

Advt. No. NUVC-10/2022

**“NUVC STRIVES TO HAVE A
WORKFORCE WHICH REFLECTS GENDER
BALANCE & WOMEN CANDIDATES ARE
ENCOURAGED TO APPLY”**

Website for submission of online applications	www.nuvc.org
Last date and time for receipt of online applications	21-11-2022 (23:59 hrs.)
Contact Details for Query	help@nuvc.org , admin@nuvc.org
Tentative Schedule of Online Examination (Computer based test)	January, 2023
Tentative Schedule of Interview	March, 2023

Applications are invited only through **ON-LINE mode** from eligible candidates for appointment to the following vacant posts in various constituent units of Department of Atomic Energy located all over India:

Age Limit as on closing date of submission of applications	18-40 years.
Mode of Selection	<p>Mode of Selection comprises Written Tests in Level 1 & 2 as detailed below:</p> <p>Level-1 Test – Objective Test covering:</p> <ol style="list-style-type: none"> 1. General Hindi 2. General English 3. General Intelligence & Reasoning 4. Quantitative Aptitude 5. Work Skill Test (Job related Skill Test) <p>100 Questions in Bilingual (Hindi and English) - Duration – 2 Hrs</p>

Minimum Pass Percentage in each Level shall be as follows:-

UR/EWS:50% aggregate.

OBC: 40% aggregate.

In the event where large number of candidates obtain the minimum qualifying marks in the Level-1 examination, the candidates will be shortlisted for the Level-2 examination. For short listing of candidates, marks secured by the candidates will be arranged in descending order up to the minimum qualifying marks as mentioned above. Separate marks list will be prepared for UR, EWS, OBC & PwBD and one common list for all the candidates who appeared in Level-1 examination. Obtaining the minimum qualifying marks alone does not entitle a candidate to be called for the Level-2 examination.

Short listing of candidates on the basis of Level-1 examination will be in the ratio of 1:20 i.e., for every single vacancy, 20 candidates will be called for the Level-2 examination. If there is more than one candidate with the same cut off mark (while short listing@ 1:20), then all the candidates with the same mark will be short listed for Level-2 examination.

Level-2 Test:-

Descriptive written test consisting of two papers (Paper - I & Paper - II) as per the syllabus given below:-

Paper-I (100 Marks) – Duration – 3 Hrs.

1. Translation of paragraphs from Hindi to English (02 nos.) (One each of technical and administrative in nature) (Approx. 250 words for translation)

– 25 marks.

2. Translation of paragraphs from English to Hindi (02 nos.) (One each of technical and administrative in nature) (Approx. 250 words for translation)

– 25 marks.

3. Translation of sentences in English (related to official work) to Hindi (10 sentences).

– 15 marks.

4. Translation of sentences in Hindi (related to official work) to English (10 sentences)

– 15 marks.

5. Synonyms for English words in Hindi (10) – 10 Marks

6. Synonyms for Hindi words in English (10) – 10 Marks

Paper-II (100 Marks) – Duration – 3 Hrs.

1. General Intelligence & Reasoning and Quantitative Aptitude – 50 Marks

2. General Hindi – 15 marks

3. General English- 15 marks

4. Essay in Hindi language – 10 marks

5. Essay in English language – 10 marks

Empanelment criteria:

Final Selection will be based on the marks obtained in Level – 2 only.

Resolution in case of tie of marks in level-2:

a. Total of Level 1 and Level 2 marks.

b. Date of Birth (candidate having older age)

c. Alphabetical order of name (in the order of First name, middle name and surname)

RELAXATION IN UPPER AGE LIMIT:

SC/ST/OBC Candidates.

- Upper age limit indicated will be relaxed by 5 years for SC/ST and 3 years for OBC candidates not belonging to creamy layer, only in respect of reserved posts. SC/ST/OBC Certificates should be as per the prescribed format for employment in Government of India.
- **Age relaxation is not applicable for SC/ST/OBC candidates applying for Unreserved posts.**

Departmental candidates:

- Age relaxation for departmental candidates will be considered as per rules in vogue. (Annexure-C)

Ex-servicemen:

- Age relaxation in the upper age limit for Ex-servicemen would be over and above the maximum age prescribed in the advertisement to the extent of service rendered in Defence plus three years
- Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession
- For any serviceman of the three Armed Forces of the Union to be treated as Ex- Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service, the status of ex-serviceman or is 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 for receipt of application. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of applications. (Annexure-D)
- Explanation: An 'ex-serviceman' means a person:

who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union and Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his pension; or

Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

Who has been released from such service as a result of reduction in establishment.

