

**CENTRAL RAILWAY**

Employment Notice No. 02/2015  
Date:30/10/2015



Railway Recruitment Cell  
CPM Conversion's Office Bldg  
P. D'Mello Road,  
Wadi Bunder,  
Mumbai – 400 010.

**RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA IN CENTRAL RAILWAY FOR  
THE YEAR 2015-16.**

<b>Closing Date</b> and <b>Time of receipt</b> of Applications.	30/11/2015 at 17.00 Hrs.
<b>Closing Date</b> & <b>Time of receipt</b> of applications for 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 etc.	15/12/2015 at 17.00 Hrs.
(Note: Applications received after Closing Date and time shall not be entertained.)	

1. The Central Railway invites applications from the citizens of India in the prescribed format in **Annexure 'A'** for filling up **12** posts against **Scouts & Guides** quota for the year **2015-16**. The posts are open to all regardless of Community (UR, SC, ST & OBC).

**Details of posts to be filled in:**

S. No	Post	Scale of Pay	No of posts	Distribution of Posts
01	Group 'C'	Pay Band-1 Rs.5200-20200 Plus Grade Pay <b>Rs.1900/-</b>	02 ( Two )	Over Central Railway
02	Erstwhile Group 'D'	Pay Band-1 Rs.5200-20200 Plus Grade Pay <b>Rs.1800/-</b>	10 ( Ten )	02 post each for Mumbai, Bhusawal, Nagpur, Pune and Solapur Division.

**Note: A candidate can apply separately for Grade Pay Rs 1900/- and Grade Pay Rs. 1800/-.**

**2. ESSENTIAL QUALIFICATION:**

**(a) Minimum Educational Qualifications:**

S. No	Post	Educational qualification:
1	Group 'C' in Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.1900/-	Passed 10 + 02 or its equivalent examination with not less than 50% marks in the aggregate from a recognised Board. 50% marks are not required for SC/ST/Ex-servicemen or where the candidates possess higher qualification i.e. Graduation/Post Graduation etc from a Recognised University.
2	Erstwhile Group 'D' in Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.1800/-	10 <sup>th</sup> passed <b>OR</b> ITI (in trades approved by the NCVT) <b>OR</b> Equivalent from the recognised Educational Board.

**(b) Scouts and Guides Qualifications: (For Pay Band Rs 1900/- and Rs.1800/- both)**

- (a) A President Scout/Guide/Rover/Ranger **OR** Himalayan Wood Badge (HWB) holder in any Section.
- (b) Should have been an active member of a Scouts Organization for the last 5 (Five) years i.e. 2010-11 onwards. The Certificate of Activeness should be as per the **Annexure 'B'** enclosed and
- (c) Should have attended two events at National Level **OR** All Indian Railways' level **AND** Two events at State level.

**3. AGE LIMIT: (As on 01/01/2016)**

<b>Posts/Categories</b>	<b>UR</b>	<b>OBC</b>	<b>SC/ST</b>
Group 'C' posts in Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.1900/-	18 to 29 years	18 to 32 years	18 to 34 years
Erstwhile Group 'D' posts in Pay Band-1 Rs.5200-20200 Plus Grade Pay Rs.1800/-	18 to 32 years	18 to 35 years	18 to 37 years

**Extent of Age Relaxation:**

- (a) Serving Railway employees who have put in a minimum 03 years continuous service will be given relaxation of age, subject to the age limit of **40 years for UR, 43 years for OBC and 45 years for SC/ST.**
- (b) The staff of Quasi-Administrative offices of the Railway Organization, such as Railway Canteens, Co-operative Societies and Institutes: The relaxation in upper age limits will be up to the length of the service rendered subject to **maximum 05 years.** They shall submit their applications with **Service Certificate**, mentioning the **period of service rendered by them**, duly issued by their **Controlling Officer**, along with other relevant documents.
- (c) Widows/Divorcee Women/Women judicially separated but not remarried:  
**UR- up to 35 years, OBC up to 38 years, SC/ST- up to 40 years.**
- (d) Persons with Disability:
- (i) For Group 'C' posts: **UR- 39 years, OBC- 42 years and SC/ST- 44 years.**
  - (ii) For erstwhile group 'D' posts: **UR- 42 years, OBC- 45 years and SC/ST- 47 years.**
- (e) Persons who had ordinarily domiciled in the state of Jammu & Kashmir during the period from 01/01/1980 to 31/12/1989: **Relaxation upto 05 years.**

