

# Directorate General of Electronics and Mechanical Engineers

## Direct Recruitment in Group 'C' Posts in the Corps of Electronics and Mechanical Engineers

1. Applications are invited from eligible candidates for the following posts, the scale of pay and specifications of which are given against each. All posts / vacancies have All India Service Liability and candidates selected will be under probationary period of two years:-

Unit / Postal Address of the Establishment for forwarding applications.	Place of Work	Posts	Total Vac	Vacancies							Pay Scale as per 7th Pay Commission
				UR	EWS (UR)	SC	ST	OBC	Including horizontal reservation for		
									ESM	PwBD @	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(k)	(l)	(m)
Commandant, 1 EME Centre, Secunderabad (Telangana) PIN-500087	1 EME Centre, Secunderabad	Junior Technical Training Instructor (JTTI)	02	02	-	-	-	-	-	-	Level -4 Rs. 25,500/- to Rs. 81,100/-
		Stenographer Grade -II	02	02	-	-	-	-	-	-	Level- 4 Rs. 25,500/- to Rs. 81,100/-
		Multi-Tasking Staff (MTS)	23	04	07	-	02	10	02	-	Level -1 Rs. 18,000/- to Rs. 56,900/-
		Washerman / Dhobi	03	-	01	01	-	01	-	-	Level -1 Rs. 18,000/- to Rs. 56,900/-
	EME Records, Secunderabad	Lower Division Clerk (LDC)	25	03	06	05	07	04	02	01	Level- 2 Rs. 19,900/- to Rs. 63,200/-
		Multi-Tasking Staff (MTS)	14	08	-	03	-	03	01	-	Level -1 Rs. 18,000/- to Rs. 56,900/-

Abbreviations used: SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Class, UR = Unreserved (General), ESM = Ex-serviceman, EWS = Economically Weaker Section, PwBD = Person with Benchmark Disability i.e. person who has benchmark disability of 40% or more, of following categories:-

Type	Disability	Abbreviation
A	Blind & Low Vision	B, LV
B	Deaf and Hard of Hearing	D, HH
C	Locomotors Disability- (One Arm, One Leg, Both Arms, Both Legs, One Arm & Leg) including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy	OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy
D	Autism, Intellectual Disability, Specific Learning Disability and Mental Illness	ASD(M), ID, SLD, MI
E	Multiple Disabilities from amongst person under clauses (A) to (D) including Deaf-Blindness.	MD involving (A) to (D) above.

@ Post wise functional requirement and category of disability who can be employed are as given below :-

Type of Post	Functional Requirement	Categories of Disabled suitable for Job	Nature of Job	Working Conditions / Remarks
Junior Technical Training Instructor (JTTI)	S, ST, W, BN, L, SE, RW, H, C	OL, BL, LV, HH	Manual training teacher; Instructor gives instructions to students in schools and training institutions in manual craft such as carpentry, welding, motor mechanics/ diesel engine mechanics / fitter and other technical trades in corps of EME. Imparts theoretical instructions in use of tools, mechanical drawings, blue print reading and related subjects; gives demonstration of operation in workshop, supervises and guides trainees in their practical works and looks after stores equipment and tools.	The work is mostly performed inside in well-lighted rooms. The worker usually crafts trade to the trainees. The incumbent should be considered with aids and appliances.
Stenographer Grade -II	S, ST, W, L, MF, SE, RW, H, C	OA, OL, BL, OAL, B, LV	Records dictations in shorthand and transcribe them in type written form. Text dictation in shorthand transcribed dictated material from notebook using typewriter/ Computer, compares typed matter and submits them to superiors.	The work is mostly performed inside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent should be considered with aids and appliances.
Lower Division Clerk (LDC)	S, ST, W, MF, SE, RW, C	OA, OL, BL, OAL, B, LV, HH	Clerk, generally performs variety of clerical duties such as maintenance of records, receipt and dispatch of Dak, routine correspondence, tabulating data, preparing production schedules, wage bills and insurance and provident fund accounts, keeping record of issue and receipt of library books, maintaining record of incoming and outgoing dak, maintaining auction accounts, work of process serving staff, receiving applications and as per organizational related clerical requirements.	The work is mostly performed inside as well as outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent should be considered with aids and appliances. Should have functional communication skills.
Multi Tasking Staff (MTS)	S, ST, BN, W, SE, H, RW, C	OA, OL, OAL, BL, B, LV, H, C	Maintenance of diary / dispatch / movement register including entry in computer and physical maintenance of records, submission of periodical statement of routine nature like absentee statement etc, preparation and submission of indents with the approval of supervisor, photocopying and sending of fax messages, delivery of Dak within and outside the building, Watch & ward/ caretaker duties / opening and closing of rooms, general cleanliness and upkeep of section/unit/office including dusting of furniture, cleaning of building rooms, fixtures, upkeep of parks, lawns, potted plants etc, other nonclerical work in the section/unit, driving of vehicles, If in possession of valid driving license, assistance in booking of registered / parcel and speed post articles, receipt and dispatch of mails including preparation of mail/ registered/ parcel list for registered articles, scanning of speed post bags / articles and its uploading on the net or any other software dealing with mail / articles, exchange of mails.	Appropriate computer software and aids appliances to be used as per needs. Mobility and bilateral hand activities should be adequate. Should have functional communication skills with aids and devices. The incumbent should be able to accomplish assigned task efficiently with aids and appliances.

