Assistant (Chemical) in Central Ground Water Board, Faridabad.

Vacancy : 01 (UR)

Classification : General Central Service, Group 'B' (Non Gazetted) Non-Ministerial.

P.S. : Pay Band-2, `Rs.9300-34800, Grade Pay:-`.4600

Age : Not exceeding 30 years (Relaxable upto 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 normal **closing date for receipt of applications (i.e. 27.02.2012)**)

EQ : (i) Master's Degree in Chemistry or Agricultural Chemistry or Soil Science from a recognized University or Institute or equivalent

(ii) Two years experience in Ground Water Analysis and Ground Water Chemistry.

(Qualifications are relaxable at the discretion of SSC in case of candidates otherwise well qualified)

IP : NCCR,Raipur

AISL : Yes

Probation : 2 years.

JR : Carry out chemical analysis of water samples and natural & polluted water.

Analysis of water samples for basic nature of chemical characteristics.

Compilation of chemical data for Ground Water Data Year-Book (Chemical) preparation of hydro chemical maps/reports and monthly progress report.

Operation and maintenance of Chemical equipment/instrument. Supervision of preparation of Laboratory reagents.

"Analysis & Quality Control" laboratory chemical data bank and reagent centre(s) where the centre(s) makes control and distribution standard reagent to other laboratories.

The Post is not identified as suitable for PH Candidates

NOTE-I : AGE AND EQ ARE RECKONABLE ON THE CLOSING DATE OF THE RECEIPT OF APPLICATION VIZ 27.02.2012

NOTE -II : As per Ministry of Human Resource Development Notification No.44 dated 01-03-1995 published in gazette of India edition dated 08-04-1995, the Degree obtained through Open Universities /Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

NOTE-III : Candidates who have not acquired / will not acquire the Educational qualification as on the closing date of receipt of application (27.02.2012) will not be eligible and need not apply.

1.1 ABBREVIATIONS USED : EQ : Essential Qualifications; DQ : Desirable Qualifications; UR : Unreserved; OBC : Other Backward Classes; SC : Scheduled Caste; ST : Scheduled Tribe; PH : Physically Handicapped; OH : Orthopaedically Handicapped; HH : Hearing Handicapped; VH : Visually Handicapped; PS : Pay scale; IP : Initial Posting; AISL : All India Service Liability; JR : Job responsibilities

2. FEE PAYABLE : RUPEES FIFTY ONLY

2.1 MODE OF FEE PAYMENT : Fees to be paid by C R F S only.

2.1.1 Candidates are advised to pay the Examination fee in the form of CRFS for which they are not to pay any commission. These stamps are available at all departmental Post Offices of the Country. These Recruitment Stamps may be pasted at the top left hand corner of the Application Form in the space provided for the purpose. Recruitment Stamps must be got cancelled from the counter clerk of any Post Office

including the Post Office of issue with the date stamp of Post Office in such a manner that the impression of the cancellation stamps clearly overflows on the Application Form itself, taking care at the same time that the impression is clear and distinct to facilitate the identification of the date and the Post Office of issue at any subsequent stage. Non-cancellation of stamps may lead to rejection of the Application Form.

2.1.2 Fee once paid will not be refunded under any circumstances.

2.1.3 Fee paid by modes other than CRFS as specified above will not be accepted and applications of such candidates will be rejected forthright and the payment made shall stand forfeited.

2.2 FEE CONCESSION : No fee for SC/ST/PH/Ex-S/Women candidates.

Fee concession is NOT available to OBC candidates.

Fee concession is NOT available to sons and daughters of EXS.

EXS candidates who have already taken up a Government job shall NOT be entitled for fee concession.

NOTE-I – RESERVED CATEGORY CANDIDATES APPLYING AGAINST UNRESERVED POSTS WILL NOT BE ENTITLED FOR AGE RELAXATION BUT FEE CONCESSION SHALL BE ADMISSIBLE. HOWEVER AGE RELAXATION IS AVAILABLE TO PH CANDIDATES EVEN AGAINST THE POST/S NOT RESERVED FOR THEM, PROVIDED THE POST(S) HAS BEEN IDENTIFIED AS SUITABLE FOR SUCH CANDIDATES.