- (f) Ex-Servicemen candidate: Relaxation of age will be to the extent of service rendered by them in Defence Service plus 3 years provided they have put in a minimum of 06 months service after attestation and up to the age of 40 years for reservists not employed in Government Service.

**4. EXAMINATION FEE:**

- (a) The examination fee for Unreserved and OBC candidates is Rs.100/-. The examination fee should be paid in the form of Indian Postal Order (IPO) from any Post Office, drawn in favour of and payable at Mumbai as follows.

**Senior Personnel Officer (Recruitment), Central Railway, Mumbai.**

- (b) Remittance of examination fee in any other form except Indian Postal Order will not be accepted.
- (c) IPOs issued before the date of issue of Employment notice **OR** after the closing date will not be accepted and the application will be rejected.
- (d) The particulars of Indian Postal Order submitted as examination fee should also be indicated at the prescribed place in the application form.
- (e) Candidates must write their name, full address at the space provided in the Indian Postal Order.
- (f) The examination fee is not refundable/transferable/adjustable under any circumstances.

**5 FEE EXEMPTIONS:**

SC/ST candidates, Ex-Servicemen, Women Candidates, Persons with Disabilities, Minority candidates\*, and candidates belonging to Economically Backward Classes\*\* are exempted from payment of examination fees.

**\* Minorities mean Muslims, Christians, Sikhs, Buddhists and Zoroastrians (Parsis).**

For claiming exemption from the examination fee, Minority candidates should furnish 'self declaration' as mentioned in **Annexure-'C'** along with application form. At the time of Document Verification such candidates claiming exemption of examination fee will be required to furnish 'minority community declaration' affidavit on non-judicial stamp paper that he/she belongs to any of the above minority community. If the affidavit is not produced during document verification, the candidature will be rejected.

**\*\* Economically Backward Classes (EBC) will mean the candidates whose Family Income is less than Rs.50, 000/- Per Annum.**

The following authorities are authorized to issue income certificate for the purpose of identifying Economically Backward Classes (EBC):

- (i) District Magistrate or any other Revenue Officer up to the level of Tehsildar.
- (ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- (iii) BPL card or any other certificate issued by the Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- (iv) Union Minister may also recommend for any persons from anywhere in the country.
- (v) Sitting Members of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

The Income Certificate issued by the Authorities mentioned above would have to be in **Annexure-D**.

#### 6. **HOW TO APPLY:**

Candidates should carefully read all the instructions given in the Employment Notification before filling the application form. Application form in **Annexure 'A'** shall be submitted on A-4 sized good quality paper. The application should be in **English/Hindi** language, filled by the applicant in his/her **own handwriting** in **English/Hindi** language only. The applications submitted in **other than English/Hindi** languages will be **rejected summarily**. The applications should be signed in Running Letter. The applications signed in CAPITAL letters shall be rejected summarily. The candidate has to **affix his/her recent passport sized colour photograph** on the application in the space provided for the purpose, duly cross signed by him/her i.e. **partially on the photograph and partially on the application**. Serving government employees should send their application through proper channel, duly forwarded by their **Controlling Officials**. The last date will not be extended on account of delay in transmission of the application by the concerned office. However an advance copy of the application can also be submitted. (**Detailed Notification and Application form in Annexure 'A' can be downloaded from RRC/CR website: [www.rccr.com](http://www.rccr.com)**).