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Type of Post	Functional Requirement	Categories of Disabled suitable for Job	Nature of Job	Working Conditions / Remarks
Washerman / Dhobi	S, ST, KC, F, PP, L, F, SE	OL, OA, OAL, B, LV, HH	Washerman washes and cleans garments and other articles of washable fabrics and presses / Ironing them. Collects soiled clothes and garments from clients, marks them with marking ink for identification, short soiled articles according to type and treatment to be given. Fills tub with water and adds proper amount of soap and washing soda or other chemical / detergents and dips colored or delicate garments into soapy water or chemical solutions and agitates it by hand. Spreads wet garments on flat surface and scrub with hand or brush and rinses water in clear water till dirty water stops coming out. Treats excessively soiled garments of coarse cloth separately by applying chemical / detergent on them by hand, boiling them in tub or in closed oven, beating them with hand on stone or club on stone or wood and washing them in clear water in tanks, rivers, and lakes. Dries garments in open air by hanging them on rope / wire or spreading them on ground. Irons dried garments using hand iron press. May wash garments and other textile furnishing in machine.	The work is mostly performed outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent should be functionally able to complete the assigned task efficiently with aids and appliances whenever necessary.

Functional Requirements : S = Sitting, ST = Standing, W = Walking, BN = Bending, L = Lifting, KC = Kneeling & Crouching, JU = Jumping, CRL = Crawling, CL = Climbing, PP = Pulling and Pushing, MF = Manipulation with Fingers, RW = Reading and Writing, SE = Seeing, H = Hearing, C = Communication.  
 Category Abbreviations : B = Blind, LV = Low Vision, D = Deaf, HH = Hard of Hearing, OA = One Arm, OL = One Leg, BA = Both Arms, BL = Both Legs, OAL = One Arm & One Leg, BLOA = Both Leg & One Arm, BLA = Both Legs Arms, CP = Cerebral Palsy, LC = Leprosy Cured, DW = Dwarfism, AAV = Acid Attack Victims, MDy = Muscular Dystrophy, ASD = Autism Spectrum Disorder (M=Mild, MoD= Moderate), ID = Intellectual Disability, SLD = Specific Learning Disability, MI = Mental Illness, MD = Multiple Disabilities.

Note : The vacancies shown in the advertisement are provisional and may vary. The vacancies may be reduced / increased or even withdrawn without assigning any reasons thereof. The recruitment process can be cancelled / postponed / suspended / terminated without assigning any reason, at any stage.

Remarks : The vacancies reserved for PwBD and Ex-servicemen will be filled up first and adjusted against respective vacancies reserved category wise.

