Last/Closing Date for Receipt of Application at Madras Engineer Group & Centre, Bangalore is 27th day from the date of publication of this advertisement including the day of publication.

Applications are invited for the following posts from citizens of India, who are fulfilling the requisite qualifications/specifications as mentioned below on prescribed format, as a Defence Civilian Employee. Applications duly completed in all respects alongwith all the requisite documents duly attested by a Gazetted Officer or self attested, should be addressed to The Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Sivan Chetty Garden Post, Bangalore – 560 042 and the envelope containing application be marked on TOP as “FOR THE POST OF _______ UNDER CIVILIAN DIRECT RECRUITMENT” and sent through Registered Post or dropped at ‘Drop Box’ kept at reception room at main gate of HQ MEG & Centre, Bangalore.

<table>
<thead>
<tr>
<th>No of vacancies incl fresh &amp; anticipated vacs</th>
<th>Total</th>
<th>Vertical reservation</th>
<th>Horizontal Reservation (out of vac given in Column vii)</th>
<th>Pay Band and Grade Pay with Classification (As per 7th CPC)</th>
<th>Minimum Educational/Technical Qualifications required</th>
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<tbody>
<tr>
<td>Name of the post</td>
<td>Gen</td>
<td>SC</td>
<td>ST</td>
<td>OBC</td>
<td>ESM</td>
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<td>(i) Lower Division Clerk (LDC)</td>
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<td>(ii) Storekeeper – III (SK-III)</td>
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<td>(b)</td>
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<td>(c) Typewriter/Computer Mechanic</td>
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<td>(d) Civilian Trade Instructors (CTIs)</td>
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<td>(i) Painter &amp; Decorator</td>
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<td>(ii) Mason (Artisan Construction)</td>
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<td>(iii) Plant Driver</td>
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<td>(iv) Regimental Surveyor Tech</td>
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<td>(v) Carpenter &amp; Joiner (Artisan wood work)</td>
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<td>(vi) Engine Artificer</td>
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<td>(vii) Fitter</td>
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<td>(e) Cook</td>
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<td>88</td>
<td>92</td>
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<td>(f) Boot Maker</td>
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<tr>
<td>(g) Lascar</td>
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**Essential**:
- (a) 12th Class pass or equivalent qualification from a recognised Board or University.
- (b) Typing speed of 35 words per minute in English on computer or typing speed of 30 words per minute in Hindi on computer (35/30 words per minute correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word).

**Desirable**:
- (a) Minimum one year experience in Similar work.
- (b) Knowledge of computers in MS Word. (c) Certificate course in Store Keeping/Store Management.

**Corresponding Trades in NTC/NAC**
- (a) Painter (General)
- (b) Mason (Building Constructor)
- (c) Mechanic (Heavy Vehicle)/Construction Machinery (Mechanic-cum-Operator)
- (d) Surveyor
- (e) Carpenter, Furniture & cabinet maker
- (f) Mechanic (Diesel) / Diesel Mechanic
- (g) Fitter
Note :- The pay details are approximate.

Abbreviations Used: Gen – General, SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, ESM - Ex-Servicemen, MSP - Meritorious Sports Person. PH(PD) - Physically Handicapped (Orthopedically handicapped), PH(PB) - Physically Handicapped (Partially Blind).

2. Category-wise number of vacancies mentioned above incl ESM/PH/Sports Person vac is purely provisional and subject to variation i.e may increase or decrease without notice. Anticipated vacancies will only be filled on availability of NAC against them. All vacancies/posts are subject to ‘All India Service Liability’.

3. Reservation for SC/ST/OBC/ESM/PH/Meritorious Sports Person will be governed as per existing Govt of India’s rules in force.

4. Application Forms, other format/forms, General Instructions, requisite documents required are available on “Indian Army” Website at http://indianarmy.nic.in. Same can be viewed and down-loaded. However, candidates must read the General Instructions before submitting/filling the Application Forms.

5. Application not accompanied by filled copy of Admit Card in duplicate, attested photograph, attested copies of civil educational certificates or incomplete application form/mandatory forms/certificate and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.

6. Language of Question Paper-cum-Answer Sheet for all Categories/Trades as mentioned at Para 1 above. The Question Paper-cum-Answer Sheet of Written Test will be bilingual i.e, in English and Hindi. However, the question on the portion of English Language will be in English only.

7. Written exam for all the posts may be held concurrently on the same day. However, Individuals applying for more than one post may do so at their own risk but should submit separate application for each post. For MTS category, candidates can apply only one of the four trades/posts given i.e either for Watchman or Gardener or Civil Messenger or Safaiwala.

<table>
<thead>
<tr>
<th>Ser</th>
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<tr>
<td></td>
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<td>Fresh</td>
<td>Anticipated vacs</td>
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<td>(ii)</td>
<td>Gardener</td>
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<td>(iv)</td>
<td>Safaiwala</td>
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Total 249  - 249  -  -  -  -  -  -  -  -  -
8. **Selection Process**:

(a) Where the number of applications received in response to an advertisement is large and it will not be convenient or possible for the Deptt to call all the candidates for written test, the Deptt at its discretion may restrict the number of candidates, to a reasonable limit on the basis of marks obtained in the examination for essential qualification given. In case of grading system, the candidates must furnish conversion formula duly approved by the respective Board/Institute.

(b) **Selection process will comprise of Written Test & Skill Test.** Candidates who pass Written Exam will be issued with Call Up letter to appear in Skill Test for all categories. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for skill test. **THE NUMBER OF CANDIDATES CALLED FOR SKILL TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES** based on the merit/marks obtained in the written test.

(c) **For LDC only** The candidates applying for LDC will undergo Typing Test on computer as their skill test.

(d) Skill Test/Trade Test will be qualifying in nature and over all merit will be based on marks of written test only, except for the vac/posts reserved for Meritorious Sports Persons where skill test comprising of sports trials and achievement in the concerned sports ( winning of medals & participation at various level) may involve award of marks and merit drawn on the basis of performance in written test & skill test as per discretion of appointing authority

**NOTE**: List of selected candidates will be uploaded on the website given at Para 4 above. No queries regarding rejection of application form, failing in written test/Skill test, not coming up in merit or any other information will be entertained.

9. **Age limit**:

(a) 18-25 years for all posts, (b) The crucial date for determining the age limit shall be the last/closing date of receipt of application which will be twenty seventh day from the publication of this advertisement considering the day of publication as 1st day, for e.g. if published in Employment News (which is a weekly) for the week 20 Nov 2016 to 26 Nov 2016 then the last date of application & crucial date for determining the age will be 16 Dec 2016 by 2359 hrs, (c) The age relaxation will be applied only in case of candidates who produce the valid certificates of caste/category. **OBC candidates should also produce non-creamy layer certificate.**

(d) Candidates should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or equivalent certificate available on the date of submission of application only will be accepted by HQ MEG & Centre, Bangalore for determining the age, eligibility and no subsequent request for its change will be considered or granted, (e) **For Ex-Serviceman only** The date of birth as recorded in discharge book and PPO will only be considered as final.