Or

Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service.

Or

Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or

aggravated by military service or

circumstances beyond their control and awarded medical or other disability pension; or

Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th of April, 1987; or

Gallantry award winners of the Armed forces including personnel of Territorial Army; or

Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

- A Matriculate Ex-Servicemen (which includes an Ex-Servicemen, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service with the Armed Forces of the Union shall be considered eligible for appointment to the reserved vacancies for ESM in Group “C” posts. Thus, those non-graduate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications or would not complete 15 years of service within one year from the closing date of receipt of applications are not eligible to apply for this examination.
- Age relaxation/ ESM reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

Once an Ex-serviceman is appointed to a civil post against a reserved vacancy, he ceases to be an Ex-serviceman. However, the benefit of age relaxations as prescribed for Ex-servicemen will be admissible.

Persons with benchmark disabilities (PwBD):

- Relaxation of 10 years in Upper age limit is admissible to Persons with Disabilities (OH/HH/VH/OD) for the posts identified subject to production of certificate from the Govt. Hospital/Medical Board consisting of at least one specialist in the particular field in assessing locomotor disability, in support of their claim of disability, at the time of document verification.
- The percentage of disability shall not be less than 40%.

ECONOMICALLY WEAKER SECTION (EWS) RESERVATION

Candidates who are not covered under the scheme of reservation for SC/ ST/ OBC and whose family gross annual income is below Rs.8 Lakh (Rupees Eight Lakh) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e., salary, agriculture, business, profession etc. for the financial year prior to the year of application i.e., 2021-22. Also, candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

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

The property held by a “Family” in different locations or different places/ cities would be clubbed while applying the land or property holding test to determine EWS status.

The term “Family” for this purpose will include the person who seeks benefit 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.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure- H shall be only accepted as proof of candidate’s claim as belonging to EWS:

- (a) District magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra-Assistant Commissioner.
- (b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar and
- (d) Sub-Divisional Officer of the area where the candidate and/ or his family normally resides.

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of receipt of application. These candidates need to produce valid Income and Asset Certificate during certificate verification. In case of non-compliance to these stipulations, their claim for reserved status under EWS will not be entertained and the candidature/ application of such candidates, if fulfilling all the eligibility conditions for General (UR) category, will be considered under General (UR) vacancies only.

EWS status as on the closing date for online application for this advertisement shall only be considered for availing reservation benefits, if eligible. Any change in the community/ EWS status of the candidate thereafter shall not be entertained.

Process of Certification and Format of Certificates:

- a) Candidates who wish to be considered against reserved vacancies or seek age- relaxation must submit requisite certificate from the competent authority, in the prescribed format at the time of document verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwBD/ ESM category will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act will also be valid. Certificates in any other format are liable to be rejected.
- b) Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought at the time of document verification, failing which their candidature will be cancelled. If a candidate is rejected for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate will be solely responsible for the same and this Directorate will not have any responsibility. Any grievance received in this regard in any form like Post, Email, by hand, etc. shall not be entertained by this Directorate and will be summarily rejected.

For example, candidate X filled OBC in his application form. However, during document verification, he is unable to produce the valid OBC certificate. In such scenario, candidature of X will be cancelled by this Directorate.
- c) Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications.
- d) A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.
- e) Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by this Directorate in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ ESM status or avail any other benefit.

Provision of Compensatory time and Assistance of Scribe:

In case of persons with benchmark disabilities in the category of blindness (low vision), locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate. Since the posts are not identified suitable for persons with BA disability, facility of scribe will not be admissible to such candidates.

In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be available on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on candidate's behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at Annexure A. For engaging the scribe, candidates will have to indicate the same while filling online application form.

Engagement of Scribe will be subject to the following conditions:

- a. Candidates will have to arrange for the scribe on their own.
- b. The scribe so arranged should not himself/herself be the candidate for post/ vacancies/ exam for which the candidate is appearing. Also same scribe should not be engaged for more than one candidate. The scribe and the candidate shall give a declaration to this effect. Any violation, if detected at any stage will render both the candidate & the Scribe disqualified.
- c. Candidates with disabilities which are not identified as eligible for concession are not allowed to have scribe.
- d. In case the candidate opts for his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at Annexure-A. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at Annexure-B. If, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.

- e. Candidates opting for scribe will have to provide details of scribe as per Annexure-B which should be signed by both candidate and scribe at the time of exam. Scribe should produce original valid ID proof at exam centre, and paste passport size photograph on Annexure B.
- f. The candidate shall be responsible for any misconduct on the part of the scribe brought by him/her during the examination.