Eligibility Criteria & Age Limit :

2. Minimum / Essential Educational Qualification and Desirable Qualification / Experience / Admissible Disability for the posts are as under :-

S. No.	Posts	Age Limit	Admissible Type of Disability	Qualifications
2.1	Junior Technical Training Instructor (JTTI)	21-30 Years	-	Essential:- B.Sc in Physics and Maths. English should also be a compulsory subject for atleast 1st year of the Degree Course. Desirable :- A Degree / Diploma in Education and atleast two years of teaching experience.
2.2	Steno-grapher Grade-II	18-25 Years	-	Essential :- 12th passed or equivalent from a recognized Board or University. Skill Test Norms : Dictation : 10 Minutes @ 80 w.p.m Transcription : 50 Mts (English) 65 Mts (Hindi) on Computer
2.3	Lower Division Clerk (LDC)	18-25 Years	OA, OL, BL, OAL, B, LV, HH	(I) Pass in 12th class from a recognized Board or University. (II) Typing speed of 35 w.p.m. in English on Computer or a typing speed of 30 w.p.m. in Hindi on Computer (35 word per minute correspond to 10500 / 9000 key depressions per hour (KDPH) on an average of 5 key depressions for each word).
2.4	Multi Tasking Staff (MTS)	18-25 Years	-	Essential : Matriculation passed or equivalent from recognized Board. Desirable : Conversant with the duties of respective trades with one year experience in the trade.
2.5	Washerman/ Dhobi	18-25 Years	-	(I) Matriculation passed or equivalent from recognized Board. (II) Must be able to wash Military/ Civilian clothes thoroughly well.

Note :

Details of Examination Centre is as under :-

Name of Unit / Establishment	Examination Centre
1 EME Centre, Secunderabad / EME Records	Workshop Shed, 3 Training Battalion, 1 EME Centre, Secunderabad - 500087 (Telangana)

3. Age Relaxation. In accordance with the orders issued by Central Government from time to time including ESM:

Schedule Caste and Schedule Tribes (SC/ST)	5 (Five) years of age concession is admissible to Schedule Caste and Schedule Tribes
Other Backward Class (OBC (Non-creamy layer))	3 (three) years of age concession is admissible to Other Backward Class (Non-creamy layer)
Person with Benchmark Disability	Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons with disabilities in only the posts wherein separate reserved vacancy for PwBD (as per applicable type of disability) has been specifically released / mentioned in the Col (I) in table at Para 1 above.
Ex-Servicemen (ESM)	For ESM, resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 3 years. Calculation of age shall be as per the category for which the application has been made.
Departmental candidates/ Central Government Employees	Departmental candidate with three years continuous service in Central Govt will be given age relaxation up to 40 years of age (45 years for SC/ST)

Widows, divorced women and women judicially separated from their husbands and who are not re-married.

Age relaxation upto the age of 35 years (upto 38 years for Other Backward Class and 40 years for members of Schedule Castes/ Schedule Tribes).

Note:

- SC/ST/OBC candidates who apply against unreserved post will not be given age relaxation and other concession meant for SC/ST/OBC.
- The crucial date for determining the age limit shall be the last date of receipt of application.
- The age relaxation will be applied only in case of those candidates who produce valid certificate(s) of caste/category.
- Date of Birth filled in by the candidate in application form and the same recorded in the matriculation examination certificate will be considered for determining the age and no subsequent request will be accepted.

4. Posts mentioned above are subject to "All India Transfer Liability and Field Service Liability Rules". Candidates selected may be posted to any "Unit or Location" depending on the organisational interest. No representation will be entertained.

5. How to Apply:

5.1 Candidates to forward application by ORDINARY POST as per prescribed format given in the advertisement. Candidates are requested to superscribe the words "APPLICATION FOR THE POST OF....." on the top of the envelope while sending the application form. Candidate to ensure that valid E-mail ID and aadhar linked whatsapp mobile number are mentioned in the application form.

5.2 Last date for receipt of application is 35 days (including Sundays and holidays) from the date of publication of the advertisement in the Employment News and 42 days (including Sundays and holidays) for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep. First date of this advertisement in the 'Employment News' will be taken into account for calculating 35/42 days. If closing date falls on holidays, then next working day will be taken as closing date for receipt of application.

6. Candidates are allowed to apply only for one trade and applications once submitted cannot be modified under any circumstance. No application will be received by hand.

7. All communications including issue of admit card with the candidate will be carried out via Postal Services / E-mail ID / whatsapp mobile number, whichever will be deemed fit. Hence, it is mandatory for candidates to fill valid E-mail ID and aadhar linked whatsapp mobile number in application form.

8. Persons working in Central Govt/State Govt/PSUs must provide the "NOC" document obtained through the competent authority of his/her present organization to Recruitment Agency at the time of selection.