#### 7. **WHOM TO APPLY:**

The application should be sent by **Ordinary Post** or dropped in the **Box kept in the office** for this purpose, as mentioned below. The cover containing the application must be super-scribed "**Application for Scouts and Guides Quota, 2015-16 (Group 'C' OR erstwhile Group 'D')**" for which the candidate is applying. Application complete in all respects should be sent in a cover addressed as follows:

**Senior Personnel Officer (Recruitment), Chief Personnel Officer's Office, General Manager's Office Building, 1<sup>st</sup> floor, Central Railway, Chatrapati Shivaji Terminus Mumbai-400 001.**

**8. RECRUITMENT PROCESS:**

The candidates, who apply in response to the Notification and are found eligible for consideration for appointment against Scouts and Guides Quota, shall be assessed on the basis of following criteria:

(A)	<b>Written Test</b>	<b>50 Marks</b>
	The Written Test will consist of 40 Objective Questions (40 marks) & 1 Essay Type Question (10 marks) relating to Scouts and Guides Organisation and its activities and General Knowledge.	
(B)	<b>Scouting Skill Assessment</b>	<b>10 Marks</b>
	A Skill Assessment Committee will assess the practical ability of the candidates.	
(C)	<b>Marks on Certificates</b>	<b>40 Marks</b>
	(i) Participation/Service rendered in National Events/National Jamboree (including All Indian Railway Events) :	<b>10 Marks</b>
	• First Two certificates ( i.e. minimum eligibility qualification)	Nil
	• One additional event	07 Marks
	• Two or more additional events	10 Marks
	(ii) Participation/Service rendered in State Events/Rallies	<b>10 Marks</b>
	• First Two certificates ( i.e. minimum eligibility qualification )	Nil
	• One additional event	07 Marks
	• Two or more additional events	10 Marks
	(iii) Specialized Scout/Guides course organised at National/State/All Indian Railways level:	<b>10 Marks</b>
	• One course	07 Marks
	• Two or more Courses	10 Marks
	(iv) Participation in District Rallies :	<b>10 Marks</b>
	• One certificate	Nil
	• Two certificates	07 Marks
	• Three certificates	10 Marks
	Total	<b>100 Marks</b>

**SYLLABUS OF WRITTEN TEST (For Grade Pay Rs. 1900/- and Grade Pay Rs 1800/- both)**

History of Scouting/Guiding; Law & Promise; Organization—District & State Level; Training Center -- District & State Level; knowledge of Books; Scouting for Boys/Guiding for Girls in India; Motto left hand shake; Salute; Prayer; Flag Song; National Anthem; Know the National & Scouting flags; Social Services at various occasions; Hiking; Proficiency Badges, How these are earned? Stages in Scouting/Guiding: Thinking Day; Progressive Training of Scouts/Guides/Rovers/Rangers; Pioneering; Handicrafts; Indian Railway Jamborette; National Jamboree; Jamboree on the Air.

Organization at National Level; National Training Centres, WAGGGS/WOSM – Uprashtrapati Award Competition; Prime Minister Shield Competition; Community Development Programmes; Aims and Methods of Scouting; How Scouting is useful in producing better citizens?