3. AGE RELAXATION :

3.1 Upto a maximum of **5 years** if a candidate belongs to Scheduled Caste/Scheduled Tribe category.

3.2 Upto a maximum of **3 years** if a candidate belongs to OBC category in accordance with DP&T OM No.43013/2/95-Estt(SCT) dated 25 .01.1995 as amended from time to time.

3.3 Upto a maximum of **10 years** if the candidate is a physically handicapped person (Also see Note II below para 2 above).

3.4 Upper age-limit is relaxable for 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).

3.5 All persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989 shall be eligible for relaxation in the upper age-limit upto a maximum of 05 years in support of which the proof of residence may be submitted alongwith 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 01.01.1980 to 31.12.1989.

3.6 Upper age-limit is relaxable upto the age of 35 years (upto 40 years for SC and 38 years for OBC only for the posts reserved for these categories) in the case of widows, divorced women and women judicially separated from their husbands and who are not remarried for Group C posts.

3.7 Upper age-limit is relaxable upto a maximum of three years 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 for Group C posts.

3.8 **Age concession for Ex-S**

(i) **For Group “C” posts**:- EXS fulfilling the conditions laid down by the Government from time to time shall be allowed to deduct military service from their actual age and such resultant age should not exceed the prescribed upper age-limit by more than three years.

(ii) **For Group “B” posts**:-Upto a maximum of 5 years (8 years for OBC & 10 years for SC/ST) for Ex-Servicemen & Commissioned Officers including ECOs/SSCOs who have rendered at least 5 years Military Service as on 27.02.2012 and have been released (i) on completion of assignment (including those whose assignment is due to be completed within six months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or (ii) on account of physical disability attributable to military service; or (iii) on invalidment and in whose case Ministry of Defence issues a certificate that they can apply for civil employment and will be released on 3 months’ notice on selection from date of receipt of offer of appointment.

NOTE II- 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 released/retired on 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 or 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 specified period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories:-

- (1) Pension holders for continuous embodied service.
- (2) Persons with disability attributable to military service.
- (3) Gallantry award winner.

NOTE-III - As per D/o Personnel & Training O.M. No.36034/6/90-Estt.SCT dated 2.4.1992, such 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 reservation as EXS or for fee concession.

NOTE-IV - 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 servicemen 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 in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the **closing date (27.02.2012)**

NOTE-V : The format of certificate/undertaking to be submitted by the EXS candidate in this connection is given in **Annexure IV & V**

PROCESS OF CERTIFICATION/FORMATS OF CERTIFICATES:

Candidates who wish to be considered against vacancies reserved/to seek age relaxation, must submit requisite certificate from the competent authority alongwith their application for the examination, otherwise, their claim for PH/EXS status will not be entertained and their applications will be considered as if same are from General(UR) category candidates. The nature & format of certificate is as under:

Annexure I for SC/ST category candidates;
Annexure II for OBC category candidates.
Annexure III for PH category candidates.
Annexure IV & V for ExS category candidates.

Note-I: 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 status.

Note-II: IMPORTANT REQUIREMENT OF PH CERTIFICATE

(i) A disability certificate shall be issued by a Medical Board duly constituted by the Central and the State Government. The Central/State Government may constitute a Medical Board consisting of at least three members, out of which, at least, one member shall be a Specialist in the relevant field for assessing locomotor/ cerebral/ .visual/ hearing disability, as the case may be.

(ii) 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.

(iii) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government. The State government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotors / hearing and speech disability, mental retardation and leprosy cured, as the case may be.

Note-III: Central Govt. Civilian Employees claiming the benefit of Govt. employees, would be required to submit a certificate (**as per Annexure-VII**) by their office indicating length of service at the time of applying for the examination to enable the Commission to decide their eligibility. 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 respects as provided in rules.

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

4. PRELIMINARY SELECTION : Mere fulfilling of minimum prescribed qualifications, etc., will not entitle the candidates to be called for the Interview. Commission may make a preliminary short-listing of candidates with reference to the number of vacancies on the basis of their educational qualifications, academic records to undergo the Interview (alongwith screening test, if necessary).