Important Aspects :

- Application(s) will be shortlisted on the basis of merit / percentage of marks obtained in the Essential Qualification referred at Para 2 and Admit cards will be issued accordingly. No weightage will be given for additional/ higher qualification.
- Merely fulfilling the essential qualification does not automatically entitle a person to be called for test.
- Admit card will NOT be issued in case of rejection/ late receipt of applications. Candidates will not be intimated in case of rejection of their application and no correspondence in this regard will be entertained.
- Incomplete/ illegible application will be deemed invalid and rejected without intimation to the candidate.
- Application(s) without correct advertisement reference number will not be accepted.
- No man who has more than one wife living and no woman who has more than one husband living, shall be eligible for appointment.
- Conveying in any form shall disqualify the candidature. No enquiry or correspondence will be entertained.
- Candidates are responsible for providing all factually correct data and correct certificates/documents. Providing factually incorrect data, fake certificates/ documents or providing incomplete certificates/documents by the candidate will result in automatic rejection of his/her candidature. The selection board shall not be responsible for any lapses on the part of the candidate in this regard.
- Candidates and place of Document Verification, Written Examination, Skill Test and Physical Test (where applicable) for each trade as applicable will be intimated via admit card sent through deemed fit mode viz postal services / E-mail ID or whatsapp mobile number provided by the candidate alongwith the application form and it should remain valid for the future communication.

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## Examination

18. Written test will be offline (Optical Mark Recognition (OMR) based) and "Objective Type" for 150 marks with Negative Marking of 0.25 mark for each wrong answer. Candidates should bring their pen, pencil, and clipboard for written examination. Duration of examination is two hours. Question paper will be in bilingual i.e. English and Hindi and the syllabus will be in accordance to minimum qualification prescribed for each post at Para 2. Question paper will be "Multiple Choice Question" as under:-

18.1 Question paper for the Posts of Junior Technical Training Instructor, Stenographer Gde-II & Lower Division Clerk will be as under:-

Paper	Subject	No. of questions	Marks
Part-I	General Intelligence & Reasoning	25	25
Part-II	General Awareness	25	25
Part-III	General English	50	50
Part-IV	Numerical Aptitude	50	50
		150	150

18.2 Question paper for the Posts of Multi Tasking Staff & Washerman will be as under:-

Paper	Subject	No. of questions	Marks
Part-I	General Intelligence & Reasoning	50	50
Part-II	General Awareness	50	50
Part-III	General English	25	25
Part-IV	Numerical Aptitude	25	25
		150	150

