

**भारतीय डाक विभाग/DEPARTMENT OF POSTS**

**मुख्य पोस्टमास्टर जनरल कार्यालय, कर्नाटक परिमंडल, बेंगलूर 560001**  
**O/o The Chief Postmaster General, Karnataka Circle, Bengaluru-560001**

To:  
The Manager  
Mail Motor Services  
Bengaluru-560052

WITH ENTRY

No. R&E/2-17/DR/2019 dated at Bengaluru 560 001, the 19-08-2019

Sub: Recruitment of Staff Car Drivers ordinary Grade-III by Direct Recruitment (DR)  
from open market – reg

Ref: Your office letter No. B-9/IV/Rect of Dvrts/Direct/Dlgs/2019-20 dated 19-07-2019.

This is regarding Recruitment of Staff Car Drivers ordinary Grade-III by Direct Recruitment (DR) from open market. Based on your letter and meeting held on 28-07-2019, the Competent Authority has approved the following procedure

- 1) **Written Test for 40 marks-** 20 questions @ 2 marks each covering Arithmetic, Knowledge of traffic signals, general knowledge.
- 2) Based on result/merit of above test, the candidates are to be shortlisted for skill and Driving test at the ration of 1:5
- 3) **Driving Test for 30 marks**
- 4) **Skill Test for 30 marks-** for verification of minor defects, identification of spare parts, etc

Final merit list will be prepared taking into account, marks secured in all the 3 (three) tests above.

Category wise results to be announced through display at office notice board and in the Departmental website and Karnataka Post website (<https://www.karnatakapost.gov.in>)

The above instructions/conditions may be included in the notification.

Before release of notification, it is requested to ensure that the corrections are properly done and other procedures are followed.

सहायक निदेशक Assistant Director (R & E)

मुख्य पोस्टमास्टर जनरल का कार्यालय

O/o the Chief Postmaster General

कर्नाटक परिमंडल/Karnataka Circle, बेंगलूर/Bengaluru-560001.

**MINISTRY OF COMMUNICATION & IT**

**DEPARTMENT OF POSTS, INDIA**

**O/o THE MANAGER, MAIL MOTOR SERVICE, NO.4, BASAVESHWARA ROAD,  
VASANTH NAGAR, BENGALURU-560001.**

**APPLICATIONS ARE INVITED FROM THE ELIGIBLE INDIAN CITIZENS FOR THE FOLLOWING POSTS.**

POSTS	BREAK- UP						
	UR	SC	ST	OBC	EWS	Total Number	Horizontal Reservation
Staff Car/Motor Vehicle Drivers [Ordinary Grade-III] General Central Service, Gr-C, Non- Gazetted, Non-Ministerial	06	01	0	4	02	13	Ex-SM-01

**Note:**

1. The Vacancy reserved for Ex-Serviceman [ESM] will be filled up from any category and then be adjusted horizontally against respective categories viz UR/SC/ST/OBC as the case may be depending upon the category to which the selected candidate belongs to, that means the vacancy earmarked for Ex-Serviceman is included within the total vacancies of 13 posts of Drivers.
2. The vacancies notified are likely to vary/change without any prior intimation.
3. The department has right to cancel the recruitment process or modify the selection process with the reasons recorded in writing at any stage.
4. Posts are not reserved for PH candidates.
- 5.

SCALE OF PAY OF STAFF CAR/MOTOR VEHICLES DRIVER ORDINARY GRADE-III	:Rs.19900-63200 [Pay Level-2 in the pay matrix as per 7 <sup>th</sup> CPC]
PERIOD OF PROBATION	:Two years for Direct Recruits
LAST DATE FOR RECIEPT OF APPLICATION	: 26.09.2019

**6. Eligibility:**

- a. **Age limit for Direct Recruits:** 18 to 27 years (Relaxable up to 5 years for SC & ST, 3 years for OBC, for Government servants up to 40 years in accordance with the instructions or orders issued by Central Government) and for Ex-Serviceman up to a maximum of 3 years {08 [3+5] years for Ex Serviceman belonging to SC & ST and 06 [3+3] years for Ex Serviceman belongings to OBC} after deduction of the Military Service rendered from the actual age. The caste certificate submitted in the prescribed format for appointment to posts under the Government of India will be considered for availing relaxation under SC/ST/OBC/ESM.