5. **SCREENING TEST** : The Commission may, at its discretion also decide to hold a screening test for all/short-listed candidates. Only such of the candidates who qualify in the screening test at the standard fixed by the Commission at their discretion would be made eligible for being called for the Interview.

The Screening Test/Interview will be held at Commission's Sub-regional Office at Raipur or other Centers as may be decided by the Commission.

No TA is payable to any candidate for appearing in the Screening Test.

6. **HOW TO APPLY** :

6.1 Application shall be filled by the candidate in his own handwriting preferably in black or blue ink only in Hindi or English language. Application filled up in any other language will be summarily rejected.

6.2 Due care shall be taken by the candidate to fill up the Application Form correctly. No column should be left blank. Incomplete or defective applications shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances.

6.3 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. Applications must be submitted in the form published in the Employment News/Rozgar Samachar. The applications can also be typed out in double space or written in hand neatly, but format should be the same as published.

6.4 Applications submitted on a format which is not exactly the same as published in this advertisement, are liable to be rejected summarily.

6.5 Candidate should paste his recent size photograph on the space provided in Application Form. Similar copies of the pasted photo shall be retained by the candidate for later use.

6.6 Candidate must append his signature in the Application Form, in running script (and not in block letters) :-

- (i) below the photograph in the space provided for the purpose;
- (ii) below the general declaration to be signed by all candidates; and
- (iii) below the declaration by the Departmental candidates, if applicable.

6.7 Applications without photograph or signature at requisite places are liable to be rejected. **If any variation is found in the signatures appended at different places his/her candidature will be liable to be cancelled by the Commission.**

6.8 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.

6.9 The envelope containing the application should be superscribed in bold letters as "**APPLICATION FOR THE POSTS OF -----**" and shall **be addressed to the :-**

**DEPUTY REGIONAL DIRECTOR (MPR)
STAFF SELECTION COMMISSION
'NISHANT VILLA', F- JALVIHAR COLONY,
RAIPUR, CHATTISGARH- 492001**

7. **CLOSING DATE** : Last date for the receipt of applications is 27.02.2012 (5.00 P.M.) {05.03.2012 (5.00PM) in case of candidates residing in and posting their applications from Lahaul & Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep, Assam, Meghalaya, Mizoram or Arunachal Pradesh etc.}}

8. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION :

- (i) One self-addressed envelope of 12cms x 25cms size, which must be affixed with postage stamps worth ` 6/-. The name of post, category No. and advertisement No. must be indicated on the post card.
- (ii) Two address slips where candidates name and full postal address is neatly and legibly written.
- (iii) Documents (Marksheets & certificates) in support of Essential Qualification.
- (iv) Documents in support of claim of SC/ST/OBC/PH/EXS category. The format of the Caste certificate shall conform to the one prescribed by the Central Government for this purpose which is published in the Employment News/Rozgar Samachar alongwith the notice of the exam.
- (v) Documents in support of claim of age relaxation (in case of SC/ST/OBC/PH/EXS/). Format of certificate given at **Annexure I, II, III, IV & V**.
- (vi) Attested copies of Matriculation or equivalent certificates issued by the Board showing their date of birth as proof of age. No other documents shall be acceptable.
- (vii) Central Government civilian employees claiming age relaxation will be required to submit, alongwith the application, a certificate (as per **Annexure VI & VII**) issued by their office indicating length of service, on regular basis, rendered by the candidate concerned, as on the normal closing date of applications
- (viii) All Candidates in Government Service (holding civil post) whether in a permanent or in temporary capacity or work charged employee, other than casual duty or daily rated employee, or those serving under Public Enterprises, shall submit an undertaking that they have informed, in writing, their Head of Office/Department that they have applied for the Examination.
- ix) Duly filled in Application Form itself.
- x) C R F S stamps of rupees fifty duly cancelled by the issuing post office.

