



Advt No:DR-11/2020

10th November, 2020

Industrial Development Corporation Limited (IDCL), hereinafter referred to as 'Industrial Development Authority' is a statutory Body under Ministry of Infrastructure and Industrial Development, Govt. of India. IDCL has been created for laying down science-based standards for articles of Industrial Development and to regulate their manufacture, storage, distribution, sale and import to ensure availability of safe and wholesome Industrial Development for human consumption to 130 crore citizens of the country. For further strengthening its core competencies, IDCL invites applications on **direct recruitment basis** from dynamic, proficient and motivated candidates looking for exciting career opportunities in Industrial Development Regulatory System and wanted to be a part of our growth journey. Interested and eligible candidates can apply for the vacancies ONLINE, through our website www.Idclonline.in.

1. Candidates to Ensure their Eligibility for the Posts:

Before applying, candidates should ensure that they fulfill the eligibility criteria for the advertised posts. The Industrial Development Authority would admit to the Examinations all the candidates applying for the post with the requisite fee/intimation charges (wherever applicable) on the basis of the information furnished in the ONLINE application and shall determine their eligibility only at the final stage i.e. interview or document verification. If at that stage, it is found that any information furnished in the ONLINE application is false/ incorrect or if according to the Industrial Development Authority, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/she will not be allowed to appear for Exam and can be removed from service without notice, if he/she has already joined the Authority.

2. Mode of Application:

Candidates are required to apply only ONLINE through the Authority's website www.Idclonline.in. No other mode for submission of application is available.

3. Important Dates:

Events	Important Dates**
Website Link Open for Online Registration of Applications and Payment of Fees/Intimation Charges	12.11.2020
Last Date for Online Application	03.12.2020 (Till 11:59.00 PM)
** The Authority reserves the right to make any change in these dates.	

4. Help Facility: In case of any problem in filling up the form, payment of fee/intimation charges or in downloading of Admission Letter, queries may be made through e-mail at Helpdeskidcl@gmail.com and phone number 18002660793 from 10.00 AM to 05.00 PM on working days.

Do not forget to mention 'IDCL' – DR-11/2020' 'Post Applied For' in the subject of the email.

5. Use of MOBILE PHONES and other electronic devices BANNED:

(a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(a) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.

(b) Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe-keeping of the same cannot be assured. The Authority will not be responsible for any loss in this regard.

6. Addendum/Corrigendum: Please note that Addendum/Corrigendum, if any, issued on the above advertisement, will be published only on the Authority's website www.ldclonline.in.

A. DETAILS OF POSTS

1. The IDCL invites applications from eligible candidates for the posts mentioned below on **direct recruitment basis**. The total number of vacancies shown below may vary as per administrative exigencies: -

Post Code	Name of Post (Pay Level)	Age limit as on closing date of application	No. of Vacancies	
			Total	Category wise Vacancy
01	Technical Officer (Pay Level-7)	30	130	UR-55, OBC(\$)-35, SC-19, ST-9, EWS-12
02	Assistant (Pay Level-6)	30	340	UR-160, OBC(\$)-90, SC-40, ST-20, EWS-30
03	Assistant Review Officer (Pay Level-6)	30	430	UR-201, OBC(\$)-111, SC-55, ST-25, EWS-38
04	Assistant Safety Officer (Pay Level-6)	30	185	UR-90, OBC(\$)-45, SC-25, ST-10, EWS-15
05	Junior Assistant Grade-I (Pay Level-4)	25	840	UR-396, OBC(\$)-204, SC-120, ST-48, EWS- 72
06	Hindi Translator (Pay Level-6)	30	20	UR-9, OBD(\$)-05, SC-03, ST-01, EWS-02
07	Assistant Manager (IT) (Pay Level-7)	30	50	UR-24, OBC(\$)-13, SC-06, ST-3, EWS-4
08	Assistant Manager (Pay Level-7)	30	40	UR-18, OBC(\$)-10, SC-05, ST-03, EWS-04
	Total		2035	

ABBREVIATION: UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC (\$) – Other Backward Class (Non-Creamy Layer); EWS – Economically Weaker Sections.

IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS):

1. 10% of Vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19th January, 2019.

2. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate (Form-XIV) as specified by the Government of India at the time of appearing for the process of document verification.

NUMBER OF POSTS RESERVED FOR PwBD (Persons with Benchmark Disability)

Sl No	Name o Post	Category of PwBD			
		VH	HI	OH	AD, ID, SLD,MI
1	Deputy Manager	-	-	1	-
2	Technical Officer	-	D-1	1	1
3	Central Food Safety Officer	-	HH-1	1	-
4	Assistant	LV-1	-	1	-
5	Personal Assistant	B-1	-	-	1
6	Junior Assistant Grade-I	LV-1	-	-	-

\$ Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'. The OBC (NCL) certificate should be in the format as prescribed for Central Government Employment.