10. **Admit Card**. Candidates must bring their Admit Card issued by MEG & Centre to appear for **written test and skill test** otherwise they will **Not be permitted** to appear for these tests.

11. **GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES FOR DIRECT RECRUITMENT OF DEFENCE CIVILIAN EMPLOYEES BY SELECTION AT HQ MADRAS ENGINEER GROUP AND CENTRE, BANGALORE**

(a) **Citizenship**

(i) A Candidate must be either :-

(ii) a citizen of India or, (iii) a subject of Nepal, or (iv) a subject of Bhutan, or (v) a Tibetan refugee who came to India before 1st January 1962 with the Intention of permanently settling in India, or (vi) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zair Ethiopia and Vietnam, with the intention of permanently settling in India.

Provided that a candidate who belongs to categories (ii), (iii), (iv) and (v) above shall be person in whose favour a certificate for eligibility has been issued by the Govt of India.

**Note**: The application of candidate in whose case a certificate of eligibility is necessary, may be considered by the Deptt and if recommended for appointment, the candidates may also be provisionally appointed subject to necessary certificate being issued in his favour by the Govt of India.

(b) **HOW TO APPLY**

(i) Candidates must apply in the application as per the format published in this advertisement (ANNEXURE-1) and fill up the columns in their own handwriting in **BLOCK capital letters**.

(ii) Applications on formats other than the one indicated will be summarily rejected.

(iii) If wrong entries are made by the candidates in the application form, their application will be rejected and HQ MEG & Centre will not be responsible for such rejection. No representations against such rejection will be entertained.

(iv) Application filled in on the format used for previous recruitment or some other advertisement will not be considered. The candidates should further note that Application Form will **NOT** be supplied by HQ MEG & Centre. Same can be downloaded from "Indian Army" website at **http://indianarmy.nic.in**.
(v) Candidates claiming reservation Concessions against SC/ST/OBC/Ex-Serviceman/Disability/Meritorious Sports Person and other reserved categories shall ensure that attested copy of the certificate as issued by the competent authority is enclosed as per the format/forms mentioned against each:-

(aa) Format of SC/ST Certificate as per **ANNEXURE-2**.

(ab) Form of certificate to be produced by OBC classes candidates as per **ANNEXURE-3**.

(ac) Declaration/Undertaking certificate for OBC Candidates only as per **ANNEXURE-4**.

(ad) Form of undertaking to be given by Ex-Serviceman as per **ANNEXURE-5**.

(ae) Form of Certificate for Defence Personnel as per **ANNEXURE-6**.

(af) No Objection Certificate from OIC Records in terms of AO 78/79, in case serving Army Personnel who does not falls under the category as mentioned at Para 1 to AO 78/79.

(ag) Form of Certificate to be submitted by Central Government Civilian Employees seeking age relaxation as per **ANNEXURE-7**.

(ah) Disability Certificate as per **ANNEXURE-8**.

(aaj) Meritorious Sports Persons :-

(i) Sports Persons who have represented a State or the Country in a National or International competition in any of the games/sports mentioned in the list at Annexure-9.

(ii) Sports Persons who have represented the University in the Inter-University Tournaments conducted by the Inter-University sports Board in any sports/games shown in the list at Annexure-9.

(iii) Sports Persons who have represented the State school teams in the National sports/games for schools conducted by all India school games federation in any of the games/sports shown in the list at Annexure-9.

(iv) Sports Persons who have been awarded National awards in physical efficiency under the National physical efficiency drive.

(v) No such appointments can be made unless the candidate is, in all respects, eligible for appointment to the post applied for. Educational qualification or experience should also conform to those prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of a class/category of persons to which the applicant belongs.

(vi) Categories of sports persons specified in para 11 (aaj) (i to v) above may be allowed relaxation of upper age-limit up to a maximum of 5 years (10 years in the case of SC/ST) for the purpose of appointment in Gp ‘C’ and ‘D’ Cadres with the approval of the Headquarters office. This concession will be admissible only to those sports persons who satisfy all other eligibility conditions relating to educational qualifications, etc.

(k) Order of preference:-

(i) First preference to those candidates who have represented the country in an international competition with the clearance of the department of Youth Affairs and Sports.

(ii) Next preference may be given to those who have represented a State/U.T. in the Senior or Junior level national Championships organised by the National Sports Federation recognized by Department of Youth Affairs and Sports or National Games organised by Indian Olympics Association and have won medals or positions upto 3rd place. Between the candidates participating in Senior and Junior National Championships/ games, the candidates having participated and won medal in Senior National Championship will be given preference.

(iii) Next preference may be given to those, who have represented a University in an Inter-University competition conducted by Association of Indian Universities/Inter-University Sports Board and have won medals or positions upto 3rd place in finals.

(iv) Next preference may be given to those, who have represented the State Schools in the National sports/games for Schools conducted by the All India School Games Federation and have won medals or positions upto 3rd place.

(v) Next preference may be given to those, who have been awarded National Award in physical efficiency drive.

(vi) Next preference may be given to those, who represented a State/Union Territory/University/State Schools teams at the level mentioned in categories (ii) to (iv) but could not win a medal or position, in the same order of preference.

(l) Certificate of Sports Achievements to be attached:-

(i) For representing India in an International Competition in one of the recognised Games/Sports as per **ANNEXURE-10**.

(ii) For representing a State in India in a National Competition in one of the recognised Games/Sports as per **ANNEXURE-11**.

(iii) For representing a University in the Inter-University Competition in one of the recognised Games/Sports as per **ANNEXURE-12**.

(iv) For representing a State School Team in the National Games for School in one of the recognised Games/Sports as per **ANNEXURE-13**.

(v) For the awardees in Physical Efficiency performances conducted by the Ministry of Education and Social Welfare as per **ANNEXURE-14**.

(vi) Candidates should ensure that the seal of the attesting officer clearly indicates rank and office to which he is attached. The competent authorities for issue of Caste Certificate are indicated below :-

(a) District Magistrate/Addional District Magistrate/Collector/Deputy Commissioner/Addional Deputy Commissioner/Deputy Collector/First Class Magistrate/Extra Assistant Commissioner.

(b) Chief Presidency Magistrate/Addional Chief Presidency Magistrate/Presidency Magistrate.

(c) Revenue Officer not below the rank of Tahsildar’.

(d) Sub Divisional Officer of the area where the candidate and/or his family normally resides.
Disqualifications
12. Individual who, having a spouse living, has entered into or contracted a marriage with any other person, shall not be eligible for appointment to the said post.

Note: Provided that the Central Government may, is satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of rule.

13. Individual who has furnished wrong information in the application form, enclosed false certificate to avail benefits/reservation, disclosed false/wrong information in the application form regarding relatives or who have suppressed any material information, shall be liable to cancellation of candidature at any stage of recruitment process and/or termination of service, if the candidate has been selected.

Service Conditions
14. The candidates finally selected for appointment will be under the Ministry of Defence (Govt of India) and are likely to be posted to any faculty under HQ MEG & Centre generally in the State of Karnataka but will be liable to be appointed/transferred to anywhere in India with All India Transfer Liability and also for Field Service Liability (Civilian in Defence) as applicable.