9. IMPORTANT INSTRUCTIONS FOR THE CANDIDATES :-

- (i) More vacancies in equivalent/comparable posts may also be filled through this advertisement. Vacancies mentioned above are subject to alteration.
- (ii) Canvassing in any form will disqualify the candidate.
- (iii) The Applicants in their own interest are advised to minutely go through all the provisions of the Commission's Notice, as published in the Employment News/Rozgar Samachar to ensure that they are eligible for the post under consideration. 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 screening test and interview, it is found that they do not fulfill any of the eligibility conditions, their candidature will be cancelled by the Commission.
- (iv) If any of the documents mentioned in para 8 above are not submitted alongwith the application, the application will be rejected summarily or at any stage of the examination and no request for its revival will be considered.
- (v) No original certificates shall be sent alongwith the application.
- (vi) Date of Birth as recorded in Matriculation/Secondary examination certificate or an equivalent certificate only will be accepted by the Commission and no subsequent request for its change will be considered or granted.
- (vii) Educational Qualification is relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well qualified.
- (viii) Candidates who do not possess the proof of passing the required examination for obtaining the prescribed educational qualifications as on the closing date of application are **NOT ELIGIBLE** and need not apply for the post.
- (ix) All candidates who are short-listed by the Commission for appearing at the Interview will be required to produce proof of passing the requisite examinations as a result of which the candidate has claimed to be educationally qualified on the date mentioned above, at the time of the Interview, failing which the candidature of such candidates will be cancelled by the Commission without any further correspondence in this regard.

- (x) Candidates have the option to submit either self attested photocopies of the various documents or to submit photocopies of documents duly attested by a Gazetted Officer as per extant procedure alongwith the application form. However, all 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 documents, the candidates are warned that any wrong attestations so as to mislead the Commission or to gain access to the examinations would lead to criminal/debar action against the applicants, besides cancellation of their candidature.
- (xi) Central Government Employees may send their application directly to the Commission after intimating to their Head of Office/Department and need not send another copy through proper channel. However, if they decide to send a copy through proper channel, they must ensure that the application complete in all respects reaches the Staff Selection Commission by the closing date. Candidates shall note that in case the Commission receives a communication from their employer withholding permission to the candidate applying for the post, their applications shall be rejected/candidature shall be cancelled.
- (xii) Candidates are advised to post the Application well before the closing date so that it reaches the SSC by the closing date and time. Application received after last date or incomplete in any respect shall be liable to be rejected.
- (xiii) 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 screening test/skill test will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- (xiv) Success in examination confers no right to appointment unless Government are satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the post.
- (xv) This advertisement is also available on the Commission's website sscmpr.org. Candidates can download the application form available on the website and make use of the same for applying for the post.
- (xvi) Any dispute in regard to this Recruitment will be subject to courts/tribunals having jurisdiction over Raipur where the office of SSC MP Region is located.

INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR SELECTION POSTS

1. 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.
2. Use only blue/black pen for filling up the Application Form.
3. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available or require further clarification, further instructions given below may be gone through carefully.
4. Column 10 may be filled up carefully. Ex-Servicemen candidates are also required to fill up columns 10 and 10.1.
5. PH candidates are required to fill up Columns 10,11, 11.1 16 and 16.1 as may be applicable. The Commission may decide to hold screening/skill test for certain posts and therefore, VH candidates should fill in columns 16 and 16.1
6. Column No. 12.1 – The category code for filling up this column is available in the Commission's website : <http://ssc.nic.in>
7. Column No. 12.2 – For all categories age as on normal closing date for receipt of applications should be indicated.
8. Column No.13: relating to preference for posts may be left blank.
9. Column 16 Educational Qualification: The list of Educational Qualification and

subjects mentioned in Annexure-VIII is not exhaustive. Candidates who possess any educational qualification or studied any subjects other than those mentioned in the list at Annexure-VIII may use 'Others' for qualifications and/or subject code.

10. 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.

11. 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.

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

13. 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.

ANNEXURE-VIII

ESSENTIAL EDUCATIONAL QUALIFICATION CODE.