19. Date & Place of written examination for each trade will be intimated through admit card, via postal services / Email ID or whatsapp mobile number whichever will be deemed fit.
20. Written test will be conducted for all Trades. The selection committee has discretion to fix minimum qualifying marks in any or all parts of papers. Skill test and Physical test (wherever applicable) will be conducted for candidates who pass the written test and score in merit. Skill test and Physical test (wherever applicable) will be qualifying in nature and the candidates who fail to qualify Skill/ Physical test shall not be eligible for selection.
21. No Transportation Allowance/ Dearness Allowance will be admissible. Examination including written test/ skill test / physical test (where applicable) will be for TWO (02) to FIVE (05) days or more days and may spread across different dates. Candidates will have to make their own arrangement for Lodging /Boarding during conduct of all types of examination.
22. Candidates are required to carry their "Admit Card" along with two valid identity proof (either Passport, Aadhar Card, PAN Card, Driving Licence) for confirmation while reporting for the document verification, written test, skill test and physical test (where applicable). Aadhar Card prepared more than 10 years ago will not be accepted and identity proof should have same name as given in the application form.
23. Capturing of Bio-metric details will be done on first day of documents verification and Bio-metric verification will be carried out on subsequent days of reporting of the candidate for the Written Test/ Skill Test/ Physical Test (where applicable) and on reporting to Unit by selected candidates.
24. There shall be no provision for re-evaluation and re-checking of the scores. No correspondence in this regard will be entertained. The decision of appointing authority regarding selection/rejection will be final.
25. The recruitment process including any part of examination can be cancelled/ postponed/ suspended/ terminated without any prior notice/ assigning any reasons at any stage.
26. Provisionally selected candidates have to produce original and photocopy of the following documents/certificates duly self attested on the date and time intimated by the recruiting establishment:-
  - 26.1 Matriculation certificate/Municipality Birth certificate in support for date of birth.
  - 26.2 Aadhar Card.
  - 26.3 Mark Sheet of the educational qualification mentioned against the post applied for.
  - 26.4 Any certificate for the desirable qualification.
  - 26.5 SC/ST/OBC (Non creamy layer for OBC/EWS or any other reservation certificate, if applicable).
  - 26.7 Physically handicapped certificate showing 40% and above disability issued by competent authority if applicable.
  - 26.8 Discharge book in case of Ex-serviceman.
  - 26.9 NOC in original from their present employer/competent authority in case of Government servant including serving Armed Forces Personnel if applicable.
  - 26.10 In case of Widows, divorced women and women judicially separated from their husband, a certified copy of judgement/decrees of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be.
  - 26.11 Permanent Address proof (Domicile Certificate issued by SDM / Tehsildar of District/Taluka).
  - 26.12 Present Address proof for correspondence to be provided separately by candidate with valid proof viz rent agreement / electricity bill with present address mentioned of the candidate.
27. Candidates on selection are liable to be transferred anywhere across India including field services liability and not necessarily at the choice of location given at time of application.
28. Any representation for redressal of grievances with regard to the recruitment will be subject to the jurisdiction of the District Court of respective station i.e. Hyderabad Civil / District Court where candidate has submitted the application.
29. The unit will not be liable/ responsible for paying any compensation in case of any injury/ death suffered by the candidate during the recruitment process.
30. A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe or the Other Backward Class or the Economically Weaker Section should submit an attested/certified copy of a certificate in support of his claim in the form given below issued from the competent authority as per list mentioned at para 30.1 below as applicable vide the provisions of Government of India, Department of Personnel & Training guidelines issued and amended from time to time: viz. District Officer or the Sub-Divisional Officer or any other officer of the District (who has been designated by the Government of India / State Government concerned as competent to issue such a certificate and as indicated below) in which his parents (or surviving parent) ordinarily reside. If both his parents are dead, the officer signing the certificate should be of the

district in which the candidates himself ordinarily resides other than for the purpose of his own education. Wherever photograph is an integral part of the certificate, only attested photocopies of such certificates would be accepted and not any other true copy :-

- 30.1 The authorities competent to issue caste certificates are indicated below :-
  - (i) District Magistrate/ Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
  - (ii) Revenue Officer not below the rank of Tehsildar, and
  - (iii) Sub-Divisional Officer of the area where the candidate and/or his family resides.
- 30.2 Format of certificate to be produced by Scheduled Caste/Scheduled Tribes applying for appointment to posts under the Government of India :-
  1. This is to certify that Shri/Shrimati/Kumari ..... son/daughter\* of ..... of Village/Town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... belongs to the ..... Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe under :-
    - \*The Constitution (Scheduled Caste) Order, 1950
    - \*The Constitution (Scheduled Tribes) Order, 1950
    - \*The Constitution (Scheduled Caste) (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 Scheduled Castes and Scheduled Tribes Order (Amendment Act 1976).
    - \*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
    - \*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1956 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amended 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 Tribes Order, 1964
    - \*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
    - \*The Constitution (Goa Daman and Diu) Scheduled Caste 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 Caste) Orders (Amended Act), 1990
    - \*The Constitution (Scheduled Tribes) Orders (Amended Act), 1991
    - \*The Constitution (Scheduled Tribes) Orders (Second Amended Act), 1991
  2. "This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribes Certificate issued to Shri/Shrimati/Kumari ..... father/mother\* of Shri/Shrimati/Kumari ..... of Village/Town\* ..... in District/ Division ..... of the State/Union Territory\* ..... who belongs to the Caste/Tribes\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory ..... issued by the ..... dated .....
  3. Shri/Shrimati/Kumari ..... and/or his /her\* family ordinary reside(s) in Village/ Town\* ..... of ..... District/Division\* of the State/ Union Territory\* of .....

Recent Passport  
size attested  
photograph of  
the applicant

Signature : .....  
Designation : .....  
(With Office Seal)  
Place : .....  
State/Union Territory : .....