**The crucial date for determining age limit shall be the closing date for receipt of applications from the candidates in India [and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Idak dmmu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andamon and Nickobar Island and Lakshadweep]**

**b. Education & Other qualifications for Direct Recruits:**

- i. Possession of a valid Driving Licence for Light and Heavy Motor vehicles.
- ii. The knowledge of Motor Mechanism [The candidate should be able to remove minor defects in vehicle]
- iii. Experience of driving Light & Heavy Motor Vehicle for at least for a period of three years at any registered firm/Company/Agency/Institution.
- iv. Pass in 10<sup>th</sup> Standard from a recognized Board or Institute. **And**

**c. Desirable qualification:** Three years' service as Home Guard of Civil Volunteers.

**Note:** The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Schedule Castes or Schedule Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.

**d. Disqualification:**

- i. A person who has entered into or contracted a marriage with a person having a spouse living **OR**
- ii. Who having a spouse living, has entered into or contracted a marriage with any person will not be eligible for appointment to the said post. Provided that the central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**7. Method of Selection:**

**a.** The selection of drivers shall be made on the basis of the following procedure.

- i. Written examination for 40 marks consisting of 20 questions @ 2 marks each covering Arithmetic, knowledge of Traffic signs and General knowledge.
- ii. Based on the result/merit of the above test the candidates are short listed for Skill and Driving Test at the ratio of 1:5.
- iii. The driving test for 30 marks to assess their competency to drive Light and Heavy Motor vehicles from amongst the applicants possessing the requisite eligibility criteria mentioned above.
- iv. The Skill Test for 30 marks [Competency/verification to remove minor defects in the vehicles, identification of spare parts etc.].
- v. The final merit list will be prepared taking into account, the marks secured in all the 3 [Three] test @ Sl.No.i.iii &iv.

**b.** Only those applicants who qualify in the above written test will be called for the Skill Test/Driving Test on 1:5 bases as per the total No. of vacancies in each category i.e. UR/OBC, SC, ST and EWS. The applicants will be declared qualified in descending order of merit on basis of the marks secured by them in the written test for taking Skill/Driving Test. The date and venue of the tests will be intimated separately to the eligible candidates. No intimation will be sent in respect of other applicants who are found to be not eligible.

- c. Qualifying marks in Written Test/Skill Test/Driving Test: The minimum qualifying marks in each part are as follow.

Sl No	Part	Subject	Maximum Marks	Minimum qualifying marks for all the tests
1	A	Written examination	40	a) For SC/ST-33% in each paper
2	B	Skill Test	30	b) For OBC-37% in each paper
3	C	Driving Test	30	c) For others-40% in each paper

d. **Method of preparation of Final Selection List:**

The final selection/merit list in respect of each category will be prepared taking into account, marks secured in all the 3 [THREE] tests as mentioned above by the candidate and subject to the fulfilment of all the other eligibility condition mentioned in the notification. The category wise results will be announced/displayed at the office notice board o/o The Manager, Mail Motor Service, Bengaluru-560001 and in the Departmental website, Karnataka Post website [<https://www.karnatakapost.gov.in>]

e. **Selection process:**

The marks obtained in Written Test, Skill Test and Driving Test will be taken to draw merit list and selection will be purely on merit basis i.e. marks taken in Written Test, Skilled Test and Driving Test. It is further stated that:

- i] if two or more candidates secure equal marks and they are standing in the test position in the merit list, then the candidate Senior in Age will be considered for selection.
- ii] if two or more candidates secure equal marks and they are standing in the last position in the merit list and their age are also the same, then selection will be made according to alphabetical order of the name.