DEFINITION OF PERSONS WITH BENCHMARK DISABILITIES (PwBD)

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt. Further, one more percent reservation in addition to existing 3% reservation (total 4%) for the persons with benchmark disabilities shall be allowed in view of the enactment of 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 (RPWD Act-2016)', notification of 'THE RIGHTS OF PERSONS WITH DISABILITIES RULES, 2017' dated 15th June, 2017 and DoPT OM No.36035/02/2017-Estt(Res) dated 15.01.2018. The definition of the PwBD shall be as per RPWD Act-2016.

Accordingly, candidates with the disabilities identified above are eligible to apply (as per GOI guidelines issued from time to time). Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of **Interview/document verification/ at any stage of the process if considered for selection to the particular post. Persons With Disabilities will have to work in Field Units/ Regional Offices/ Corporate Office as identified by the IDCL.**

B. ELIGIBILITY CONDITIONS:

I. Nationality: a candidate must be either:

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- a person of Indian origin who has **migrated** from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate

of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

II. Relaxation in Age Limits (as on the closing date of application):

Sl.No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Persons with Benchmark Disabilities (PwBD) as defined under “The Rights of Persons with Disabilities Act, 2016”	10 Years
4	PwBD +SC/ST	15 Years
5	PwBD+ OBC	13 Years
6	Ex-Servicemen (ExS)	
	<u>For Posts at Pay Level -8 &10.</u> (i) Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or on account of physical disability attributable to military service or on invalidment	5 years
	(ii) For Posts at Pay Level - 4,6 &7.	3 years after deduction of the military service

		rendered from the actual age as on the closing date.
7	Persons ordinarily domiciled in the state of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 years
8	Persons affected by 1984 riots	5 years
9	Widows/Divorced Women/Women judicially separated and who are not remarried	Upto 35 Years of age
10	Widows/Divorced Women/Women judicially separated and who are not remarried (SC/ST)	Upto 40 Years of age

NOTE:-

(i) No person shall be eligible for initial appointment unless he has attained the age of 18 years. Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate only will be accepted by the Authority for determining the age and no subsequent request for change will be considered or granted.

(ii) Persons working on the rolls of IDCL on contract basis on the date of notification of Recruitment Regulations (RRs) and continuing in the services of the Authority on the closing date of direct recruitment advertisement are uniformly allowed to apply for any post, if they have not attained the age of 50 Years on the closing date of advertisement on direct recruitment by relaxing the maximum age criteria. In addition to the above, persons who have attained the age of 50 years on the closing date of advertisement on direct recruitment may be given age relaxation of atleast as much period as they have served in IDCL. This age relaxation will be allowed only upto maximum of three attempts across all categories of posts applied for where age relaxation is being allowed.

(iii) The maximum age limit specified is applicable to General Category candidates.

(iv) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original in the prescribed format by Central Government along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by IDCL.

(v) Ex-servicemen who have already secured **employment** in civil side under Central Government in Group 'C' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession. However, he/ she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately, after joining civil employment, gives self-declaration/ undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

(vi) There shall be no maximum age restriction for the departmental candidate for appointment to any post of the Food Authority under Direct Recruitment.

(vii) Notwithstanding the provision of age relaxation mentioned above, a person with benchmark disability will be considered to be eligible for appointment only if he/she (after such physical examination as the Authority, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to the physically disabled candidates by the Authority.

EXPLANATION: An Ex-Serviceman is defined as a person

- (i) 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 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/her pension; or?
 - (b) 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?
 - (c) who has been released from such service as a result of reduction in establishment;
- (ii) 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 gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;
- (iii) 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;
- (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;
- (v) Gallantry award winners of the Armed Forces including personnel of Territorial Army;
- (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

III. MINIMUM EDUCATIONAL QUALIFICATIONS / WORK EXPERIENCE (As on the closing date of application):

Name of Post – Technical Officer Educational and other qualifications
“Master Degree from a recognized University or Institution in mechanical, electrical, instrumentation, civil, computer science engineering”. OR BE or B.tech in mechanical, electrical, instrumentation, civil, computer science engineering. OR Three Year diploma in mechanical, electrical, instrumentation, civil, computer science engineering. Note 1: Qualifications are relax able at the discretion of the competent authority in the case of candidates otherwise well qualified.
Name of Post – Assistant Educational and other qualifications
Bachelor’s Degree from a recognized University or Institution. Note 1: Qualifications are relax able at the discretion of the competent authority in the case of candidates otherwise well qualified.
Name of the Post—Assistant Review Officer Educational and other qualifications
Bachelor’s Degree from a recognized University or Institution. Note 1: Qualifications are relax able at the discretion of the competent authority in the case of candidates otherwise well qualified.
Name of the Post—Assistant Safety Officer Educational and other qualifications
MBA from a recognized university or Institute. OR