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

30.3 Format of certificate to be produced by Other Backward Classes applying for appointment to posts under Government of India. (Department of Personnel & Training Office Memorandum No. 36033/28/94-Estt (Res), dated 02 Jul 1997)

This is to certify that Shri/Shrimati/Kumari ..... son/daughter of ..... Village/ ..... District/Division ..... in the ..... State ..... belongs to the community which is recognized as a Backward Class under -

- (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C), dated 10th September 1993, published in the Gazette of India Extraordinary, Part-I Section I, No. 186, dated 13th September 1993.
- (ii) Government of India, Ministry of Welfare, Resolution No. 12011/09/94-BCC (C), dated 19th October 1994, published in the Gazette of India Extraordinary, Part-I Section I, No. 163, dated 20th October 1994.
- (iii) Government of India, Ministry of Welfare, Resolution No. 12011/07/95-BCC (C), dated 24th May 1995, published in the Gazette of India Extraordinary, Part-I Section I, No. 88, dated 25th May 1995.
- (iv) Government of India, Ministry of Welfare, Resolution No. 12011/04/96-BCC (C), dated 06th December 1996, published in the Gazette of India Extraordinary, Part-I Section I, No. 210, dated 11th December 1996.

Shri ..... and /or his family ordinarily reside(s) in the District/Division of the ..... State. This is also to certify that he/ she does not belong to the persons/ sections (Creamy Layer) mentioned in Column 03 of the Scheduled to the Government of India, Department of Personnel and Training OM No. 36012/22/93-Estt. (SCT) dated 08 September 1993.

Recent Passport  
size attested  
photograph of the  
applicant

District Magistrate  
Deputy Commissioner etc  
Date : .....  
Seal : .....

30.4 Format of Income & assets certificate to be produced by Economically Weaker Sections applying for appointment to posts under Government of India. (Department of Personnel & Training OM No. 36039/12019-Estt(Res) dated 31 Jan 2019)

Government of .....  
(Name & Address of the authority issuing the certificate)  
**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**  
Certificate No. .... VALID FOR THE YEAR ..... Date: .....  
1. This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of ..... permanent resident of ..... Village/Street ..... Post Office ..... District ..... in the State/Union Territory ..... Pin Code ..... whose photograph is attested

below belongs to Economically Weaker Sections, since the gross annual income\* of his/her "family" is below Rupees 8 lakh (Rupees Eight Lakh only) for the financial year ..... His/her family does not own or possess any of the following assets\*\*\*:

- (i) 5 acres of agriculture land and above;
- (ii) Residential flat of 1000 sq. ft. and above;
- (iii) Residential plot of 100 sq. yards and above in notified municipalities;
- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Schedule Caste, Scheduled Tribes and Other Backward Classes (Central List).

Recent Passport  
size attested  
photograph of  
the applicant

Signature with seal of Office .....  
Name .....  
Designation .....

**Note-1.** Income covered all sources i.e. salary, agriculture, business, profession etc.  
**Note-2.** The term "Family" for this purpose include the person, who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.  
**Note-3.** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**APPLICATION FORM**  
(To be sent neatly filled or typed on A4 sheet)  
(CBC Advertisement No. ....)

To,  
(Unit Address as mentioned  
at para 1 of advertisement)

Recent Passport  
size photograph  
of the applicant

1. Post applied for : ..... Unit: .....
2. Name of the candidate : .....  
(In Block letters)
3. 3.1 Father's /Husband's Name : .....  
3.2 Mother's Name : .....
4. Date of Birth (DD/MM/YYYY) : .....
5. Age as on last date of receipt : Years ..... Months ..... Days .....  
of application
6. Gender : .....
7. Nationality : .....
8. Religion : .....

9. Correspondence address Pin-..... State ..... Contact / Mobile No. .... Email ID .....	10. Permanent home address : Pin-..... State ..... Contact / Mobile No. .... Email ID .....
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11. Category (UR/ SC/ ST/ OBC/ EWS/UR/ ESM): .....  
(Please enclose photocopy of relevant certificate)  
Abbreviations used: UR- Un-reserved, SC- Schedule Caste, ST- Schedule Tribe, OBC- Other Backward Class, EWS- Economically Weaker Section, PwBD- Person with Benchmark Disability, ESM- Ex-Serviceman  
12. If applied for the post reserved for "Physically Handicapped" category:

Type of disability (B, LV, D, HH, OA, OL, OAL, CP, LC, Dw, AAV, ASD (M, MoD), SLD (M), MI(M))	Percentage of disability (40% and above)
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(Please enclose photocopy of disability certificate issued by CMO/Civil Surgeon of Government hospital certifying the disability duly self attested. Further, PwBD reservation will be allowed for those posts only which are specifically reserved for PwBD subject to given number of reserved posts).