8. After selection, the candidates have to produce the required original testimonials in support of age, education qualification, in case of SC/ST/OBC/EWS candidates, community certificate in the prescribed format issued by the competent authority applicable in Central Government Services [Certificate issued in the State Government format will not be considered] and in case of serving Central Government/State Government servants, NOC issued by the competent authority, etc. when called for by the concerned authorities. The candidature of candidates who do not produce the required documents/certificates in the prescribed formats/who do not fulfil any of the conditions will be out rightly rejected. Hence, the candidates are advised to prepare all the required documents before submission of application to the post of Staff Car/Motor Vehicle Drivers Ordinary Grade-III.
9. No travelling allowance or other expenses will be paid or arrangements are made for stay on the dates for attending the written/skill/driving tests. Candidates have to born their own cost and make their own arrangements for stay.



10.

**Application and Examination Fee:**

Sl No	Category	Application Fee	Examination Fee
1	Unreserved and OBC/EWS category	Rs.100/-	Rs.400/-
2	SC/ST/Women category	Rs.100/-	Exempted

Along with the application form of Rs.100/- paid under UCR/IPO at any of the Post Office in India should be enclosed towards application fee. The application will be scrutinized as per the eligibility criteria and short listed applicants will be called for to attend skill and driving test. The application fees paid/collected from the ineligible applicants will not be refunded. The application without application fee will be summarily rejected. **Further only short listed candidates should pay Rs.400/- as examination fee [for skill and driving test] in the form of UCR or IPO receipt.** The candidate belonging to SC/ST and Women candidates are exempted from the payment of examination fee.

11. **Application should be submitted in the prescribed format of application with the following information's/Bio Data of the candidates:**

- i. Full name [In block letters]
- ii. Fathers full name
- iii. Posts applied for
- iv. Permanent address
- v. Address for correspondence with PIN CODE
- vi. Citizenship: Indian/Others [Tick]
- vii. Date of Birth [By Christian Era]
- viii. Age as on 26.09.2019
- ix. Reservation Category: UR/SC/ST/OBC [Non-Creamy layer]/EWS
- x. Ex-Servicemen/Others [Tick]
- xi. Education Qualification
- xii. Issue of Driving license details with validity:[LMV&HMTV separately]
- xiii. Driving Experience period: [LMV&HMTV separately]
- xiv. Home Guard Service if any
- xv. Any other relevant information
- xvi. Photo self-attested by the candidate

12. **Application must be signed by the applicants and accompanied with the photocopies of the following certificates self-attested by the candidate:**

- i. Age proof.
- ii. Education qualification as indicated as Sl.No.6[b] [iv]
- iii. Driving experience certificate as indicated at Sl.No.6[b] [iii]
- iv. Driving license/License extract as indicated at Sl No.6 [b] [i]
- v. SC/ST/OBC/EWS/ESM certificate issued by Competent Authority in the prescribed format for appointment to posts under the Government of India.
- vi. For of certificate to be produced Other Backward Classes [non creamy layer] applying for appointment to posts under the Government of India in form-9.

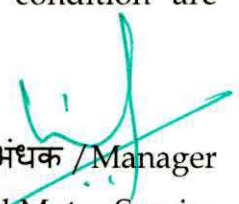
13. TWO copies of recent passport size photograph self-attested by the candidate. Once should be pasted in the application form and the other should be attached with the application form.



14. The written test will be conducted on a common date for all the candidates. **The date of examination will be notified later.** Admittance of the candidates to the examination will be purely provisional and the candidature is liable to be cancelled if it is found at any stage of selection that he/she did not satisfy the eligibility conditions in terms of age, education, reservation being claimed and his candidature is liable to be cancelled forthwith.
15. **Requirement to serve in Army Postal Service:** Any person appointed to the posts as per the notification shall be liable to serve in the Army Postal Service in India, if required.
16. **Power to relax:** Where the central Government is of the opinion that it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
17. **Savings:** Nothing in these Rules shall affect reservations and other concessions required to be provided for the Schedules Caste, the Schedules Tribes, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
18. The application in closed envelop should be addressed to **"The Manager, Mail Motor Service, No.4, Basaveshwara Road, Vasanth Nagar, Bengaluru-560001"** and the **candidates should super scribe on the application and envelop as "Application for the post of Staff Cars/Motor Vehicle Driver Ordinary Grade-III"** in Mail Motor Service, Bengaluru-560001.