15. Probation. The person selected for appointment will be on probation for a period of two years, which may further be extended at the discretion of Appointing Authority i.e, Commandant, HQ MEG & Centre, Bangalore.

16. Health. A candidate must be in a sound mental and physical health and free from physical illness, which is likely to interfere with the efficient discharge of his/her duties. A candidate, who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined. The candidate has to be declared medically fit for field service by the competent authority.

17. Certificate to be attached. Candidates should ensure that they should attach with their application following documents duly attested by Gazetted Officer or self attested.

(a) Matriculation or Equivalent certificate in support of the declaration of age.
(b) All Educational/technical qualification certificate.
(c) If the qualification or Diploma possessed by the candidate is equivalent, then the authority (whichever is applicable) under which it has been so treated must be indicated.
(d) An attested copy of a certificate in support of any claim/relaxation (whichever is applicable) in the prescribed form issued by the competent authority (Original to be produced at the time of Interview/Skill Test).

Action against candidates found Guilty of Misconduct
18. Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling up the application form. Candidates are also warned that they should in no case tamper with entry in documents or its attested/certificate copy submitted by them nor should they submit tampered/fabricated documents. If there is any inaccuracy or any discrepancy between two or their attested/certified copies, an explanation regarding the discrepancy should be submitted.

19. A candidate who is or has been declared by the Department to be guilty of the act/omission specified above including attempt to commit, or abetting, as the case may be, of all or any of the acts specified in the under mentioned clauses may, in addition to rendering himself/herself liable to criminal prosecution, will be liable :

(a) To be disqualified by the Department from selection for which he/she is a candidate, and/or
(b) To be debarred either permanently or for specified period :-
  (i) By the Department from any examination or selection held by them.
  (ii) By the Central Government from any employment under them, and
  (iii) If he/she is already in service under Government, disciplinary action under the appropriate rules.

20. The acts/omissions which will invite the prosecution mentioned in Para above are:-

(a) Obtaining support of his/her candidature by any means, or
(b) Procuring impersonation by any person, or
(c) Impersonating, or
(d) Submitting fabricated documents or documents which have been tampered with, or
(e) Making statements which are incorrect of false or suppressing material information, or
(f) Resorting to any other irregular or improper means in connection with his/her candidature for the selection.
(g) Using unfair means during test, or
(h) Writing irrelevant matter including obscene or pornographic matter, in the scripts (s), or
(j) Misbehaving in any other manner in the examination hall, or
(k) Mobile phone/communication device in the examination hall/interview room/skill test room.
(l) Harassing or doing bodily harm to the staff employed by the Deptt for the conduct of their test, or
(m) Canvassing in any form.
21. **Important instructions to the candidates/applicants:-**

(a) Dates of examination will be intimated to the eligible candidates later on through call letter/Admit Card.

(b) **Candidates will endorse the category/caste under which reservation sought in bold letters.**

(c) Person working in Central/State Govt/PSU must apply through proper channel alongwith the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection. However, their candidature will be subject to receipt of application on due date.

(d) Persons already in Government service, whether in permanent or temporary capacity or as work charge employees other than or daily rated employees are required to submit the application through proper channel. However, their candidature will be subject to receipt of application by due date.

(e) Defence Civilian Employees already in HQ MEG & Centre, Bangalore, whether in permanent or temporary capacity other than casual are required to submit the application through proper channel. The date for determining the eligibility of all candidates in every respect shall be the normal closing date prescribed for receipt of application.

(f) Candidates whose application are found to be complete in all respect alongwith all necessary documents and found eligible only be called for Written Test through Call Up Letter and Admit Card.

(g) Application received after last date due to postal delay or any other reason will be summarily rejected. Madras Engineering Group Centre, Bangalore will not be responsible for any postal delay in respect of any communication.

(h) Candidates should note that only one date of birth as recorded in the Matriculation, Higher Secondary examination certificate will be accepted.

(i) Application not accompanied by Admit Card in duplicate, attested photograph, attested copies of civil education certificates or incomplete application form and or not conforming to the above requirements will be summarily rejected without any intimation to the candidate and applicants will have no claim whatsoever.

(j) Original certificates should not be sent with the application. It should be produced at the time of Skill Test alongwith one set of attested photocopies for depositing with Madras Engineering Group and Centre, Bangalore.

(k) The Commandant, Madras Engineering Group and Centre, Bangalore reserves the right to change the number of vacancies, if necessary as and when required.

(l) The candidates must clearly super scribe “APPLICATION FOR THE POST OF “ ______” UNDER CIVILIAN DIRECT RECRUITMENT” on the Top of the envelope in BLOCK CAPITAL letters.

(m) Ex-Serviceman certificate should have been issued by the Competent Authorities. Photocopy of Discharge Certificate and PPO should also be enclosed duly attested by a Gazetted Officer alongwith application form.

(n) Certificate regarding Sports achievements should have been issued by the competent authorities.

(o) Two recent passport size photographs of 4cms x 5cms will be attached separately alongwith application. One recent passport size photograph of 4cms x 5cms will be pasted on the application form in the space provided duly attested by a Gazetted Officer. Signature and Stamp of Gazetted Officer should NOT be affixed on the face of the candidate’s photo.

(p) The Ex-Serviceman candidate also have to give an undertaking in the format as per Annexure-5.

(q) Candidates applying against a reserved post must enclose supportive documents viz., Caste certificate, Disability certificate. Non-creamy layer certificate in case of OBC etc in support of their claim belonging to the reserved category. Only attested copies of certificates (from Gazetted Officer or self attested) in support of Educational Qualification/Technical Qualifications/Sports achievements, Experience, Caste, Date of Birth, PH, Sportsmen and Ex-Serviceman are to be enclosed with the application.

(r) Incomplete and unsigned applications and without Left/Right Thumb Impression or applications not accompanied by attested copies of certificates or applications received at HQ MEG & Centre after the last date for receipt of applications or without two additional photograph will be summarily rejected without any intimation to the candidate and no correspondence with this regards will be entertained.

(s) The applications duly completed in all respects along with its concerned documents should be sent by registered post or dropped at ‘Drop Box’ kept at reception room located at Main Gate of HQ MEG & Centre, Bangalore; In a cover addressed to The Civilian Establishment Officer, Civilian Recruitment Cell, HQ MEG & Centre, Bangalore, Siven Chetty Garden Post, Bangalore –560 042 so as to reach within 27 days from the date of publication in the daily news paper including the day of publication. However, candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep and residing abroad. Application duly completed in all respect must reach within 31 days from the date of publication. APPLICATION RECEIVED LATE WILL NOT BE ENTERTAINED.

(t) Candidates living with more than one spouse or married another spouse while the first is alive; are not eligible to apply.

(u) **Perks and benefits :** Besides Basic Pay, DA, CGHS facilities, the posts carry usual allowances and other benefits which includes HRA or Govt accommodation (subject to availability), travelling allowance etc.