Abbreviations used: B- Blindness, LV- Low Vision, D- Deaf, HH- Hard of Hearing, OL- One Leg, OA- One Arm, OAL- One Arm and One Leg, CP- Cerebral Palsy, Dw- Dwarfism, AAV- Acid Attack Victim, LC- Leprosy Cured, ASD(M, MoD)- Autism Spectrum Disorder (M-Mild, MoD- Moderate), SLD(M)- Specific Learning Disability (M-Mild), MI(M)- Mental Illness (Mild), MD- Multiple Disability.

13. Length of Combatant Service (applicable for ESM only): Years ..... Months ..... Days ..... Date of enrolment (In Army/Navy/Air Force): .....  
Date of retirement: ..... Corps / Regiment served ..... No: ..... Rank / Trade ..... (Please enclose photocopy of discharge book)

14. Details of age relaxation required .....  
(Applicable as per Central Govt Policy)

15. Qualifications:

(i) Educational:

Name of examination	Year	Board/University/ Institution	Percentage of marks obtained	Grade/ Division

(Please enclose photocopy of educational/qualification certificate)

(ii) Experience:

Organization	Whether Govt/ PSU/Private	Post/ Appointment	From	To

(Please enclose photocopy of experience certificate)

16. List of enclosures:-

Ser	Enclosures
16.1	
16.2	
16.3	
16.4	
16.5	

17. Details of any two valid Identity proof (Enclose copy):-

Aadhar Card No :	PAN Card No :
Driving Licence No :	Passport No :

**DECLARATION**

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief. There is no criminal proceeding pending contemplated/ held against me. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/ appointment is liable to be cancelled/ terminated. I am willing to serve anywhere in India.

I agree that Department has the right to transfer me anywhere in India.

Place : .....

Date : .....

(Signature of the applicant)

Note: Candidate to ensure the following are enclosed:-

- (i) One self-addressed envelope duly affixed with Rs. 5/- postal stamp.
- (ii) Self-attested photocopies of certificates (.....) sheets.
- (iii) Two self-attested Photographs (Name and Mother's/Father's name on the back side of photo).
- (iv) Acknowledgement/ Admit Card

**ACKNOWLEDGEMENT / ADMIT CARD**  
(To be sent neatly filled or typed on A4 sheet)

1. Post applied for : .....
2. Unit applied for : .....
3. Name of candidate : .....  
(IN BLOCK LETTERS)
4. Date of Birth : .....
5. Gender : .....
6. Mother's Name : .....
7. Father's/ Husband's Name : .....
8. Category applied for : .....
9. Correspondence address  
House No./Street /Village .....  
Post Office ..... Tehsil .....  
District ..... State ..... Pin Code .....
10. Tele/Mob No. .... E Mail ID .....

**FOR OFFICE USE ONLY**

Your application is hereby accepted

11. Index No. ....
12. Biometric & Document Verification (a) Date ..... (b) Reporting Time .....  
(c) Place .....  
Written test (a) Date ..... (b) Reporting Time ..... (c) Place .....

Date : ..... (Signature of controlling officer)

Note:- (i) Candidates will report for written test along with original documents / certificates i.e. Educational, Caste, Domicile, Birth, Discharge certificate/NOC and Physically Handicapped certificate. Only after verification of original documents and Biometric Attendance, candidates will be allowed to appear for written test. The safe custody of the documents is the responsibility of the individual.

(ii) Candidates should reach at least one hour before the scheduled time at examination centre on aforementioned date. No candidate will be allowed for examination after scheduled time.

(iii) The candidates should bring their black ball pen, pencil and a transparent writing board for Written Examination. Candidates will also carry any two proof of identity (Aadhar Card/PAN Card/Passport/Driving Licence)

(iv) The candidate should not keep Mobile, Calculator, Electronic Items, smart watch, paper and other material otherwise he/she will not be allowed for examination and his/her candidature will automatically be deemed to be rejected.

(v) Candidate is required to acknowledge on receipt of admit card for written test and in case, not received, candidate is required to inform immediately on e-mail id **AWWALEAGLE@GMAIL.COM**.

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