EDUCATION QUALIFICATION	CODE
Matriculation	1
Intermediate	2
Certificate	3
Diploma	4
BA	5
BA(Hons.)	6
B.Com	7
B.Com (Hons)	8
B.SC 09	9
B.Sc(Hons)	10
B.Ed	11
LLB	12
BE	13
B.Tech	14
AMIE (PART A & B)	15
B.Sc (Engg)	16
BCA	17
BBA	18
Graduation issued by Defence (Indian Army, Air Force, Navy)	19
B.Lib	20
B.Pharma	21
ICWA	22
CA	23
PG Diploma	24
MA	25
M.Com	26
M.Sc	27
M.Ed	28
LLM	29

ME	30
M.Tech	31
M./Sc (Engg)	32
MCA	33
MBA	34
OTHERS	35
SUBJECT CODE FOR EDUCATIONAL QUALIFICATION	
Subject of Educational Qualification	Code
History	01
Political Science	02
Economics	03
English Literature	04
Hindi Literature	05
Geography	06
Commerce	07
Law	08
Physics	09
Chemistry	10
Mathematics	11
Statistics	12
Botany	13
Zoology	14
Agriculture Science	15
Civil Engineering	16
Electrical Engineering	17
Mechanical Engineering	18
Electronics Engineering	19
Electronics and Power Engineering	20
Electronics and 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 and 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
Gujarati	45
Urdu	46
Sanskrit	47
OTHERS	48
Aeronautical Engineering	49
Chemical Engineering	50
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 and 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
Geophysics	80
Applied Physics	81

21. घोषणा / Declaration

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

22. के.भ. शुल्क टिकट कि लिए स्थान
Space for CRF Stamp

अपेक्षित मूल्य वर्ग का के. भ.
शुल्क टिकट यहाँ ठीक ढंग
से चिपकाएँ तथा डाकघर से
रद्द करा दें जहाँ से यह
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)

(i) मैंने इस भर्ती के लिए कोई और आवेदन पत्र नहीं भेजा है मुझे यह मालूम है कि यदि मैं इस नियम का उल्लंघन करता / करती हूँ तो आयोग द्वारा मेरा आवेदन सरसरी तौर पर अस्वीकृत कर दिया जायेगा।
I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Commission.

(ii) मैंने विज्ञप्ति 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 पात्रता की सभी शर्तों को पूरा करता/ करती हूँ।
I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc., prescribed for admission to the examination.

(iv) मैं यह भी घोषणा करता/करती हूँ कि मुझे आजतक 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 केन्द्र सरकार के असैनिक कर्मचारी के लिए
मैं यह घोषणा करता हूँ कि मैं एक केन्द्र सरकार का एक असैनिक कर्मचारी हूँ एवं नियमित आधार पर 3 वर्ष की सेवा या सेवाकाल अथवा जैसा की परीक्षा नोटिस में निर्धारित है, आवेदन पत्र जमा करने की अंतिम तिथि या उससे पूर्व, पूर्ण कर ली है।
*For Central Govt. Civilian Employee seeking age relaxation
I declare that I am a Central Govt. Civilian Employee and completed 3 years regular service or regular length of service stipulated in the Notice of the examination on or before date of closing of submitting application form given in the Notice.

(vi) *अन्य पिछड़ा वर्ग से संबंधित अभ्यर्थी के लिए
मैं यह घोषणा करता/करती हूँ कि मैं उस समुदाय से संबंधित हूँ जिसे कार्मिक एवं प्रशिक्षण विभाग के दिनांक 8.9.1993 के का.ज्ञा. सं.- 36012/22/93 स्था. (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 संशोधनों जो कि नोटिस में उल्लेखित है, उसके तहत उपरोक्त कार्यालय ज्ञापन सं. कॉलम 3 में उल्लिखित व्यक्तियों / वर्गों (क्रीमीलेयर) 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 recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Deptt. of Personnel and Training Office Memorandum No. 36012/22/93- Esst. (SCT) dated 8.9.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. of India DOPT OMs mentioned in the Notice. I further declare that I am in possession of 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 विज्ञप्ति के अनुसार बू.पू. सैनिक सम्बन्धित पात्रता 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 एतद् द्वारा 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 my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligible being detected before or after the examination, my candidature / appointment is liable to be cancelled

स्थान / Place

तारीख/ Date :

D	D	M	M	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

उम्मीदवार के हस्ताक्षर (केवल घसीट हस्तलिपि में)
Signature of Candidate (only in running hand)

अहस्ताक्षरित आवेदन पत्र को रद्द कर दिया जायेगा
Unsigned application will be rejected

23. नीचे लिखे प्रमाण के वाक्य को अपने हाथ से लिख कर हस्ताक्षर करें। यह अनिवार्य है।

Write the certification statement below in your running handwriting and put your signature. This is compulsory.