9. **GENERAL CONDITIONS:**

- (a) The candidates already employed in Central/State/PSUs including Railways should submit their applications through proper channel, duly submitting Service Certificate and No Objection Certificate (NOC) from the employer.
- (b) The decision of the Railway Administration in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, and mode of selection shall be final and binding on the candidates.
- (c) Candidates recommended for appointment will have to pass the requisite **Medical Fitness Test**, as per the standards prescribed for the selected post.
- (d) Canvassing in any form shall disqualify the candidate.
- (e) Candidates are required to obtain caste certificates in the proper Proforma from the appropriate authority and produce the original certificate at the time of verification, failing which he/she may be disqualified. This is strictly required vide Chapter 13 of the Brochure (published by Govt. of India, Ministry of Personnel, Public Grievance & Pensions Department of personnel Training, New Delhi). As large number of candidates is producing certificates issued by authority different from appropriate authority, they are advised to strictly comply with the instructions.
- (f) Xerox copy of Caste Certificate issued by the Competent Authority, not below the rank of Tehsildar, in case of SC/ST/OBC Candidates. OBC candidates shall also submit **OBC Non-Creamy-Layer Certificate in Central Government format issued on or after 01/01/2014 by the Competent Authority** to get the benefit of age relaxation. Certificates should contain **Religion, Caste, Date of Issue** etc and bear the Seal of the Issuing Authority
- (g) Before applying to the post, candidate should ensure that he/she fulfils the all eligibility conditions prescribed in the Notification and he/she is required to enclose all necessary documents along with his/her application. No any document shall be entertained at the further stage of recruitment and the RRC/CR reserves rights to reject any application, not fulfilling the eligibility condition/conditions, at any stage of recruitment.
- (h) Candidates must bring certificates of Date of Birth, Educational Qualification, the Certificates pertaining to **Scouts and Guides** and other relevant documents, all in original, on the day of **Scouting Skill Assessment**, without which they shall not be permitted to appear in the same.
- (i) No TA/DA /Accommodation will be provided during **Scouting Skill Assessment** A candidate may have to stay for 2-3 days during selection for which he/she has to make his/her own arrangements. The Railway Administration has right to determine a valid date, postpone **Scouting Skill Assessment**, change the place or cancel the **Scouting Skill Assessment** to unforeseen reasons and this cannot be challenged by any candidate.
- (j) The successful candidates will be posted at the discretion of the Competent Authority anywhere on the Central Railway subject to availability of vacancies and they cannot seek transfer outside of the Central Railway for the period of 05 years.

(Format of Caste Certificate for SC/ST/OBC candidates is available on RRC Website: [www.rrccr.com](http://www.rrccr.com))

**10. ENCLOSURES:**

The following enclosures should be firmly attached along with the application form. **(If the certificates are in a language other than English/Hindi, translation in English/Hindi should also be enclosed, duly attested by a Gazetted Officer)**

- (a) Self attested Copy of Certificate in proof of Age, Academic Qualification and Certificate of Activeness.
- (b) Self attested Copy of Certificate in proof of Scouts & Guides Qualification.
- (c) Self attested Copy of latest **Caste Certificate** issued by the **Competent Authority** by the candidates of **SC/ST** Community in **Annexure 'E'**.
- (d) Self Attested Copy of **OBC Non- Creamy-Layer Certificate in Central Government format issued on or after 01/01/2014 by the Competent Authority** by the candidates of **OBC** Community in **Annexure 'F'**.
- (e) Self attested Copy of **Discharge Certificate** by an **Ex-serviceman**.
- (f) Self attested Copy of necessary proof for claiming age relaxation and fee Exemption under **Para 3 and 5**, respectively.
- (g) Crossed Indian Postal Order(s) as indicated at **Para No.4**.

**11. INVALID APPLICATIONS:**

Applications with the following lacunae and irregularities will be summarily rejected:

- i. Applications which are **incomplete/unsigned/signed in CAPITAL letters/not in the prescribed format./without LHTI/smudged LHTI**.
- ii. Applications which are not in English/Hindi language.
- iii. Applications without cross signature by the candidate on the affixed photo on the application and without self attested copies of all certificates/documents i.e. in proof of Age, Educational and Scouts and Guides Qualification, Community etc as enclosures.
- iv. Applications without translated copies of certificates (if not in English **OR** Hindi.), duly attested by a Gazetted Officer.
- v. Applications without examination fee and without proper details of Indian Postal Order (IPO) Number and Date filled in the application, wherever applicable.
- vi. Applications received after closing date.
- vii. Applications without addressing to the concerned Office/Officer as indicated at Para 7.

8/-

- viii. Applications without Annexure 'B' with proper certification.
- ix. Any other form of irregularities found.