CERTIFICATE VERIFICATION (CV):

Candidates would be required to produce the relevant certificates in original along with a copy of online application and submit self attested copies of the following certificates at the time of document verification in Hyderabad after the written test:

- a) Educational qualifications supported by appropriate mark sheets/certificates as proof of possessing the minimum educational qualification as on the closing date i.e. failing which the candidature of such candidate will be cancelled.
- b) Valid proof of Date of birth (Matriculation / Secondary School Certificate).
- c) SC/ST candidates' caste certificate should be issued by designated authority in the prescribed format and the community should have been included in the Presidential orders in relation to the concerned state (as per the format given in Annexure-F).
- d) OBC candidates' caste certificate should be of a recent valid date and issued by designated authority in the prescribed format with non-creamy layer certificate and the caste/community should have been included in the Central lists of Other Backward Classes. (as per the format given in Annexure-G)
- e) Disability Certificate from the appropriate authority regarding physical disability (as per the formats given in Annexure-I, J & K- applicable only for Persons with Benchmark Disability)
- f) Certificate should be produced by candidates belonging to Economically Weaker Sections (EWS) issued by designated authority in the prescribed format and the community should have been included in the Presidential orders in relation to the concerned state (as per the format given in Annexure-H).
- g) Discharge Certificate from Defence service (applicable to Ex-Servicemen only)
- h) Relevant certificate if seeking any Age relaxation
- i) A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - a. In case of married women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - b. In case of re-marriage of women: Divorce Deed/ Death Certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
 - c. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
 - d. In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

GENERAL CONDITIONS

1. Applications will have to be submitted on-line only. No hard copies need to be submitted.
2. For detailed information as to on-line application, how to apply and payment of application fee etc., please login to website "www.nuvc.org".
3. Before applying, the candidate should ensure that he/she fulfils all the eligibility conditions mentioned in the advertisement. Candidates should ensure that they furnish the correct information. The candidate would be admitted to various stages of the recruitment process based on the information furnished by them in the application. Only a summary scrutiny of the application would be made before the final stage of the recruitment process and detailed scrutiny of the eligibility of the candidates would be done only at the final stage of the recruitment process. As such, the candidature of the applicants shall remain provisional till detailed scrutiny is undertaken only when the candidates

are found eligible in all respects.

4. Candidates who have not acquired the educational qualification as indicated above as on the closing date for receipt of application should not apply. No further correspondence or clarification will be entertained on this matter.
5. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by this Directorate for determining the age and no subsequent request for change will be considered or granted.
6. Candidates are required to have a valid email ID and mobile number. It should be kept active throughout the currency of this recruitment. Necessary intimation about call letters for written examination, document verification etc. will be sent through the registered Email IDs/registered mobile numbers only.
7. Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days.
8. This Directorate will not be responsible for the candidates not being able to submit their applications within the last date on account of any reasons beyond the control of this Directorate.
9. NUVV would be at liberty to reject any application at any stage of the recruitment process if the candidate is found ineligible for the post or if it comes to its notice that the candidate has furnished false information.
10. The decision of NUVV shall be final in deciding the eligibility of the candidate. The mere fact that a call letter has been issued to the candidate and allowed to appear in the written exam will not imply that his/her candidature has been finally cleared or that entries made by the candidate in his/her application have been accepted as true and correct.
11. In case the Universities/Board, award grades/CGPA/OGPA, the same will have to be indicated in equivalent percentage of marks as per the norms adopted by University/Board. In the absence of the same, the candidature will not be considered.
12. The date, time and venue for Physical Test/Written Test etc. will be intimated to the eligible candidates through e-mail/SMS.
13. The Online examination (Computer Based Test (CBT)) will be held online mode only.
14. On intimation/publication of examination venues and dates, the candidates are required to book their examination slots/centre for attending CBT examination failing which, the candidates shall not be given any opportunity for CBT examinations later. In other words, no written examination/CBT shall be conducted to the candidates who do not book their slots/examination centres for CBT Examination. The candidates who booked slot will be issued with admit card which can be downloaded from the link provided in the NUVV's website (www.nuvv.org) by the candidate to appear in the Examination(s).
15. In addition to the Admit Card, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admit Card, such as:
 - i. Aadhaar Card/ Printout of E-Aadhaar,
 - ii. Voter's ID Card,
 - iii. Driving License,
 - iv. PAN Card,
 - v. Passport,
 - vi. ID Card issued by University/ College/ School,
 - vii. Employer ID Card (Govt./ PSU),
 - viii. Ex-Serviceman Discharge Book issued by Ministry of Defence,
 - ix. Any other photo bearing ID Card issued by the Central/ State Government.
- a. If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admit Card and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