"मैं प्रमाणित करता हूँ कि मैं वही व्यक्ति हूँ जिसका नाम एवं फोटोग्राफ इस आवेदन पत्र पर है।"

"I certify that I am the person whose Name and Photograph appear on this Application Form."

उम्मीदवार के हस्ताक्षर
Signature of the Candidate

FORMAT FOR SC/ST CERTIFICATE

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

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

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

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

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

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

The Constitution (Pondicherry) Scheduled Castes Order 1964 .@

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

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

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

The Constitution (Nagaland) Scheduled Tribes Order 1970 .@

The Constitution (Sikkim) Scheduled Castes Order 1978.@

The Constitution (Sikkim) Scheduled Tribes Order, 1978@

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

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

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

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

The Constitution (ST) 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 certificates issued to
 Shri/Smt. Father/Mother of Shri/Smt/Kumari*
 of village/town* in District/Division* of the
 State/Union Territory* who belongs to the Caste/Scheduled Tribe in the State/Union
 Territory issued by the dated

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

Signature.....

Designation.....

(with seal of office)

State/Union Territory

Place.....

Date.....

Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraph which is not applicable

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

List of authorities empowered to issue Caste/Tribe Certificates:

- (i) 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.
- (i) Chief Presidency magistrate/Additional Chief Presidency magistrate/Presidency magistrate.
- (ii) Revenue officers not below the rank of Tehsildar.
- (iii) Sub-Division officers of the area where the candidates and/or his family normally resides.

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

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

This is to certify that Shri _____ son/daughter of _____ of
village _____ District/Division _____ . in the State _____ . belongs to the
_____ Community which is recognised as a backward class under :

- i) 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 13th September,1993.
- ii) Resolution No.12011/9/94-BCC dated 19th October, 1994 published in the Gazette of India Extraordinary Part-I, Section I, No.163 dated 20th October, 1994.
- iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India - Extraordinary Part-I, Section I, No.88, dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March 1996.
- v) 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 11th December,1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December 1999 published in the Gazette of India Extraordinary Part-I Section –I No.270 dated 6th December 1999.
- x) 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.
- xi) 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.

2. Shri _____ and/or his family ordinarily reside(s) in the _____
District/Division of the State _____.

3. 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 08.09.1993, which is modified vide Deptt. of Personnel and Training O.M.No.36033/2/2004-Estt.(Res.) dtd. 9.3.2004 and 14.10.2008.

Dated :

District Magistrate or
Deputy Commissioner etc.
Seal

Note : (a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below :

- (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class StipendiaryMagistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidence 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.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL _____

Certificate No. _____

Date _____

DISABILITY CERTIFICATE

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.
- (ii) BA-Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left)
 - (a) Impaired reach
 - (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.

Affix here recent
photograph showing
the disability duly
attested by the
Chairperson of the
Medical Board

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. 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 |

(Dr. _____) (Dr. _____) (Dr. _____)
Member Member Chairperson
Medical Board Medical Board Medical Board

Countersigned by the Medical Superintendent/
CMO/Head of Hospital
(with seal)

*Strike out which is not applicable.

ANNEXURE- IV

(Certificate for serving Defence Personnel (please see Para 3.8 of Notice of the Examination))

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

Place:

Date:

Signature of Commanding Officer

Office Seal:

ANNEXURE –V

Undertaking to be given by the candidates covered under Para 3.8 of Notice

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/ discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.) I also understand that I shall not be eligible to be appointment to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public sector undertakings, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

Place:

Date:

Signature of Candidate

ANNEXURE-VI

FOR CENTRAL GOVERNMENT CANDIDATES HOLDING CIVIL POST ONLY

I also declare that I am informing my Head of Office/Department/Ministry in writing that I have applied for this examination.

Place :
Date :

Signature of the candidate

ANNEXURE -VII

Form of certificate to be submitted 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 ` _____ with 3 years regular service in the grade as on _____.

Signature _____

Name _____

Office Seal _____

Place: _____
Date: _____