**12. OTHER MATTERS:**

- I. If there is any change in the address, the candidate in his own interest should arrange with the Post Office concerned for redirection of the communication from **old to new address.**
- II. The decision of the Railway Administration in all matters relating to eligibility, acceptance, rejection of the applications, issue of free passes, penalty for false information, mode of selection, conduct of **Written Test/Scouting Skill Assessment**, allotment of posts to selected candidates, etc. will be final and binding on the candidates and no enquiry or correspondence in this regard will be entertained by the Railway Administration.
- III. The selection of the candidate by the Railway Administration does not confer any prescriptive right on the candidate for the post.
- IV. The Railway Administration is not responsible for any postal delay or wrong delivery.
- V. The Railway administration reserves rights to rectify inadvertent error or omission at any stage of recruitment and an erroneously appointed candidate shall liable to be summarily removed from Railway Service.

**13 LEGAL MATTERS:**

Any legal matter arising out of this Employment Notice shall fall within the legal jurisdiction of Central Administrative Tribunal, Mumbai only.

**14 IMPORTANT ADVISORY:**

Railway Recruitment Cell, Central Railway has not appointed any Agents or Coaching Centers for action on its behalf. Candidates are warned against any such claims being made by Persons/Agencies.

**Chairman/RRC/CR**

**DA: Annexure 'A', 'B', 'C', 'D', 'E', & 'F'**



**ANNEXURE 'A'**

**CENTRAL RAILWAY**

Application for Recruitment against Open Advertisement  
Scouts and Guides Quota 2015-16

Employment Notice No.02/2015 dtd 30/10/2015

To,  
Senior Personnel Officer (Recruitment), Chief Personnel  
Officer's Office, General Manager's Office Building, 1<sup>st</sup> Floor,  
Central Railway, Chatrapati Shivaji Terminus, Mumbai-400 001.

Paste here the recent  
Passport Sized **Color**  
Photo to be cross  
signed by the  
candidate

1.	Grade Pay applied for i.e. Rs 1900/- <b>OR</b> Rs. 1800/- (Only one Grade Pay should be mentioned)					
2	Preference for division in order of priority in number (for example : 1,5,3,2,4). However, Calling for preference for division does not confer upon any right to be posted in that division.	BB	BSL	NGP	SUR	PA
3	Name in full (In <b>CAPTIAL</b> Letters) (First Name/Middle Name/Surname)					
4	Father's /Husband's Name (In <b>CAPTIAL</b> Letters)					
5	Nationality ( <b>Only Indian</b> )					
6	Date of Birth (for example : 31-12-1997)	Day	Month	Year		
7	Educational Qualification [ Refer to Para 2 (a) of Notification ]					
8	Certificates in <b>Scouts and Guides</b> [ Refer to Para 2 (b) of Notification ]					
9	Community ( <b>UR/SC/ST/OBC</b> )					
10	Present Postal Address (In <b>CAPTIAL</b> letters)					
	State and Pin Code					
	Contact Number (Mobile or Landline)					
11	Nearest Railway Station (In <b>CAPTIAL</b> letters)					
12	Indian Postal Order Number and Date					
13	<u>List of Documents enclosed :</u> Please Tick mark in column Yes <b>OR</b> No 1) Crossed IPO's of Rs.100/-. 2) Proof of Date of Birth 3) Proof of Educational Qualification 4) Certificates in <b>Scouts and Guides</b> 5) Other Documents, if required 6) Annexure 'B' of the Notification 7) Annexure 'C' of the Notification 8) Annexure 'D' of the Notification 9) Annexure 'E' of the Notification 10) Annexure 'F' of the Notification	<b>Tick</b>				
		<b>YES</b>		<b>NO</b>		
		[ ]		[ ]		
		[ ]		[ ]		
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**DECLARATION :**

I, hereby, declare that all the details given above in my application are true and correct to the best of my knowledge and belief. I am aware that in the event of any information being found false or incorrect or myself being found not eligible in terms of eligibility criteria, my candidature/appointment is liable to be cancelled/terminated without any notice.

Place :

Date : / /2015

**LEFT HAND Thumb Impression**  
(Must be clear & not smudged)

**Signature of the Candidate**  
(Do not sign in CAPITAL letters)

**ANNEXURE "B"**

**Certificate No: .....**

**CERTIFICATE OF ACTIVENESS**

This is to certify that Shri/Ms \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ State/District/Division is an active member of \_\_\_\_\_ Group from  
\_\_\_\_\_ to till date (the period must be inclusive of the financial year 2010-11), duly  
registered with the State/District Association.