The applications should be sent through **"Speed Post/Registered Post only"** application received by other means will be rejected. The applications booked in any Post Office after the last date of the receipt of the application i.e. 26.09.2019 will not be entertained.

The last date of receipt of application is on or **before 26.09.2019 by 1700 hrs.** The application[s] without complete information or without copies of certificates or the applications enclosing copy/copies of the certificates without self-attestation will be rejected straight way without any further notice or information. No correspondence will be entertained in respect of rejected applications. The application format and requisite details with regard to age limit, Eligibility qualification/experience, prescribed format of certificate to category SC/ST/OBC/EWS/ESM and other terms and condition are available on the website. **'www.indiapost.gov.in'**

  
प्रबंधक / Manager  
मैल मोटर सेवा / Mail Motor Service  
बेंगलूरु-५६० ००१ / Bengaluru-560001.

**FORMAT OF APPLICATION**

**[APPLICATION FOR RECRUITMENT OF DRIVERS FOR INDIAN CITIZENS ONLY]**

PHOTO DULY  
SELF ATTESTED

**[The below mentioned information to be filled carefully without any corrections or overwriting]**

1	Full name [In block letters]						
2	Sex [Male or Female]						
3	Father's full name						
4	Permanent Address with PIN CODE	..... ..... ..... .....					
5	Address for correspondence With PIN CODE	..... ..... ..... .....					
6	Citizenship	Indian/others [Tick]					
7	Date of Birth [By Christian Era] in figures and words as recorded in TC/Cumulative record/SSLC/HSC/Marks Card [in format-Day-Month-Year]	Days		Month		Year	
		In words:					
8	Age as on 26.09.2019	Days		Month		Year	
9	Category	<u>UR/ OBC /SC/ST/ EWS</u>					

	<b>Reservation Category</b>	<b>Are you a member of UR/SC/ST/OBC[non creamy layer] &amp; EWS</b>		
<b>10</b>	i. If yes candidate should submit caste certificate of SC/ST issued by the competent authority in prescribed format. [Format enclosed]. ii. OBC candidate also submit non-creamy layer certificate for appointment to post under the Government of India. [Format enclosed] iii. Income and Asset certificate to be produced by economically weaker sections [EWS] as prescribed in accordance with the <b>Government of India, Ministry of Personnel, Public Grievances &amp; Pensions, Department of Personnel &amp; Training letter No.36039/1/2019-Estt[Res] dated 31<sup>st</sup> January.2019 .</b> [Format enclosed]			
	<b>Category</b>	<b>ESM/Others [Tick]</b>		
<b>11</b>	<b>If ESM: Ex-Servicemen</b>	Length of service <b>Years.....Months.....Days.....</b>		
<b>[Ex-Servicemen candidate should submit certificates for availing the age relaxation]</b>				
<b>12</b>	<b>Whether the fee for application is paid</b>			
	<b>Receipt No. dated &amp; Post Office where the payment is made particulars</b>			
<b>13</b>	<b>Education qualification [Details of 10<sup>th</sup> Std]</b>		Name of the School..... ..... Year of passing.....	
<b>Issue of Driving License details with validity of LMV&amp;HMTV separately]</b>				
<b>14</b>	<b>Date of issue of Driving License:</b>	License	Date of issue	Validity of the license
		LMV		
		HMTV		
<b>[License copy enclosed should match the details &amp; their renewals. If details are not available on license then enclose self-attested copy of Driving License extract. Showing all details of license endorsement]</b>				
<b>15</b>	<b>Driving experience period [LMV&amp;HMTV separately]</b>	Experience in	From	To
		LMV		
		HMTV		
	<b>[Name of institution/Firms etc, certificate to be enclosed]</b>			
<b>16</b>	<b>Home Guard Service if any</b>	From.....to..... <b>Certificate to be enclosed]</b>		



17. Have you executed any bond to your present employer? If so, please give details.

Name of the employer	Duration of contract	Penalty clause if any

Date:

Place:

Signature of the candidate

Encl: List of documents to be attached duly self-attested:

A] Age proof B] Driving License/License extract as indicated at Sl. No.6.b[i]. C] Driving experience certificate as indicated at Sl. No.6.b[iii]. D] Education qualification as indicated at Sl.No.6.b [iv]. E]. SC/ST/OBC/EWS/ESM certificate issued by Competent Authority in the prescribed format for appointment to posts under the Government of India. F] Form of certificate to be produced Other Backward Classes [non creamy layer] applying for appointment to posts under the Government of India in form-9.