22. **Skill Test** Candidates who pass in Written Exam will be issued with Call Up letter to appear in Skill Test. THE NUMBER OF CANDIDATES CALLED FOR SKILLED TEST MAY BE RESTRICTED TO 10 TIMES OF NUMBER OF VACANCIES based on the merit/marks obtained in the written test. Candidates will bring their Admit Card issued by MEG & Centre to appear for written test and skill test. Candidates NOT found in possession of Admit Card will NOT be permitted.

23. Any other documents supporting their candidature i.e, Sports/Cultural activities duly attested by the Gazetted Officer or self-attested will also be attached alongwith application form.
24. Specific benefits for Women Employees:
(a) 180 days Maternity leave up to two children.
(b) 45 days leave for miscarriage including abortion.
(c) 730 days child care leave up to two children.
(d) Rs 1000/- per month special allowance to women with disabled children for two years up to two children.
(e) Posting of Husband and wife at the same station, subject to approval by Integrated HQ of MoD (Army) and availability of vacancy.

25. Documents: All original documents/certificate along with one set of photocopy duly attested by Gazetted Officer or self-attested will be brought by the candidates at the time of Skill Test.

26. Decision: The decision of the Commandant, HQ MEG & Centre in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and Skill test, allotment of examination centres, selection and allotment of trades/posts to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

27. Courts Jurisdiction: Any dispute in regards to this recruitment will be subject to courts/tribunals located at Bangalore only.

28. For Ex-Servicemen Only:
(a) The period of “Call up service” of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.
(b) For any servicemen 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 and/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.
(c) Explanation – I: An Ex-Serviceman means a person who has served in any rank of whether as combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union and
(i) Who retired from such service after earning his/her pension? This would also include persons who are retired/retire at their own request but after having earned their pension; or
(ii) Who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
(iii) Who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or
(iv) 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 of the following categories, namely: -
(aa) Pension holders for continuous embodied service.
(ab) Persons with disability attributable to military service; and
(ac) Gallantry award winners.
(d) Explanation – II: The persons serving in the Armed Forces of the Union, who on retirement from Service, would come under category of “Ex-Serviceman” may be permitted to apply for Re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Serviceman but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of Union.
(e) Age Concession is not admissible to sons, daughters and dependents of Ex-Serviceman.
(f) Service personnel in the last year of their colour service in the Armed Forces.
(g) As per Supreme Court direction dated 24.02.1995 in appeal No 731-69 of 1994, age relaxation will be available for the Group ‘C’ Posts in the C/o the RGI (Registrar General of India) for retrenched census employees as under:-
(i) Age relaxation by 3 years plus length of service rendered by them in connection with census, before retrenchment,
(ii) Weightage of past service.

29. General Information to the Candidates:
(a) Venue, date and time of the Written Examination will be intimated to the eligible candidates later on through Call Up letters and Admit Cards.
(b) Venue, date and time of the Skill Test will be intimated to the candidates who pass in Written Examination later on through Call Up letters.
(c) Written Examination Centre for all the above posts/vacancies will be KENDRIYA VIDYALAYA, MEG & CENTRE, ST. JOHN’S CHURCH ROAD, BANGALORE – 560 042 ONLY. However, the same is subject to change as per discretion of the appointing authority.
(d) Candidates will have to attend all the tests selection pertaining to the above recruitment process at their own cost. No TA/DA will be paid to them for Written Test and Skill Test.
(e) Any injury/incident/accident to the Candidates during the whole process of testing, this organisation will not be responsible for any claims thereto.
(f) Candidates living with more than one spouse or married another spouse while the first is alive, are NOT eligible to apply.
(g) HQ MEG & Centre will not be responsible for non-receipt of applications due to any postal delay. Application received after the due date will not be considered for any reasons and will be rejected without any intimation.
(h) HQ MEG & Centre reserves the rights to cancel or modify this notification without assigning any reasons thereof.
(i) Canvas in any form shall disqualify the candidates. No enquiry/correspondence will be entertained.

30. Caution to all Applicants: Some unscrupulous elements may approach you with the assurance of procuring appointment for you in the HQ MEG & Centre through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. It is emphasized and reassured that the selection test and exercise will be done on merit only in a transparent manner.
31. **GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES DURING THE WRITTEN EXAMINATION :-**

(a) A consolidated chart of candidates indicating Roll Numbers, From – To with allocation of Room Number at prominent places in the KENDRIYA VIDYALAYA, MEG & CENTRE, ST JOHN’S CHURCH ROAD, BANGALORE – 560 042 compound, such as Entry Gate, Notice Boards of each floor and also in the room of the Centre Superintendent will be available. This important information is to ensure that candidates do not face any difficulty.

(b) Candidates will use only Blue/Black Ball Point Pen for writing the Question Paper-Cum-Answer Sheets and Attendance sheet for each paper. Use of pencil is strictly prohibited and will not be permitted in any case.

(c) Roll Number Chart will be pasted in each room examination hall, showing the allotment of candidates in that room/examination hall.

(d) Candidates will neither fold Answer sheet nor make any stray marks on it.

(e) Candidates who are in possession of call up letter and admit card affixed with Hologram issued by MEG & Centre will only be permitted to appear in written examination.

(f) Reporting time of the candidate is 0830 hrs at KENDRIYA VIDYALAYA, MEG & CENTRE, ST JOHN’S CHURCH ROAD, BANGALORE – 560 042.

(g) Candidates should be seated in the examination hall well before time so that examination is conducted as per the scheduled time. Candidates arriving late up to 30 minutes will be permitted to appear in the examination.

(h) Relative/friends of the candidates will not be allowed to move around the premises of the Examination Centre before and after the examination hours in order to avoid any security risks/hazards.

(i) Candidates will bring their own writing material such as pen.

(j) Candidates will not carry any textual material, printed or written, bits of papers, calculators, side rules, log table, electronic watches with facilities of calculator, pager, mobile phone, electronic device or any material except the Call up letter and Admit Card inside the examination hall/room.

(k) Candidates should leave books, notes or any other material outside the premises of the Examination Centre i.e. KENDRIYA VIDYALAYA, MEG & CENTRE, ST JOHN’S CHURCH ROAD, BANGALORE – 560 042.

(l) Candidates written work/examination will be considered Null and void under the following conditions:-

(i) Quoting an incorrect name and other particulars.

(ii) Leaving identification or any sort or using answer sheet(s) with any identification mark/stamp of any kind of prohibited.

(iii) Use of ink other that colours Royal/Navy Blue or Black will be considered as an attempt to leave identification mark.

(m) In case a candidate receive any such Question Paper-Cum-Answer Sheet mentioned above he/her must get it replaced immediately.

(n) Using Question Paper-Cum-Answer Sheet which has not been stamped and initialled by the Invigilators is also prohibited.

(o) Candidates are requested to sign twice in the Attendance Sheet at the time of receipt hand handing over the Answer Sheet to the invigilator before leaving the examinations room/hall. The candidates are also requested to put left/right hand thumb impression in the space provided in the Attendance Sheet in each paper.

(p) Candidates are not allowed to use correction/white fluid on the Answer Sheet and Attendance Sheet.

(q) Candidates should sit only on the allotted seats.