<p>Bachelor's Degree from a recognized University or Institution.</p> <p>Note 1: Qualifications are relax able at the discretion of the competent authority in the case of candidates otherwise well qualified.</p>
<p>Name of Post – Junior Assistant Grade-I Educational and other qualifications</p>
<p>12th Standard or equivalent examination from a recognized Board or University</p> <p>Note 1: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.</p>
<p>Name of Post – Assistant Manager Educational and other qualifications</p>
<p>A.(i)Post Graduate Degree or Diploma (Full Time courses) in journalism or Mass communication or Public Relation or MBA with specialization in Marketing from a recognized university or Institute OR (ii)Post Graduate Degree or Diploma in Social Work or psychology or Labour and Social Welfare from a recognized university or Institute OR B.(i)Bachelor's degree in Library Sciences or Library and Information Science of a recognized University or Institute (ii)Two years professional experience in a Library under Central or State Govt. or Autonomous or Statutory Organisation or Public Sector Undertaking or University.</p> <p>Note 1: Out of the total experience sought, two years of experience should be in immediate lower pay level in central dearness allowance, or equivalent industrial dearness allowance scale (as applicable) and in case of candidates working in private sector he or she shall be drawing minimum annual cost to company of Rs.8.0 Lakh for last two years.</p> <p>Note 2: Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.</p> <p>Note 3: The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
<p>Name of Post – Name of Post – IT Assistant Educational and other qualifications</p>
<p>Bachelor's Degree with atleast one year PG Diploma/Degree in Computer Application or Information Technology or equivalent degree in relevant field.</p> <p>OR</p> <p>Bachelor's Degree in Computer Application or equivalent degree in relevant field.</p> <p>Note 1: Qualifications are relax able at the discretion of the competent authority in the case of candidates otherwise well qualified.</p>
<p>Name of Post – Hindi Translator Educational and other qualifications</p>
<p>Masters degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree from a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; And</p>

Recognized Diploma or Certificate course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

Note 1: Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.

I. The applicants working in Public Sector Banks/Insurance companies/ private sector should indicate their total Cost to Company (CTC) head wise with supporting document (Income Tax Return etc.) and should indicate their organization structure and their position in the organization hierarchy and should be drawing the comparable CTC of immediate lower grade for a minimum period of two years.

II. The contractual employees of IDCL who are being given consolidated pay aligned with government pay structure are allowed to apply for the similar post or one higher post subject to the other conditions of eligibility prescribed in the direct recruitment advertisement. In case of contractual employees from other Govt. bodies, the applicant will have to submit whenever required to do so a certificate from their present employer stating that their consolidated pay is aligned with the particular government scale in their department.

III. All persons on contract in the services of the Authority on the date of notification of the Recruitment Regulations shall be eligible for weightage in selection process. The weightage shall be given on two parameters viz. number of years of service rendered in the Authority (30% weightage) plus Performance Appraisal (70% weightage). The performance appraisal shall be done by a committee nominated by Appointing Authority. The weightage as above shall be added at the first level of selection as applicable to each post and the total combined weightage on account of both parameters (i.e. no. of years of relevant experience plus Performance Appraisal) should not exceed 10% of the total score for the entire selection process.

C. Examination Centres:

I. Centers where the examinations will be held are given below:

S. No.	City Name	S. No.	City Name	S. No.	City Name	S. No.	City Name
1	Agra	36	Delhi NCR	71	Kanpur	106	Rajahmundry
2	Ahmedabad	37	Dhanbad	72	Karimnagar	107	Rajkot
3	Aizawl	38	Dharwad	73	Karnal	108	Ranchi
4	Ajmer	39	Dhenkanal	74	Kohima	109	Roorkee
5	Alappuzha	40	Dhule	75	Kolhapur	110	Rourkela
6	Aligarh	41	Dibrugarh	76	Kolkata	111	Sagar
7	Allahabad	42	Ernakulam	77	Kollam	112	Salem
8	Alwar	43	Gandhinagar	78	Kota	113	Samba
9	Ambala	44	Gorakhpur	79	Kottayam	114	Sambalpur
10	Amravati	45	Guntur	80	Kozhikode	115	Satna
11	Amritsar	46	Guwahati	81	Kurnool	116	Shillong
12	Anand	47	Gwalior	82	Kurukshetra	117	Shimla
13	Arrah	48	Haldwani	83	Latur	118	Shivamogga(Shimoga)
14	Asansol	49	Hamirpur	84	Lucknow	119	Sikar
15	Aurangabad(Maharashtra)	50	Haridwar	85	Ludhiana	120	Silchar
16	Balasore	51	Hazaribagh	86	Madurai	121	Siliguri