**Date:**

**Seal and Office Stamp**

**Signature  
Name:  
Group Leader (S&G)**

**Signature  
Name:  
DOC (S&G)**

**Signature  
Name:  
DC (S&G)**

**ANNEXURE "C"**

**Declaration for Minority Community Candidates**

It is declared that I,..... belong to the .....  
Religion which is Minority Community. Therefore, I seek exemption from the payment of  
Examination Fee. I hereby undertake to submit the "**Minority Community Declaration**"  
affidavit on non-judicial stamp paper at the time of verification of the documents, in case I  
am found suitable.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**ANNEXURE "D"**

**FORMAT OF INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD AS PER PARA  
3 OF THE LETTER No. E(RRB)/2009/25/21 dated 28/10/2009.**

**Income certificate for waiver of examination fees for examinations for  
Economically Backward Classes (E.B.C.).**

1. Name of candidate :
2. Father's / Husband's name :
3. Age :
4. Residential Address :
5. Annual Family Income :  
(in figures and in words)
6. Date of issue :
7. Signature : \_\_\_\_\_  
**(Name of issuing authority)**
8. **Stamp of issuing authority** :

**Annexure 'E'**

**FORM OF CASTE CERTIFICATE FOR SC/ST CANDIDATES**

**The format of the certificate to be produced by Scheduled Castes or Scheduled Tribes candidates applying for appointment to posts under the Government of India.**

1. This is to certify that Shri/Smt/Kum\* ..... Son/Daughter\*  
of Shri /Smt ..... of village /town\*  
..... District/Division\* ..... of state/Union Territory\*  
..... belongs to the ..... Caste/Tribe \* which is recognized as Scheduled  
Caste/Schedule Tribe\* under:

The Constitution (Scheduled Castes/Scheduled Tribes) order , 1950  
The Constitution (Scheduled Castes/ Scheduled Tribes) (Union Territories) order, 1951 [ as amended by the Schedule  
Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act 1960, the Punjab  
Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Area (Reorganisation) Act,  
1971 and the Scheduled Castes and Scheduled Tribes Order ( Amendment) Act, 1976 ].  
The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956.  
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1959 @ as amended by the Scheduled  
Castes and Scheduled Tribes Order (Amendment) Act, 1976.  
The Constitution (Dadra and Nagar Haveli) Scheduled Caste order, 1962  
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962@  
The Constitution (Pondicherry) Scheduled Caste order, 1964@  
The Constitution Scheduled Tribes (Uttar Pradesh) order, 1967@  
The Constitution (Goa, Daman and Diu) Scheduled Caste order , 1968@  
The Constitution (Goa, Daman and Diu) Scheduled Tribes order , 1968@  
The Constitution (Nagaland) Scheduled Tribes order, 1970@  
The Constitution (Sikkim) Scheduled Castes order, 1978@  
The Constitution (Sikkim) Scheduled Tribes order, 1978@  
The Constitution (Jammu & Kashmir) Scheduled Tribes order, 1989@  
The Constitution (SC) orders (Amendment) Act, 1990@  
The Constitution (ST) orders (Amendment) Act, 1991@  
The Constitution (ST) orders (Second Amendment) Act, 1991@  
The Constitution (ST) orders (Amendment) Ordinance 1996

%2. Application in the case of Scheduled Caste/Scheduled Tribe Persons who have migrated from one  
State/Union Territory Administration

This certificate is issued on the basis of Scheduled Caste/Scheduled Tribe certificate issued to Shri/Smt/\*  
..... Father/Mother ..... of Shri /Smt./Kum\*  
..... of village /town\* ..... District/Division\*  
..... of state/Union Territory\* ..... who belongs to the  
..... Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe in State/Union  
Territory\* issued by the ..... dated .....

%3. Shri/Smt/Kum\* ..... and/ or his/her \* family, ordinarily reside(s) in village/town\*  
..... of ..... District/ Division\* of the State/Union Territory\* of  
.....