(r) Whispering, murmuring and signalling amongst the candidates are NOT permitted.

(s) Borrowing of stationery items amongst the candidates will NOT be permitted.

(t) In case of any doubt candidate will only raise his/her hand to seek help of the Invigilators and will NOT shout/speak.
HQ MADRAS ENGINEER GROUP AND CENTRE, BANGALORE
APPLICATION FORM FOR THE POST OF:

(USE ONLY BLUE OR BLACK BALL PEN TO WRITE IN THE BOX)
(Please read instruction in the Notice carefully before filling the application)

PLACE OF WRITTEN EXAMINATION : KENDRIYA VIDYALAYA, MEG & CENTRE,
ST. JOHN’S CHURCH ROAD, BANGALORE – 560 042

To,
The Civilian Establishment Officer
Civilian Recruitment Cell
HQ Madras Engineer Group and Centre
Sivan Chetty Garden Post Office
Bangalore – 560 042

01. Candidate’s full name
Write in Capital Letters in English exactly as written in Matriculation Certificate. Leave one box blank between every two parts of the name

02. Father/Husband’s Name
Write in Capital Letters in English. Leave one box blank between every two parts of the name

03. Mother’s Name
Write in Capital Letters in English. Leave one box blank between every two parts of the name

04. Date of Birth :
(In words)

05. Date of Birth
(In figure)
Days Months Year

06. Gender (Male/Female) :

07. Nationally :

Paste here firmly your recent photograph (4cms x 5cms) duly attested by a Gazetted Officer
Signature and stamp should NOT be on the face. Do not staple the photo
08. Category, Religion, Caste and Sub Caste (General/SC/ST/OBC) :
   (a) Category (General/SC/ST/OBC) ____________________
   (b) Religion ____________________
   (c) Caste ____________________
   (d) Sub Caste ____________________

09. Category (Meritourious Sports Person/Ex-Serviceman/ Serving) : ____________________
       (a) For Meritourious Sports Person:-
           (i) Games/Events represented ____________________
           (ii) Level at which represented ____________________
              (International/National/State/District/University/College/School)
           (iii) Period represented: From ___________ to ___________
           (iv) Position obtained ____________________
       (b) For Ex-Serviceman/ Servicemen :-
           (i) Arms/ Services/ Number ____________________
           (ii) Date of Enrolment
                  Days  ______  Months  ______  Year  ______
           (iii) Date of Retirement/ Discharge
                  Days  ______  Months  ______  Year  ______
           (iv) Reason for the release/ discharge : ____________________
           (v) Medical Category : ____________________
           (vi) Award of decoration, if any : ____________________
           (vii) Registration Number with Zilla Sainik Board/ Employment exchange, if any : ____________________

10. Whether Physically Handicapped? (Yes/No) : ____________________

11. If, Physically Handicapped state OH,HH,VH,PD,PB etc: ____________________
Name of the Candidate____________________________

12. Whether seeking Age relaxation? (Yes/No) : __________________________
   Write ‘Yes’ or ‘No’. If yes, tick the appropriate boxes under which age relaxation are sought. In case candidate belongs to more than one category the same to be mentioned. Also attach necessary certificate in support. If candidate is seeking age relaxation and certificate to the effect are NOT found to be attached alongwith application duly attested by Gazetted Officer or self attested, candidature will be rejected without any intimation to the candidate.

<table>
<thead>
<tr>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
<th>DIVORCED/SEPARATED/WIDOW</th>
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<tr>
<td>SPORTPERSON</td>
<td>DEPARTMENTAL</td>
<td>J &amp; K DOMICILED</td>
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<tr>
<td>EX-SERVICEMAN</td>
<td>PHYSICALLY HANDICAPPED</td>
<td>OTHERS (SPECIFY)</td>
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</table>

13. Age of the candidate as on last/closing date for receipt of application
   Days   Months   Year

14. Indicate medium of Typing Test on Computer : ________________________________
   only for the post of LDC (English/Hindi)

15. Whether belonging to Minority Communities? (Yes/No) : ________________________

16. Whether you were ever debarred or disqualified by SSC/ UPSC/ recruitment board from any of their examination/ selection? (Yes/No) : __________________________

17. Whether you have ever been convicted by any court for any offence? (Yes/No) : __________________________

18. Whether you have ever been dismissed or removed from Govt Service or terminated during probation? (Yes/No) : __________________________

19. Do you have any relative working in HQ MEG & Centre or Madras Sappers? (Yes/No) : __________________________

20. If Yes, give name, post, relation and official address of the Relative
   Name: ________________________________
   Post: ________________________________
   Relationship: _________________________
   Office Address: _______________________
   ________________________________
21. **(a)** Academic Qualifications on the date of filling the application form (mention all education qualifications commencing from 10th class onwards):

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Examination Passed</th>
<th>Subjects</th>
<th>Marks/ Grading obtained</th>
<th>% of Marks</th>
<th>Division</th>
<th>Year of Passing</th>
<th>Name of the Board/ University</th>
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</table>

Total

**(b)** Professional Qualification on the date of filling the application form:

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Examination Passed</th>
<th>Subjects</th>
<th>Marks/ Grading obtained</th>
<th>% of Marks</th>
<th>Division</th>
<th>Year of Passing</th>
<th>Name of the Board/ University</th>
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</tbody>
</table>

Total

**(c)** Certification (if any) on the date of filling the application form:

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Course/Certification</th>
<th>Field</th>
<th>Year of Passing</th>
<th>Name of the Board/University</th>
</tr>
</thead>
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</tbody>
</table>

22. **Details of work Experience/ Govt Service**

**(a)** Employment Records (Current Employment Record)

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Organisation</th>
<th>Designation</th>
<th>Pay Scale, Grade Pay and Pay Band (attach CTC of Pay Slip/ Certificate)</th>
<th>Period From (dd/mm/yyyy)</th>
<th>Period To (dd/mm/yyyy)</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
Name of the Candidate____________________________

(b) **Past Experience**

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Organisation</th>
<th>Designation</th>
<th>Pay Scale, Grade Pay and Pay Band (attach CTC of Pay Slip/Certificate)</th>
<th>From (dd/mm/yyyy)</th>
<th>To (dd/mm/yyyy)</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

23. **Maximum Qualification attained and total experience in year:**

24. **Any other information relevant to the job:**

25. **Write complete communication Address in English:** (Write in Capital Letters in English. Leave one box blank between every two parts of the name)

   (a) **House No**
   
   (b) **Village/Town**
   
   (c) **Street/Mohalla**
   
   (d) **Post Office**
   
   (e) **Police Station**
   
   (f) **Tehsil**
   
   (g) **District**
   
   (h) **Nearest Railway Station**
   
   (j) **State**
   
   (k) **Pin Code**

26. **E Mail address, if any:**

27. **Mobile No:**

28. **Identification marks of the candidate**

   (a) :
   
   (b) :
Name of the Candidate____________________________

29. Whether name registered with the Employment Exchange and if, so furnished the details: ___________________
   (a) Registration No: ___________________
   (b) Name of the Employment Exchange/ State: ___________________
   (a) Valid upto: ___________________

DECLARATION

1. I have read the provisions contained in the Notice carefully and hereby undertake to abide to them.

2. I further declare that I fulfil all the conditions of eligibility regarding age limit, educational qualifications, etc prescribed for admission to the examination. I have enclosed attested photographs of certificates in support of my claim for educational qualifications, age, category (SC/ST/OBC/Ex-Serviceman/Meritorious Sports Person/Physically Handicapped and age relaxation: -
   (a) 
   (b) 
   (c) 
   (d) 
   (e) 
   (f) 

3. I also declare that I do not stand debarred by SSC/UPSC as on date and have never been convicted by any court of law. I also declare that no charge sheet is pending against me in any court of law. Further, declare that I have never been dismissed or removed from Govt Service or my service been terminated during probation.