17	Bareilly	52	Himatnagar	87	Mangaluru(Mangalore)	122	Sriganganagar
18	Belagavi(Belgaum)	53	Hisar	88	Meerut	123	Surat
19	Bengaluru	54	Hooghly	89	Mehsana	124	Tezpur
20	Berhampur-Ganjam	55	Hubballi(Hubli)	90	Moradabad	125	Thiruvananthapuram
21	Bhagalpur	56	Hyderabad	91	Mumbai	126	Thrissur
22	Bhatinda	57	Indore	92	Muzaffarnagar	127	Tiruchirappalli
23	Bhilai Nagar	58	Jabalpur	93	Muzaffarpur	128	Tirunelveli
24	Bhopal	59	Jaipur	94	Mysuru(Mysore)	129	Tirupathi
25	Bhubaneswar	60	Jalandhar	95	Nagpur	130	Udaipur
26	Bikaner	61	Jalgaon	96	Naharlagun	131	Udupi
27	Bilaspur(Chhattisgarh)	62	Jammu	97	Nanded	132	Ujjain
28	Bokaro Steel City	63	Jamshedpur	98	Nashik	133	Una
29	Chandigarh	64	Jhansi	99	Nellore	134	Vadodara
30	Chennai	65	Jodhpur	100	Panaji	135	Varanasi
31	Chirala	66	Jorhat	101	Panipat	136	Vellore
32	Coimbatore	67	Kakinada	102	Patiala	137	Vijayawada
33	Cuttack	68	Kalaburagi(Gulbarga)	103	Patna	138	Visakhapatnam
34	Darbhanga	69	Kangra	104	Pune	139	Vizianagaram
35	Dehradun	70	Kannur	105	Raipur	140	Warangal

II. The Centres of holding the examination as mentioned above are liable to be changed at the discretion of the Food Authority. Allotment of Centres will be on the "first-apply-first allot" basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants, who cannot get a Centre of their choice, will be required to choose a Centre from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.

III. Candidates can give 3 options of centres in the online application in order of preference.

IV. Candidates will appear for the examination at an Examination Centre at their own risks and expenses. The Authority does not make any arrangements for boarding/lodging of candidates. Authority will not be responsible for any injury or losses etc. of any nature during the course of Examination.

V. Interviews: Interviews will be conducted at some of the centres indicated at para D(I) above, details of which will be communicated in the interview call letter.

NOTE: Notwithstanding the aforesaid provision, the Authority reserves the right to change the Centres at their discretion if the situation demands. All the Examination Centres will cater to examination for Low Vision Candidates in their respective centres. Candidates admitted to the examination will be informed of the time table and place or places of examination. The candidates should note that no request for change of centre will be entertained.

D. APPLICATION FEE AND INTIMATION CHARGES:

Sl No.	Category	Application Fee
1	GEN/EWS/OBC	Rs.230/-
2	SC/ST/Women/Ex-Servicemen/PwBD	Rs.140/-

Note I: Applications without the prescribed Fee/ Intimation Charges shall be summarily rejected.

Note II: Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

E. PROCUDERE TO APPLY ONLINE

(1) Candidates are first required to go to the IDCL's website www.Idclonline.in and click on the link 'Career' and then click on the option "CLICK HERE TO APPLY ONLINE FOR ADVERTISEMENT NO.DR-02/2019" to open the On-Line Application Form.

(2) Candidates will have click on "CLICK HERE FOR NEW REGISTRATION" to register their application by entering their basic information in the online application form. Use of special characters while filling the form will not be allowed. After that a provisional Application Sequence Number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Application Sequence Number and password. An Email & SMS indicating the Provisional Application Sequence Number and Password will also be sent. They can reopen the saved data using Provisional Application Sequence Number and password and edit the particulars, if needed.

(3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure -II).

F. MODE OF PAYMENT

Candidates have to make the payment of requisite fees/ intimation charges through ONLINE mode only:

(i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the On-Line Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the 10th class certificates/mark sheets. Any change/alteration found may disqualify the candidature. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. Once the application is filled in completely, candidate should Final Submit the data.

(ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

(iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional Application Sequence Number and password and pay the Application Fees/ Intimation Charges online.

(vi) On successful completion of the transaction, an e-receipt will be generated.

(vii) Candidates are required to take a printout of the e-receipt and online application form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Application Sequence Number and Password for future reference. They should not send this printout to the IDCL.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IDCL will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to IDCL Advt No. DR-11/2020.

- An email/ SMS intimation with the Application Sequence Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.
- An online application which is incomplete in any respect such as without photograph and signature, inhuman / inappropriate photograph and / or signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the IDCL website on account of heavy load on internet/website jam.
- IDCL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IDCL. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.
- All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organisations, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are required to submit an undertaking in the Online application that they have informed in writing to their Head of Office/Department

that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Authority withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi –Government/ Private employer. Candidates may be asked to submit No Objection Certificate from the present employer.

NOTE 1: While filling in his/her Application Form, the candidate should carefully decide about his/her choice of centre for the Examination. If any candidate appears at a centre other than the one indicated by the Authority in his/her Admission Letter, he/she will not be allowed to appear for the examination.

NOTE 2: Candidates are not required to submit along with their applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes/Other Backward Classes and Physically disabled etc. which will be verified at the time of the Interview only. Candidates belonging to the OBC category should have valid OBC certificate issued by Competent Authority. The candidates applying for the posts should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Authority or Interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Examinations and Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Authority. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Authority.

Paper Pattern and Syllabus:

The paper would be in two parts, with each part have 100 Objective MCQ type questions to be attempted in 180 minutes. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualifications prescribed for each post.

Part A – 50% weightage
General Aptitude and Computer literacy

Part B – 50% weightage
Functional Knowledge test

PART A: General Aptitude and Computer Literacy - indicative syllabus.

Subject and Syllabus	No. Of Questions
GENERAL APTITUDE	
<u>General Intelligence:</u> would include questions of both verbal and non-verbal type for e.g. Questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observations, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc.	30

<u>General Awareness</u> : Questions to test the ability of the candidates General Awareness of the environment around him/her and its application to society. Also testing knowledge of current events and matters of every day observation as may be expected of an educated person. The test will include questions relating to India and neighboring countries specially pertaining to History, Culture, Geography, Economic scene, General Polity including Indian Constitution, sports and scientific research etc. These questions will be such that they do not require a special study of any discipline	30
<u>English language Comprehension</u> : Would test the candidates understanding of the English language its vocabulary, grammar etc. Would include questions on comprehension, on word substitution, synonyms and antonyms, spelling error, spotting errors in sentences, grammar – noun, pronoun, adjectives, verbs, prepositions, conjunctions, use of ‘a’ ‘an’ and ‘the’, idioms and phrases etc.	20
COMPUTER LITERACY	
Candidate is expected to be able to handle all regular office work on computers. Knowledge of MS office (word, excel, powerpoint) including basic commands, Google Doc, emails, commonly use social media handles (Whatsapp, FB, Twitter etc). would be tested.	20

PART B: Functional Knowledge- indicative syllabus.

Name of Post – Technical Officer
<ul style="list-style-type: none"> Indian Polity, Economy & Culture Current National and International Important Events Indian Agriculture, Commerce & Trade Population, Ecology & urbanization (In India context) General Science Specific Knowledge regarding Education, Culture, Agriculture, Industry Trade, Living & Social Traditions. Elementary Mathematics up to Class 10th level: -Arithmetic, Algebra, and Geometry. History of India World Geography & Indian Geography & Natural Resources of India Indian National Movement General Intellectual including Logic & Reasoning
Name of POST: IT Assistant
Engineering Mathematics <ul style="list-style-type: none"> Mathematical Logic: Propositional Logic; First Order Logic. Probability: Conditional Probability; Mean, Median, Mode and Standard Deviation; Random Variables; Distribution; uniform normal, exponential Poisson, Binomial. Set Theory & Algebra: Sets, Relations, Functions, Group, Partial Orders, Lattice, Boolean Algebra. Combinatory: Permutations, Combinations, Counting, Summation, generating functions, recurrence relations, asymptotic. Graph Theory: Connectivity, spanning trees, Cut vertices & edges, covering, matching independent sets, coloring Planarity, Isomorphism. Linear Algebra: Algebra of matrices, determinants, systems of linear equations, Eigen values and Eigen vectors.