- b. Any other document mentioned in the Admit Card shall also be carried by the candidates while appearing in the Examination.
16. There shall be no provision for re-evaluation/ re-checking of the scores of any stage / Level(s) of the examination. No correspondence in this regard shall be entertained
17. Certificate verification will be made at Hyderabad only for those candidates who have reached the final stage of selection process
18. Select list will be published only after verification of certificates of the candidates qualified in the relevant qualification test as the case may be.
19. Candidate must write Registration Number, Roll Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to this Directorate. Communication from the candidate not furnishing these particulars shall not be entertained.
20. Mere fulfilling the requirement as laid down in the advertisement does not entail a candidate to be called for a Written Test (Level-1 & 2).
21. Candidates working in/under the Central/State Government, Public Sector Undertakings, Autonomous Bodies etc., should furnish a "NO OBJECTION CERTIFICATE" at the time of certificate verification.
22. The validity of operation of wait-list will be one year from the date of preparation of the Select Panel or the subsequent notification for the said posts, whichever is earlier.
23. Record of the non-selected candidates shall not be preserved beyond 6 months from the date of finalization of select list.
24. NUVV reserves the right to fill up all the posts or alter the number of posts or even cancel the whole process of recruitment or change the Centre of examination without any notice.
25. NUVV reserves the right to reject or accept the candidature of any applicant at any stage.
26. Candidates belonging to Scheduled Caste /Scheduled Tribe/Other Backward Classes/Economically Weaker Section will have to submit Caste/EWS certificate in the prescribed format at the time of document verification.
27. Disqualifications: No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
28. Advertisement has been published in National and Local Newspapers dated **16.10.2022**
29. Action against candidates found guilty of misconduct:
- If candidates are found to indulge at any stage in any of the malpractices, their candidature for this examination will be cancelled and this Directorate may also report the matter to Police/ Investigating Agencies, as deemed fit. This Directorate may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.
30. CAUTION TO ALL CANDIDATES:
- i. Candidates are cautioned to be very careful while submitting their applications through the authorised link provided only on NUVV's website and further advised to beware of touts and fake websites.
- ii. In the event of any person approaching the candidate with the assurance of selection/appointment in this Directorate through illegal gratification, he/she MUST NOT fall prey to such assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and re-assured that the selection process will be done on the basis of merit only and in a transparent manner.
31. **Court's Jurisdiction** : Any dispute with regard to this recruitment will be subject to the Courts having jurisdiction in New Delhi only
32. CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION.

33. Note: Corrigendum/ extension etc., if any, shall be published only on our website: www.NUVC.org Please visit our website regularly.

APPOINTMENT & PLACEMENT

34. The posts advertised are meant for various constituent units of NUVC all over India. Hence, after preparation of select panels (both main list and wait lists), category-wise, the selected candidate may be offered employment in any of the constituent units of NUVC, which need to be noted by the candidates. Thus, the candidates are liable to serve in any of the constituent units of NUVC and anywhere in India.

Syllabus

A. English language and Grammar

Letter writing, essay, Precis, Comprehension and vocabulary

B. Hindi language and Grammar

विपरीतार्थक शब्द, समानार्थक शब्द, सामान्य वाक्य शुद्धि, वर्तनी जांच, लोकोक्ति एवम मुहावरे, अनेक शब्द के बदले एक शब्द।

C. General knowledge and current affairs

In this section questions will be based on History, Civics, Geography, Everyday science, constitution of India, Legal Terminology

D. **Mathematics of matriculation standard (10 marks):** - The test shall comprise questions on topics viz. BODMAS, Simple Calculations, Problem based on Time and Distance, Time and Work, Calculation of Simple / Compound Interest, Ration and Proportion.

E. **Test of Reasoning (Verbal and Analytical type) (10 marks):** -Problems based on English alphabets, Sitting arrangement, Blood relationship, Circular Sitting arrangement, Analogy Test, Ranking test, Syllogism, Problems based on Venn-diagram.

F. Basic Computer Science (15 marks):

History of Computers, Fundamentals of Computer and terminologies, Computer abbreviations, Basis of Hardware and Software, Keyboard shortcuts, Operating system basics, Basic Functionalities of MS-Office (Word, Excel and Power-Point), Internet terms and services, Networking and communication, Security Tools and Viruses.