4. For Central Govt Civilian employees seeking age relaxation.
   (a) I declare that I am a Central Govt Employee and completed 3 years of regular service or regular length of service stipulated in the Notice of the examination on or before the date mentioned as last date for submitting application form given in the Notice.
   (b) I am departmental Candidate and I have forwarded my application through proper channel.

5. For Candidate belonging to OBC.
   I declare that I belong to the community which is recognised as a backward class by the Govt of India for the purpose of reservation in services as per order contained in Deptt of Personnel and Training Office Memorandum No 36012/22/93-Estt (SCT) dated 08.09.1993. I also declare that I do not belong to the person/sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt of India DoPT OMs mentioned in the Notice. I further declare that I am in possession of OBC Certificate in the prescribed format given in the Notice of the examination.

6. For Candidate belonging to Ex-Servicemen Category.
   I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled.
Name of the Candidate____________________________

7. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in case the above particulars or information given therein are found false or incorrect my candidature for examination is liable to be rejected or cancelled and my services are liable to be terminated without any notice to me.

<table>
<thead>
<tr>
<th>Left Thumb Impression of male candidate/ Right Thumb impression in case of female candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of candidate</td>
</tr>
<tr>
<td>(UN SIGNED APPLICATION WILL BE REJECTED)</td>
</tr>
<tr>
<td>Place :</td>
</tr>
<tr>
<td>Date :</td>
</tr>
</tbody>
</table>

Notes :-

1. Candidates should send TWO additional recent passport size photograph (4cm x 5cm) alongwith application form separately.

2. Name of the post applied and category (Gen/ OBC/ SC/ ST/ PH) should be mentioned at the top of the envelope.

3. Candidates should send THREE self-addressed envelopes duly affix the postal stamps.

4. ORIGINAL CERTIFICATE WILL NOT BE ATTACHED WITH THE APPLICATION. ONLY ATTESTED PHOTOCOPIES DULY ATTESTED BY THE GAZETTED OFFICER OR SELF ATTESTED TO BE ENCLOSED. DEPARTMENT WILL NOT BE RESPONSIBLE FOR LOSS OF ORIGINAL CERTIFICATES SO ENCLOSED WITH THE APPLICATION.

5. Candidate should fill two copies of admit card duly affixing his photographs, signature and thumb impression and enclose alongwith application form.
<table>
<thead>
<tr>
<th>HQ MEG &amp; CENTRE, BANGALORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIT CARD FOR WRITTEN EXAM FOR THE POST OF ( _______________ )</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To be filled by the Candidate in duplicate</th>
<th>To be filled by the Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of the Candidate</strong>:</td>
<td><strong>Category</strong></td>
</tr>
<tr>
<td><strong>Father/Husband’s Name</strong>:</td>
<td><strong>Roll No</strong></td>
</tr>
<tr>
<td><strong>Date of Birth</strong>:</td>
<td><strong>Date of Examination</strong></td>
</tr>
<tr>
<td><strong>Sex (Male/Female)</strong>:</td>
<td><strong>Centre of Examination</strong></td>
</tr>
<tr>
<td><strong>Address</strong> :-</td>
<td><strong>Timings</strong></td>
</tr>
<tr>
<td><strong>House No/Village</strong>:</td>
<td><strong>Hologram</strong></td>
</tr>
<tr>
<td><strong>Post/Street</strong>:</td>
<td></td>
</tr>
<tr>
<td><strong>Location/Taluk</strong>:</td>
<td></td>
</tr>
<tr>
<td><strong>City/Town/Distt</strong>:</td>
<td></td>
</tr>
<tr>
<td><strong>State</strong>:</td>
<td></td>
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<tr>
<td><strong>Pin Code</strong>:</td>
<td></td>
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<tr>
<td><em>(Delete whichever not required)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Choice of language for question paper</strong>: (English / Hindi)</td>
<td></td>
</tr>
</tbody>
</table>

*Paste here firmly your recent photograph (4 cms x 5 cms) duly attested by a Gazetted Officer. Signature and stamp should NOT be on the face. Do not staple the photo.*

*(Left Thumb Impression of male candidate*/Right Thumb impression in case of female candidates)*

*(Signature of the Candidate)*

Signature of Presiding Officer
DIRECTIONS FOR THE CANDIDATES

1. Please check the Admit Card carefully for your Name, Course, Date of Birth, Sex, Test Centre Name and Category. Question Paper shall be made available in English only.

2. Candidates are advised to reach the venue at least 2½ hrs before the exam so as to complete the registration formalities well before the time. Registration desk will be closed 60 Minutes prior to the exam. No candidate, in any circumstances, will be allowed to enter the Examination Centre after the commencement of the exam.

3. No candidate without Admit Card shall be allowed to sit in the Examination by the Centre Supdt.

4. Candidates will not be allowed to leave the Examination Hall before the conclusion of the test.

5. Candidates are not allowed to bring rough paper into the exam room. Blank paper will be provided for rough work in the exam hall. Candidate will not be allowed to leave the examination Centre without handing over the rough sheet to the Invigilator concerned after the end of the exam.

6. Calculators, Log Table, Calculating Devices, Communication Device like Cellular Phone/Pager/Docu Pen etc and Textual materials are not allowed in the Examination Centre. Violation of this will lead to cancellation of candidature.

7. Candidate must follow the instructions of the invigilator strictly.

8. The Admit Card is issued provisionally to the candidates subject to his/her satisfying conditions.

9. Candidates are requested to carry any one photo identity proof (College ID Card, Driving Licence, Passport, Ration Card) to the Examination Centre.

10. No candidate will be allowed to carry any baggage inside the Examination Centre.

11. Smoking and eating is strictly prohibited in the examination room.

12. Approach the Centre Supdt/Invigilator in the room for any technical assistance, first aid emergency of any other information during the course of examination.