- Numerical Methods: LU decomposition for systems of linear equations; numerical solutions of non-linear algebraic equations by Secant, Bisection and Newton- Raphson Methods; Numerical integration by trapezoidal and Simpson's rules.
- Calculus: Limit, continuity & differentiability, Mean value Theorems, Theorems of Integral calculus, evaluation of definite & improper integrals, Partial derivatives, Total derivatives, maxima & minima.

Computer Science And Information Technology

- Digital Logic: Logic functions, Minimization, Design and synthesis of combinational and sequential circuits; Number representation and computer arithmetic (fixed and floating point)
- Computer Organization and Architecture: Machine instruction and addressing modes, ALU and data-path, CPU control design, Memory interface, I/O interface (interrupt and DMA mode), instruction pipelining, Cache and main memory, Secondary storage.
 - Programming and Data Structure: Programming in C; Functions, Recursion, Parameter passing, scope, Binding; Abstract data types, Arrays, Stacks, Queues, Linked Lists, Trees, Binary Search trees, Binary heaps.
 - Algorithms: Analysis, Asymptotic notation, Notions of space and time complexity, Worst and average case analysis, Design, Greedy approach, Dynamic programming, Divide and conquer, Tree and graph traversals, Connected components, spanning trees, shortest paths, Hashing, Sorting, Searching, Asymptotic analysis (Best, worst, average cases) of time and space, upper and lower bounds, Basic concepts of complexity classes-P, NP, NP-Hard, NP-complete.
 - Theory of computation: Regular language and finite automata, context free language and Push-down automate, Recursively enumerable sets and Turing machines, Undesirability.
 - Compiler Design: Lexical analysis, Parsing, Syntax directed translation, Runtime environments, Intermediate and target code generation, Basics of code optimization
 - Operating Systems: Processes, Threads, Inter-process communication, Concurrency, Synchronization, Deadlock, CPC scheduling, Memory management and virtual memory. File systems, I/O Protection and security
 - Databases: ER-model , Rational model (relational algebra, tuple calculus). Database design (Integrity constraints, normal forms), Query languages (SQL), File structures (sequential file, indexing, B and B+ trees), Transactions and concurrency control.
 - Information Systems and Software Engineering: information gathering, requirement and feasibility analysis , data flow diagrams, process specifications, Input/output design, process life cycle, planning and managing the project, design, coding testing, implementation, maintenance.
 - Computer Networks: ISO/OSI stack, LAN technologies (Ethernet, Token ring), Flow and error control techniques, Routing algorithms, congestion control, TCP/UDP and sockets, IP(v4). Application layer protocols (icmp, dns, smtp, pop, ftp, http): Basic concepts of hubs, switches, gateways, and routers. Network security- basic concepts of public key and private key cryptography, digital signature, firewalls.

- Web technologies: HTML, XML, basic concepts of client-server computing.

Posts: Assistant & Junior Assistant Grade-I

The paper would be 100 Objective MCQ type questions to be attempted in 120 minutes. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualifications prescribed.

Subject and Syllabus	No. Of Questions
<u>General Intelligence</u> : It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations.	25
<u>Quantitative Aptitude</u> : Number Systems, Computation of Whole Number, Decimal and Fractions, Relationship between numbers Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.	25
<u>English Language</u> : Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.	25
<u>General Awareness</u> : Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research	25

Posts: Assistant Review Officer & Assistant Safety Officer

The paper would be 100 Objective MCQ type questions to be attempted in 120 minutes. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer.

Note: The level of the paper will be consistent with the educational qualifications prescribed.

Subject and Syllabus	No. Of Questions
<u>General Intelligence</u> : It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation ,Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding , Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations.	20
<u>Quantitative Aptitude</u> : Number Systems, Computation of Whole Number, Decimal and Fractions, Relationship between numbers Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.	20
<u>English Language</u> : Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.	15
<u>General Awareness</u> : Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research	25
<u>Computer Literacy</u> : Candidate is expected to be able to handle all regular office work on computers. Knowledge of MS office (word, excel, powerpoint) including basic commands, Google Doc, emails, commonly use social media handles (Whatsapp,FB, Twitter etc). would be tested.	10
<u>IDCL - Role, Functions, Initiatives (A General Understanding)</u> - Genesis and Evolution of IDCL, Structure and Functions of Food Authority, Overview of systems and processes in Standards, Enforcement, Laboratory ecosystem, Imports, Third Party Audit, Promoting safe and wholesome Food (Eat Right India, Food Fortification, snf, Clean Street Food Hub, RUCO and various other social and behavioural change initiatives), Training and capacity building, Role of State Food Authorities	10

POST: Hindi Translator

The paper would be in two parts, with 100 Objective MCQ type questions in Part 1 to be attempted in 120 minutes. 4 marks would be given for each correct answer and 1 mark deducted for each wrong answer. Part 2 would be

descriptive type. Both Part 1 and Part 2 would carry 50% weightage each.