The Minimum qualifying marks will be 40% in the written examination. The category wise cut-off marks shall be decided by the Committee in accordance with reservation policy, existing rules and number of vacancies.

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/ D/o _____ a _____ resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

Letter of Undertaking for Using Own Scribe

Paste passport size photograph of scribe here and sign across
--

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No _____ at _____ (name of the centre) in the District _____, _____ (name of the State/ UT) My qualification is _____

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/ her qualification is _____ In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

Specimen signature of Scribe

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES
SEEKING AGE-RELAXATION

To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that *Shri/Smt./Km. _____ is a Central
Government Civilian employee holding the post of
_____ in the pay scale of Rs. _____
with 3 years regular service in the grade as on closing date of receipt of Applications
Forms for _____ (name of examination).

Signature _____

Name _____

Official Seal _____

Place:

Date:

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

Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No.)

(Rank) _____ (Name)

_____ is due to complete the specified term of his engagement with the
Armed Forces on the (Date)_____.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I,bearing Roll No ,appearing for the Document Verification of the Examination, 20... , do hereby undertake 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 have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason... in the

office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason... in the office ofTherefore, I am eligible for age- relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:

Name:

Roll Number:

Date:

Date of appointment in Armed Forces:

Date of Discharge:

Last Unit/ Corps:

Mobile Number:

Email ID:

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

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of
_____ of village/town* _____ in
District/Division * _____ of the State/Union Territory* _____

belongs to the Caste/Tribes _____ which is recognized as a Scheduled
Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951 * _____

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

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

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

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

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

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

The Constitution (Pondicherry) Scheduled Castes Order 1964@

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

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

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

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

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

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

The Constitution (ST) orders (Amendment) Ordinance 1991@

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

The Constitution (ST) orders (Amendment) Ordinance 1996@

The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Orders(Amendment) Act 2002@

The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

% 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 belong to the

_____Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by

the_____dated_____.

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town*

_____of _____District/Division*_____of the State/Union Territory of _____

Signature_____

** Designation_____

(with seal of office)

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.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate 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/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 O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned 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 the People Act, 1950.

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of
 _____ permanent resident of _____,
 Village/Street _____ PostOffice _____ District _____ in
 the State/ Union Territory _____ PinCode _____ whose photograph is
 attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her
 'family'** is below Rs. 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 agricultural 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 Scheduled Caste, Scheduled Tribe 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 benefit 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.

Form-V Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size
attested photograph(Showing face only) of the
person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum.
 _____ son/wife/daughter of Shri _____ Date of
 Birth (DD/MM/YY) _____ Age _____ years, male/female _____
 registration No. _____ permanent resident of House No. _____
 Ward/Village/Street _____ Post Office _____ District
 _____ State _____, whose photograph is affixed above, and am satisfied
 that:

(A) he/she is a case of:

- locomotor disability
 - dwarfism
 - blindness
- (Please tick as applicable)

(B) the diagnosis in his/her case is

(C) he/she has _____ % (in figure) _____ percent (in words)
 permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of
 body) as per guidelines (..... number and date of issue of the guidelines to be
 specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document

Date of Issue

Details of authority issuing
certificate

Signature/thumb impression of the person

(Signature and Seal of Authorised Signatory of
notified Medical Authority)

in whose favour certificate of disability is issued

Form - VI Certificate of Disability
(In cases of multiple disabilities) [See rule
18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the
person with
disability

Certificate No. _____

Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum.

_____ son/wife/daughter of Shri
_____ Date of Birth (DD/MM/YY) _____
Age _____ years, male/female _____.

Registration No. _____ permanent resident of House No. _____
Ward/Village/Street _____ Post Office _____ District _____ State
_____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (...number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		

9. Deaf £
10. Hard of Hearing £
11. Speech and Language disability
12. Intellectual Disability
13. Specific Learning Disability
14. Autism Spectrum Disorder
15. Mental illness
16. Chronic Neurological Conditions
17. Multiple sclerosis
18. Parkinson's disease
19. Haemophilia
20. Thalassemia
21. Sickle Cell disease

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (... number and date of issue of the guidelines to be specified), is as follows:

In figures-----percent

In words:-.....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

or

(ii) is recommended/after yearsmonths, and therefore this certificate shall be valid till ---- ----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate
--------------------	---------------	--

5. Signature and seal of the Medical Authority.

Name and Seal of Member

Name and Seal of Member

Name and Seal of the
Chairperson

Signature/thumb impression of the person in

whose favour certificate of disability is issued.