13. For any queries, please contact Tele No of CEO : 080-25577899.
FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribe should submit in support of his claim an attested/ clarified copy of a certificate in the form given below, from the District Officer of the Sub-Divisional officer or any officer as indicated below of the District in which his parents (surviving parent) ordinarily reside who has been designated by the State Government concerned as competent in issue which a certificate. If both his parents are dead the officer signing the certificate should be of the District which the certificate himself ordinarily reside otherwise than for the purpose his own education. Wherever photograph is an integral part of the certificate, the Commissioner would accept only attested photocopies of such certificate 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 certify that Shri/ Smt/ Kumari* ___________________________ Son/ daughter* of _______________________________ of Village/ Town* ________________________________________ District/ Divisional* __________________ of State/ Union Territory* ______________________ belongs to the ______________ Scheduled Caste/ Scheduled Tribe* under :

* The constitution (Scheduled Castes) Order, 1950 __________
* The constitution (Scheduled Tribes) Order, 1950 __________
* The constitution (Scheduled Castes)(Union Territories) Order, 1951 __________
* The constitution (Scheduled Tribes)(Union Territories) Order, 1951 __________
(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the state of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002)

* The constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
* The constitution (Andaman and Nicobar Island) Scheduled Tribes Order, 1959, as amended by the Schedule Castes and Scheduled Tribes (Amendment) Act, 1976
* The constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962 @
* The constitution (Dadara 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 (Nagaland) Scheduled Castes Tribes, 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) Order (Amendment) Act, 1990@
* The constitution (Scheduled Tribes) Order (Amendment) Act, 1991@
* The constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991@
* The constitution (Scheduled Tribes) Order (Amendment) Ordinance Act, 1996@

2. Application in the case Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

3. # This Certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes* Certificate issued to Shri/ Smt/ Kumari* ___________________________ father/ mother* of Shri/ Smt ___________________________ of Village/ Town* _______________________________ in District/ Division* __________________ of the State/ Union Territory* ______________________ who belong to the Caste/ Tribe* which is recognised as a Scheduled Castes/ Schedule Tribes in the State/ Union Territory* ______________ issued by the ___________________________ dated _______________
4. 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 ________________
(with Seal of the office)

Place : ______________________ State/ Union Territory __________________
Date : _________________

* Please delete the word (s) which is not applicable
@ Please quote specific presidential order
& Delete the paragraph, which is not applicable
# Applicable in the case of SC/ ST who have migrated from another State/ UT

IMPORTANT NOTES

1. The term ‘Ordinarily resides (s) **** used here will have the same meaning as in section 20 of the Representation of the People Act 1950.

(a) Officers competent to issue Caste/Tribe Certificate :-

   (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.

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

   (iii) Revenue Officer not below the rank of Tahsildar.

   (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family reside (s).

   (v) Administrator/Secretary to Administrator/ Development Officer (Lakshadweep Island).

2. Certificate issued by any other authority will be rejected.
FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certified that Shri/ Smt/ Kumari* ___________________________________________ Son/ Daughter* of Shri/ Smt* ___________________________________ of Village/ Town* ___________________________ District/Division* _______________________ in the _____________________________ State belongs to the ________________ Community, which is recognised as a backward class under:-

(iv) Resolution No 12011/96/94-BCC dated 09/03/1996.
(vi) Resolution No 12011/13/97-BCC dated 03/12/1997.
(xiii) Resolution No 12011/2/2001-BCC dated 19/06/2003.

Shri/ Smt/ Kumari ________________________________ __ and/ or his/ her family ordinarily reside (s) in the _____________________________ District/Division of the _____________________________ State.

This is also to certify that he/ she does not belong to the persons/ selections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No 36012/93-Estt (SCT) dated 08/09/1993, which is modified vide Department of Personnel & Training OM No 36033/3/2004-Estt (Res) dated 09/03/2004, further modified vide Department of Personnel & Training OM No 36033/3/2004-Estt (Res) dated 14/10/2008 or the latest notification of the Government of India.

Dated : ____________________________ District Magistrate or
Seal ____________________________ Deputy Commissioner, etc

* please delete the word (s) which are not applicable.
NOTE-I

1. The term ‘Ordinarily reside (s)’ used here will have the same meaning as in section 20 of the Representation of the People Act 1950.

2. The authorities competent to issue Caste Certificate are indicated below:-

   (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector/ Ist Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

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

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

   (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family reside (s).

NOTE II

1. The closing date of receipt of application will treated as the date reckoning for OBC status of the candidate and also for assuming that the candidate does not fail in the creamy layer.

2. The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice.
DECLARATION/UNDERTAKING – FOR OBC CANDIDATES ONLY

I, ______________________ Son/ Daughter of Shri __ ___________________ resident of Village/ Town/ City ___________________ District ______________ State hereby declare that I belong to the ________ community which is recognised as a backward class by the Government of India for the purpose reservation in services as per orders containing in Department of Personnel and Training Officer Memorandum No 36012/22/93-Estt (SCT) dated 08/09/1993. It is also declared that I do not belong to persons/ section (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 08/09/1993, which is notified vide Department of Personnel and Training Officer Memorandum No 36033/3/2004-Estt (Res) dated 09/03/2004 and further modified vide OM No 36033/3/2004-Estt (Res) dated 14/10/2004 or latest notification of the Government of India.

I also declare that the condition of status/ annual income Creamy Layer of my parents is within prescribed limits as on financial year ending on Mar 31, 2014.

Signature of the candidate

Place :

Date :

Declaration/ undertaking not signed by Candidate will be rejected.

NOTE : The admission is provisional and is subject to the community certificate being verify through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to the creamy Layer is false, his/ her admission will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Penal Code production of false certificates.

The last/ closing date for receipt of application will be treated as the date reckoning for OBC status of the candidate and also for assuming that the candidate in the format prescribed for Central Government jobs issued by the competent authority on or before the last/ closing date of application from the date of publication of advertisement as stipulated in the notice.
ANNEXURE – 5

FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMAN CATEGORY

1. I undersigned 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 Appointment Authority that I have been duly released/retire/ discharged from the Armed Forces and that I am entitled to the benefits to the admissible to Ex-Serviceman in terms of the Ex-Serviceman (Re-employment in Central Civil Services 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 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 the concession of reservation of vacancies admissible to Ex-Serviceman.

3. I further submit the following information :-

(a) Date of appointment in Armed Forces _______________________

(b) Date of Discharge

Days   Months   Year

(c) Length of service in Armed Forces

Days   Months   Year

(d) My last Unit

______________________________

(e) My last Corps

______________________________

Place : ______________________  (Signature of Candidates)

Date : ______________________  Name : ______________________
FORM OF CERTIFICATE FOR 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) _______________________.

Place : 
Signature of the Commanding Officer

Date :
(Office Seal)

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FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVT 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/ Kumari ________________________ is a Central Govt. Civilian Employee holding the post of ________________________ in the Pay Band No ________________ with Grade Pay of Rs ________________ with three years regular service in
the grade as on ________________ (closing date).

Place :
Signature ____________________

Date :
Name _______________________
(Office Seal)

* Please delete the word (s), which is not applicable
NAME AND ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No :         Date :

DISABILITY CERTIFICATE

1. This is to certify that Shri/ Smt/ Kumari ________________________________
   Son/ Wife/ Daughter of Shri _________________________ ______ age ___________ Sex _________
   Identification marks (s) __________________________ _________________________________ is
   suffering from permanent disability of following category :-

   (A) Locomotors of cerebral palsy :-
      (i) BL – Both Legs affected but not arms
      (ii) BA – Both arms affected
           (a) Impaired reach  (b) weakness of grip
      (iii) BLA – Both legs and both arms affected
      (iv) OL – One leg affected (right or left) : (a) Impaired reach
            (b) Weakness of grip
            (c) Ataxic
      (v) OA – one arm affected : (a) Impaired reach
            (b) Weakness of grip
            (c) Ataxic
      (vi) BH – Stiff back and hips (cannot sit or stood)
      (vii) MW – Muscular weakness and limited physical endurance.