Note: The level of the paper will be consistent with the educational qualifications prescribed.

Subject and Syllabus	No. Of Questions
Paper 1: General Hindi: (Objective type) General English: (Objective type) The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level. General Hindi: Topics covered in Hindi Language Preparation: <ul style="list-style-type: none"> Grammatical Topics i.e. Samas, Sandhi, Kriya, Visheshan, etc, Hindi Synonyms, Hindi Paragraphs, Hindi Proverbs, Hindi Antonyms General English: This part of the Paper-I tests the Reading and Writing Skills of the candidate in English. Topics covered in English Language Preparation: <ul style="list-style-type: none"> Fill in the Blanks, Error Recognition, Articles, Verbs, Preposition, Spelling Test, Vocabulary, Grammar, Synonyms, Sentence Structure, Antonyms, Sentence Completion, Correct use of words, Phrases and Idioms 	100
Paper-II Syllabus: Translation and Essay Descriptive Paper This paper will test the candidates' translation skills and their ability to write as well as comprehend the Hindi and English languages correctly, precisely and effectively. The paper will consist of: <ol style="list-style-type: none"> Two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi An Essay each in Hindi and English 	4 question having 25 marks each

LIST OF FORMS

FORM – I	FORMAT OF SC / ST CASTE CERTIFICATE
FORM – II	FORMAT OF OBC CASTE CERTIFICATE
FORM – III	FORMAT OF DECLARATION TO BE PRODUCED BY OBC CANDIDATES
FORM – IV	DISABILITY CERTIFICATE (IN CASES OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS OF LIMBS AND IN CASES OF BLINDNESS)
FORM – V	DISABILITY CERTIFICATE (IN CASE OF MULTIPLE DISABILITIES)
FORM – VI	DISABILITY CERTIFICATE (IN CASES OTHER THAN THOSE MENTIONED IN FORM IV AND V)
FORM - VII	FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL FROM ARMY/NAVY / AIR FORCE

FORM – VIII	FORM OF CERTIFICATE FOR SERVING PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR
FORM – IX	UNDERTAKING TO BE GIVEN BY SERVING ARMED FORCE PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR
FORM - X	FORM OF CERTIFICATE APPLICABLE FOR SERVING ARMED FORCE PERSONNEL WHO HAVE ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ON EXTENDED ASSIGNMENT
FORM – XI	FORM OF UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN
FORM – XII	CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE
FORM – XIII	LETTER OF UNDERTAKING FOR USING OWN SCRIBE
FORM - XIV	FORMAT OF EWS CERTIFICATE

FORM – I

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS/HER CLAIM.

This is to certify that Sri / Smt / Kum* _____ 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 Castes) Order, 1950;
- * The Constitution (Scheduled Tribes) Order, 1950;
- * The Constitution (Scheduled Castes) (Union Territories) Orders, 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 Areas (Reorganisation) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956 ;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;

- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- * The Constitution (Scheduled Castes) 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 Tribes Orders (Amendment) Act 2002;
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;

- * The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;

- * The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

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 / Smt / Kumari *

_____ Father /Mother* of Sri / Smt / 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 _____ [Name of the authority] vide their order No.
the _____

_____ dated _____.

Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in

village/town* _____ of _____ District/Division* of the State/Union Territory* of

Signature _____

Designation _____

Place: _____ [With seal of Office]

Date : _____ State/Union Territory

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

* Please delete the words which are not applicable. #Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate /presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

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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 Sri / Smt. / Kumari _____ son/daughter of
_____ of village/Town _____ District/Division

_____ in the State/ Union Territory _____ belongs to
the

_____ community which is recognized as a backward class under the Government of India,

Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____ *. Shri/Smt./Kumari

_____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the

_____ State/Union Territory. This is also to certify that he/she does not belong to the persons

/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 **.

Dated:

District Magistrate

Deputy Commissioner etc.

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.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

Form of declaration to be submitted by the OBC candidates (in addition to the Community Certificate)

I Son / daughter of Shri resident of village / town

/city.....district.....State hereby declare that I belong to the

..... Community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 3610222/93-Estt (SCT) dated 08/09/1993. It is also declared that I don't belong to persons / sections / (Creamy Layer) mentioned in column 3 of Schedule to the above referred Office Memorandum dated 08/09/1993, O.M. No. 36033/3/2004-Estt (Res) dated 09th March 2004 and O.M. No. 36033/3/2004-Estt (Res) dated 14th October, 2008.