#### DECLARATION

a) I, Sri/Smt/Kum.....S/O/D/O/W/O.....  
hereby declare that all the information given above are true to the best of my knowledge and belief. I understand that if any information is found to be false or incorrect at a later stage, I am liable to be punished and my appointment will be terminated, I also understand that in the event of my failure to complete the pre-appointment training, for whatever reason, my selection is liable to be cancelled.

b) I, Sri/Smt/Kum.....S/O/D/O/W/O.....  
belongs to.....[UR/OBC/SC/ST/EWS and ESM] category understand that my selection is liable to be cancelled if it is found later on by the competent authority to that I do not come under the said category.

Date:

Place:

Signature of the candidate

## FORM OF CASTE CERTIFICATE FOR SC/ST

MCA 2002 - 500 - 52.

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

This is to certify that Shri\*/Shrimati/Kumari \_\_\_\_\_ Son/Daughter of  
\_\_\_\_\_ Village/Town \_\_\_\_\_ /District/Division\*  
\_\_\_\_\_ Of the \_\_\_\_\_ State/Union Territory belongs to the  
\_\_\_\_\_ Caste/Tribe\* which is recognised as a Scheduled Caste/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 List (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 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976, the state of Mizoram Act, 1986, the state of Arunachal Pradesh Act, 1986 and Goa, Daman and Diu (Reorganisation Act, 1987).

\*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956.

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

\*The Constitution (Dadar and Nagar Haveli)\* Scheduled Castes Order, 1962.

\*The Constitution (Dadra and Nagar Haveli)\* Scheduled Tribes Order, 1962.

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

\*The Constitution (Sikkim) Scheduled Castes Order, 1978

\*The Constitution (Sikkim) Scheduled Tribes Order, 1978

\*The Constitution (Jammu & 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 Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

\*The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002.

\*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

**2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.**

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to  
Shri/Shrimati\* \_\_\_\_\_ father/mother\* \_\_\_\_\_ of Shri/Shrimati/Kumari  
\_\_\_\_\_ of Village/Town\* \_\_\_\_\_ in /District/Division\*  
\_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belongs to the  
\_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the  
Station/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_

**3. Shri/Shrimati/Kumari\* and /or\* his/her\* family ordinarily reside(s) in Village/Town\* \_\_\_\_\_  
\_\_\_\_\_ District/Division\* of the State/Union Territory \* of \_\_\_\_\_.**

Place \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Designation \_\_\_\_\_

(with seal of Office)

State/Union Territory \_\_\_\_\_

\* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

**NOTE :** (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**\*\*List of Authorities empowered to issue Scheduled Caste/Scheduled Tribes certificate:**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.[not below of the rank of 1<sup>st</sup> Class Stipendiary Magistrate].

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

5. Administrator/Secretary to Administrator/Development Officer (Lakshadweep).



Manager,  
**MAIL MOTOR SERVICE,**  
**FORM OF CASTE CERTIFICATE (OBC)**  
B. 052.