   (B) Blindness or Low Vision : (i) B – Blind
      (ii) PB – Partially Blind

   (C) Hearing Impairment : (i) D – Deaf
      (ii) PD – Partially Deaf

Recent photograph of the
candidate showing the
disability duly attested by
the Chairperson of the
Medical Board
2. The condition is progressive/ non-progressive/ likely to improve/ not likely to improve. Reassessment of the case is not recommended/is recommended after a period of _____ years ______ months.*

3. Percent age of disability in his/ her case is ________ Percent.

4. Shri/ Smt/ Kumari ______________________________ _______ meets the following physical requirement for discharge of his/ her duties: -

   (i) F  – can perform work by manipulating with fingers    Yes / No
   (ii) PP – can perform work by pulling and pushing         Yes / No
   (iii) L  – can perform work by lifting                    Yes / No
   (iv) KC – can perform work by kneeling and crouching      Yes / No
   (v)  B  – can perform work by bending                     Yes / No
   (vi) S  – can perform work by sitting                     Yes / No
   (vii) ST – can perform work by standing                   Yes / No
   (viii) W – can perform work by walking                    Yes / No
   (ix) SE – can perform work by seeing                      Yes / No
   (x) H – can perform work by hearing/speaking              Yes / No
   (xi) RW – can perform work by reading and writing        Yes / No

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

* Strike out which is not applicable.

Note: IMPORTANT REQUIREMENT OF PH CERTIFICATE

(i) A disability certificate shall be issued by a Medical Board duly constituted by the Central and the state Government. The State Government may constitute a Medical Board consisting of at least 3 Members out of which at least, one Member shall be Specialist from relevant field.

(ii) The Certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown "permanent".

(iii) Accordingly the persons with Disabilities (Equal Opportunities Protection of Right and full Participation) Rules, 1066 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub - section (1) and (2) section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Right and full Participation) Act, 1995 (1 of 1996), authorised to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government may constitute a Medical Board consisting of at least three members out of which, at least one shall be Specialist in the particular field for assessing locomotors/visual including low vision/hearing and speech disability, retardation and leprosy cured, as the case may be.
# List of Games/Sports Which Qualify Meritorious Sports Persons for Consideration for Appointment to GP ‘C’ Posts

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<td>22</td>
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</tbody>
</table>
Certificate to meritorious sportsman for employment to Group ‘C’ and ‘D’ Services under the Central Government

Certified that Shri/ Smt/ Kumari ___________________________ Son/Wife/Daughter of Shri_____________________ resident of _____________________________(Complete address) represented the Country in the game/event of ___________________________ in ___________ competition/Tournament held at ______________ from _________ to ___________.

The position obtained by the individual/team in the above said Competition/Tournament was_________________.

The certificate is being given on the basis of record available in the Office of National Federation/National Association of ___________________________.

Place ________ Signature __________________
Date ________ Name ______________________
Designation ____________________
Name of the Federation/National Association__________________
Address ______________________
Seal _______________________

Note- This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.
FOR REPRESENTING A STATE IN INDIA IN A NATIONAL COMPETITION IN ONE OF THE RECOGNIZED GAMES/SPORTS

STATE ASSOCIATION OF ---------------------- IN THE GAME OF-----------------------------

Certificate to meritorious sportsman for employment to Group ‘C’ and ‘D’ Services under the Central Government

Certified that Shri/ Smt/ Kumari ___________________________ Son/Wife/Daughter of Shri____________________ resident of _______________________________(Complete address) represented the State of ___________ in the game/event of __________________ in the National competition/Tournament held at ________________ from ___________ to ___________.

The position obtained by the individual/team in the above said Competition/Tournament was_________________.

The certificate is being given on the basis of record available in the Office of the State Association of _______________________.

Place ________ Signature __________________
Date _________ Name _____________________
Name of the State Association
Designation ____________________
Address _______________________
Seal _______________________

Note- This Certificate will be valid only when signed personally by the Secretary of the State Association.
FOR REPRESENTING A UNIVERSITY IN THE INTER-UNIVERSITY COMPETITION
IN ONE OF THE RECOGNIZED GAMES/SPORTS

UNIVERSITY OF -------------------

Certificate to meritorious sportsman for employment to Group ‘C’ and ‘D’
Services under the Central Government

Certified that Shri/ Smt/ Kumari _______________________________ Son/Wife/Daughter of
Shri_________________ resident of _______________________________ Student of
___________________ represented the University of ________________ in the game/event of
___________________ in Inter-University Competition/Tournament held at ____________
from ___________ to ____________.

The position obtained by the individual/team in the above said Competition/Tournament
was_________________.

The certificate is being given on the basis of record available in the Office of Dean of Sports or
Officer in overall charge of Sports in the University of ________________.

Place _______ Signature __________________
Date ________

Name __________________
Designation __________________
Name of University ________________
Address __________________
Seal _______________________

Note- This Certificate will be valid only when signed personally by Dean/Director or other
Officer in overall charge of Sports in the University.
FOR REPRESENTING A STATE SCHOOL TEAM IN THE NATIONAL GAMES FOR SCHOOL IN ONE OF THE RECOGNIZED GAMES/SPORTS

DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION
OF THE STATE OF -----------------------

Certificate to meritorious sportsman for employment to Group ‘C’ and ‘D’ Services under the Central Government

Certified that Shri/ Smt/ Kumari ____________________ Son/Wife/Daughter of Shri_______________ resident of __________________________(Complete address)

Student of ___________________ represented the _________ State School Team in the

game/event of___________________ in the National Games for School held at ________
from ___________ to _____________.

The position obtained by the individual/team in the above said Competition/Tournament

was___________________.

The certificate is being given on the basis of records available in the Office of Directorate of

Public Instructions/Education of _________________.

Place ________

Date ________

Signature ___________________

Name _____________________

Designation ________________

Address ____________________

Seal ______________________

Note- This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instruction/Education of the State.
GOVERNMENT OF INDIA/ MINISTRY OF EDUCATION AND SOCIAL WELFARE

Certificate to meritorious sportsman for employment to Group ‘C’ and ‘D’ posts/services under the Central Government

Certified that Shri/ Smt/ Kumari ___________________________ Son/Wife/Daughter of Shri_________________ resident of ____________________________ (Complete address) represented the __________________ School Team in the game/event of___________________ in the National Competition held at _____________ from _____________ to _______________.

The certificate is being given on the basis of records available in the Ministry of Education and Social Welfare.

Place _________ Signature __________________________
Date _________ Name _______________________
Designation _______________
Address ____________________
Seal ______________________

Note- This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.