Signature .....  
Designation .....  
(With seal of office)

Place .....  
Date .....

(\*) Please delete the words which are not applicable  
(@) Please quote specific presidential Order  
(%) Delete the Paragraph which is not applicable.

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

\*\* List of authorities empowered to issue Caste/Tribe certificates :

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy  
Commissioner/Dy. Collector/I<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant  
Commissioner/Taluka Magistrate/Executive Magistrate.
- ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

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

## Annexure 'F'

### **The format of the certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India.**

This is to certify that Shri/Smt/Kum\* ..... Son/Daughter\* of Shri/Smt ..... of village /town\* ..... District in ..... State belongs to the ..... community which is recognized as backward class under ..... : (indicates Sub-caste)

- 1) Resolution No.12011/68/93-BCC(C) dated 10<sup>th</sup> September 1993, published in the Gazette of India – Extraordinary – part 1 Section 1, No.186 dated 13<sup>th</sup> September 1993.
- 2) Resolution No.12011/9/94-BCC dated 19<sup>th</sup> October 1994, published in the Gazette of India – Extraordinary – part 1 Section 1, No.163 dated 20<sup>th</sup> October 1994.
- 3) Resolution No.12011/7/95-BCC dated 24<sup>th</sup> May 1995, published in the Gazette of India – Extraordinary – part 1 Section 1, No.88 dated 25<sup>th</sup> May 1995.
- 4) Resolution No.12011/44/96-BCC dated 6<sup>th</sup> December 1996, published in the Gazette of India – Extraordinary – part 1 Section 1, No.210 dated 11<sup>th</sup> December 1996.
- 5) Resolution No.12011/68/93-BCC published in the Gazette of India – Extraordinary No.129 dated 8<sup>th</sup> July 1997.
- 6) Resolution No.12011/12/96-BCC published in the Gazette of India – Extraordinary No.164 dated 1<sup>st</sup> Sept. 1997.
- 7) Resolution No.12011/99/94-BCC published in the Gazette of India – Extraordinary No.236 dated 11<sup>th</sup> Dec 1997.
- 8) Resolution No.12011/13/97-BCC published in the Gazette of India – Extraordinary No.239 dated 3<sup>rd</sup> Dec.1997.
- 9) Resolution No.12011/12/96-BCC published in the Gazette of India – Extraordinary No.166 dated 3<sup>rd</sup> Aug.1998.
- 10) Resolution No.12011/68/93-BCC published in the Gazette of India – Extraordinary No.171 dated 6<sup>th</sup> Aug.1998.
- 11) Resolution No.12011/68/98-BCC published in the Gazette of India – Extraordinary No.241 dated 27<sup>th</sup> Oct.1999.
- 12) Resolution No.12011/88/98-BCC published in the Gazette of India – Extraordinary No.270 dated 6<sup>th</sup> Dec.1999.
- 13) Resolution No.12011/36/99-BCC published in the Gazette of India – Extraordinary No.71 dated 4<sup>th</sup> April 2000.

Shri/Smt/Kum\* ..... and /or his/her \* family ordinarily reside(s) in the ..... District of the ..... State. 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) and modified vide Government of India, Department of Personnel and Training O.M. No. 36033/3/2004/Estt.(RES.) dated 09.03.2004.

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

District Magistrate/  
Dy. Commissioner Etc.  
(With seal of office)

Place .....

Date .....

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

- a. The term "Ordinarily reside(s)" used will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- b. Where the certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Dy. Commissioner (Certificate issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient)
- c. The OBC certificate from the authorities only will be accepted:-
  - 1 District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/<sup>st</sup> Class Stipendiary Magistrate/Extra Assistant Commissioner (not below the rank of I<sup>st</sup> Class Stipendiary Magistrate)/ \* Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate.
  - 2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
  - 3 Revenue Officers not below the rank of Tehsildar.
  - 4 Sub-Divisional Officers of the area where the candidate and/or his family normally resides.