The form of certificate to be produced by Other Backward Classes candidates 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/Division \_\_\_\_\_ of  
the State/Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Community which is recognized as a backward class  
under:

- (i) Govt. of India, Ministry of Welfare Resolution No. 12011/68/93-BCC(C) dated 10<sup>th</sup> September, 1993 published in the Gazette of India Extraordinary Part I, Section I No. 186 dated 13<sup>th</sup> September, 1993.
- (ii) Govt. of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20.10.1994.
- (iii) Govt. of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/1995.
- (iv) Govt. of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9<sup>th</sup> March, 1996 published in the Gazette of India, Extraordinary Part I, Section-I, No.60 dated 11<sup>th</sup> March, 1996.
- (v) Govt. of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6<sup>th</sup> December 1996 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11<sup>th</sup> December 1996.
- (vi) Govt. of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11<sup>th</sup> December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No.236 dated 12<sup>th</sup> December, 1997.
- (vii) Govt. of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3<sup>rd</sup> December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No.239 dated 17<sup>th</sup> December, 1997.
- (viii) Govt. of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated 27<sup>th</sup> October, 1999 published in the Gazette of India Extraordinary Part I Section-I No. 241 dated the 27<sup>th</sup> October, 1999.
- (ix) Govt. of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6<sup>th</sup> December, 1999 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 6<sup>th</sup> December, 1999.
- (x) Govt. of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4<sup>th</sup> April, 2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 4<sup>th</sup> April, 2000.
- (xi) Govt. of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21<sup>st</sup> September, 2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21<sup>st</sup> September, 2000.
- (xii) Govt. of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6<sup>th</sup> September, 2001 published in the Gazzet of India Extraordinary part-I, Section-1, No.246 dated 6<sup>th</sup> September, 2001
- (xiii) Govt. of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19<sup>th</sup> June, 2003 published in the Gazette of India Extraordinary Part-I, Section-1, No.151 dated 20<sup>th</sup> June, 2003
- (xiv) Govt. of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13<sup>th</sup> January, 2004 published in the Gazette of India Extraordinary, Part-I, Section-1, No.9 dated 13<sup>th</sup> January, 2004.
- (xv) Govt. of India, Ministry of Social Justice and Empowerment Resolution No. 12011/9/2004-BCC dated 12<sup>th</sup> March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No.67 dated 12<sup>th</sup> March, 2007.



Shri / Smt. / Kum. \_\_\_\_\_ and / or  
his family ordinarily reside(s) village/town  
of \_\_\_\_\_ District / Division of the State/Union Territory of  
\_\_\_\_\_.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/1993 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 9<sup>th</sup> March, 2004 and O.M.No.36033/3/2004-Estt.[Res] dated 14<sup>th</sup> October, 2008.

Place: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Designation: \_\_\_\_\_  
(with seal of Office)  
State/Union Territory \_\_\_\_\_

\* Please delete the words, which are not applicable.

@ Strike out whichever is not applicable.

**NOTE:** The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**\*\*List of Authorities empowered to issue Scheduled Caste/Scheduled Tribes certificate:**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.[not below of the rank of 1<sup>st</sup> Class Stipendiary Magistrate].
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

**Note 1:** Candidates claiming to belong to OBCs should note that the name of their Caste [including its spellings] as indicated their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste, name will not be accepted.

**Note 2:** The OBC claim of a candidate will be determined relation to the State [or part of the state] to which his/her father originally belongs. A candidate who has migrated from one state [or part of the state] to another should, therefore, produce an OBC certificate, which should have been issued to him/her based on his/her father's OBC certificate form the state to which he [father] originally belongs.

**Note 3:** No changes in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the commission.

[Name and address of the authority issuing the certificate]

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date.....

VALID FOR THE YEAR.....

This is to certify that  
Shri/Smt./Kumar/Kumari.....son/daughter/wife of  
.....permanent resident of.....of  
Village/street.....Post Office.....District in the  
State/Union Territory.....Pin Code.....whose  
photograph is attested below belongs to Economically Weaker Sections, since the gross annual  
income\* of his/her 'family'\*\* below Rs.8 lakh [Rupees Eight Lakh only] for the financial  
year..... His/her family does not own or possess any of the following assets\*\*\*:

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

2. Shri/Smt./Kumar/Kumari.....belongs to the  
.....caste which is not recognized as a Scheduled  
Caste, Schedule Tribe and Other Backward Classes [Central List].



Signature with seal of office.....

Name.....

Designation.....

**\*Note1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years al also his/her spouse and children below the age of 18 years.

**\*\*\*Note 3:** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.