Signature of the Candidate

Full Name

Address

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness) (Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP 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
- Blindness (Please tick as applicable)

(B) The diagnosis in his/her case is _____

(C) He/She has _____ % (in figure) _____

percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

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

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature and Seal of Authorised Signatory of notified Medical Authority)

**Signature/Thumb
impression of the
person in whose
favor disability
certificate is issued.**

Disability Certificate

(In case of multiple disabilities)

(Prescribed proforma subject to amendment from time to time) (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

**Recent PP 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 are satisfied that:

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

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@ #		
2	Low vision			
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her overall permanent physical impairment as per 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 : not necessary,

Or

(i) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - e.g. Left/Right/both arms/legs # - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents 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 Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Disability Certificate

(In cases other than those mentioned in Form IV and V)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

**Recent PP 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 he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

S r. N o.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above 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 _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - e.g. Left/Right/both arms/legs

Disability Certificate

(In cases other than those mentioned in Form IV and V)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP 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 he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has

been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

S r. N o .	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

4. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

5. Reassessment of disability is:

(iii) not necessary,

Or

(iv) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes £ -

e.g. Left / Right / both ears

6. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Countersignature and seal of the
CMO/Medical Superintendent/Head of
Government Hospital, in case the
certificate is issued by a medical
authority who is not a government

servant (with seal)}

**Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.**

Form of Certificate applicable for Released/Retired Personnel

(Prescribed proforma subject to amendment from time to time)

It is certified that No. _____ Rank _____ Name _____
whose date of birth is _____ has rendered service from _____ to _____
_____ in Army/Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

- (i) by way of dismissal, or
- (ii) by way of discharge on account of misconduct or inefficiency, or
- (iii) on his own request, but without earning his pension, or
- (iv) he has not been transferred to the reserve pending such release.

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place: _____ Signature, _____ Name _____ and _____ Designation _____ of
the
Competent Authority **

Date: _____

SEAL

% Delete the paragraph which is not applicable.

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year) (Prescribed proforma subject to amendment from time to time)

1. It is certified that No. _____ Rank _____ Name _____ is serving in the Army/Navy/Air Force from _____.
2. He is due for release/retirement on completion of his specific period of assignment on or before _____.
3. No disciplinary case is pending against him

Place:

Signature, Name and Designation of the

Competent Authority**

Date:

SEAL

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

(a) In case of Commissioned Officers including ECs/SSCs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

Undertaking to be given by serving Armed Force personnel who are due
to be released within one year

(Prescribed proforma subject to amendment from time to time)

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

Place:

Date:

Signature and Name of Candidate

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial

assignment and are on extended assignment (Prescribed proforma subject to amendment from time to time)

1. It is certified that No _____ Rank _____ Name _____ whose date of birth is _____ is serving in the Army/Navy/Air Force from _____
2. He has already completed his initial assignment of five years on _____ and is on extended assignment till _____
3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place :

Signature, Name and Designation of the

Competent Authority **

Date :

SEAL

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN

I understand that, if selected on the basis of 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 appointed 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 Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- | | | |
|----|-------------------------------------|-------|
| a) | Date of appointment in Armed Forces | _____ |
| b) | Date of discharge | _____ |
| c) | Length of service in Armed Forces | _____ |
| d) | My last Unit/Corps | _____ |

Place:

Date:

(Signature of the Candidate)

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 happens his/her writing capabilities owing to his/her disability.

Place:

Date:

(Signature)

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

Name and Designation

Name of Government Hospital/ Health care centre with seal

Note:

Certificate should be given by a specialist of the relevant stream/disability (Eg. Visual Impairment- Ophthalmologist, Locomotor Disability-Orthopaedics specialist/PMR)

FORM - XIII

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I, _____ a candidate with _____
name of the disability), appearing for the _____ (name of the examination),
bearing Roll No. _____ and Registration No. _____ at
_____ (name of the centre) in the District & State
_____ (name of the district and state). My qualification is
_____. I do, hereby, state that
_____ (name of the scribe) will provide the services of Scribe
for the undersigned for taking the aforesaid examination. I do, hereby, undertake that the qualification of
scribe is _____. In case, subsequently it is found that qualification of scribe
is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and
claims relating thereto. Place: Date: (Signature of the candidate with Disability)

Place:

Date:

(Signature of the candidate with Disability)

Annexure-XIV

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 _____ 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 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).

Signature with seal of

Office _____

Name _____

Designation _____

Passport size attested
photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

e 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.

te 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 st

