

Indian Council for Cultural Relations

Vacancy Notification

Examination for the posts of Sr Stenographer

Details of posts:

Name/ scale of the posts	Total Posts	General	SC	ST	OBC	PwD	Nature of Physical Disabilities permissible for the post
Group C							
Sr Stenographer (PB2 9300-34800 + 4200 GP/ Level 6)	02	02	-	-	-	-	

2. Reservation:

Reservation for the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), Ex-servicemen (ESM) and Persons with Disabilities (PwD) etc. categories is available as per extant Govt. Orders.

3. Permissible disabilities for PwDs candidates:

As the "Rights of Persons with Disabilities Act, 2016" has come into force with effect from 19-04-2017 and new categories of disabilities such as Autism, Dwarfism, Acid Attack victims, Muscular Dystrophy, Intellectual Disability, Specific Learning Disability, Mental Illness and Multiple Disabilities, etc have been included. Therefore, the candidates with such disabilities may also apply giving details of their disabilities in the online Application Form. However, their selection will be subject to identification of posts suitable for these categories as well as reporting of vacancies by the Indenting Departments. Candidates suffering from various disabilities as identified vide DoP&T OM No: 36035/02/2017-Estt (Res) dated 15-01-2018 (para-2.2) may select following PwD categories in the online Registration/ Application Form.

S. No.	Type of Disability	Category of disability to be selected in Registration/ application form
(a)	Blindness and low vision	VH
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	OH
(d)	Autism, intellectual disability, specific learning disability and mental illness	Others
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness	

4. Nationality/ Citizenship:

- (i) Candidate must be either:
 - a. a citizen of India, or
 - b. a subject of Nepal, or
 - c. a subject of Bhutan, or
 - d. a Tibetan refugee who came over to India, before the 1st January, 1962, with the intention of permanently settling in India, or
 - e. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

- (ii) Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- (iii) A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after, the necessary eligibility certificate has been issued to him/ her by the Government of India.

5. **Age Limit:** (as on 1.1.2020)

S No.	Name of Post	Age Limit
a	Sr. Stenographer	Between 18-30 years

Permissible relaxation in upper age limit for different categories, are as under:

S. No.	Category	Age-relaxation permissible beyond upper age limit
1	SC/ ST	05 years
2	OBC	03 years
3	PwD (Unreserved)	10 years
4	PwD (SC/ST)	15 years
5	PwD (OBC)	13 years
6	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on the closing date
7	Candidates who had ordinarily been domiciled in erstwhile Jammu & Kashmir/ erstwhile state of Jammu & Kashmir during the period from 1 st January 1980 to 31 st December 1989	05 years
8	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
9	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof. (SC/ST)	08 years
10	Central Government Civilian/ ICCR Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 35 years of age
11	Central Government Civilian/ ICCR	

	Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications (SC/ST)	Nil
12	Widows/ Divorced Women/ Women judicially separated and who are not remarried	Nil
13	Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ST)	Nil

- (i) Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the ICCR for determining the age and no subsequent request for change will be considered or granted.
- (ii) Ex-servicemen who have already secured employment in civil side under Central Government in Group "C" & "D" posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, gives self-declaration/ undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.
- (iii) 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, as per rules.
- (iv) For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service, the status of ex-serviceman or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of application . Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application.

(vi) **Explanation:** An 'ex-serviceman' means a person:

- who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union, and
- Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
- Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- Who has been released from such service as a result of reduction in establishment;

Or

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

Or

Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

Or

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

Or

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

Or

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

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

6. **Process of certification and format of certificates:**

- (i) Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format, whenever such certificates are sought by ICCR at the time of Document Verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwD/ ESM status will not be entertained and their candidature/ applications will be considered under Unreserved (UR) category. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format will not be accepted.
- (ii) A person seeking appointment on the basis of reservation to OBCs must ensure that he/ she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of online application.
- (iii) Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the ICCR in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwD/ ESM status or avail any other benefit.
- (iv) Crucial date for claim of SC/ ST/ OBC/ EWS/ PwD status or any other benefit viz. fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications.

7. **Provision of Compensatory Time and assistance of scribe:**

- (i) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate. Since the posts are not identified suitable for persons with BA, therefore facility of scribe will not be admissible to such candidates.
- (ii) In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I**.
- (iii) The candidate will arrange his/ her own scribe.
- (iv) In case the candidate opts for his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-II**. In addition, the scribe has to produce a valid ID proof [as per list given at para-13 (vii)] in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-II**. In case, subsequently it is found that the

qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

- (v) Own scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- (vi) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 7(i) and 7(ii) above.
- (vii) The candidates referred at Para 7(i) and 7(ii) above who are allowed use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- (viii) No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- (ix) One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.
- (x) The PwD candidates who have availed the facility of Scribes/ Passage Reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

8. Educational and other qualifications:

<u>S. NO.</u>	<u>Name of post</u>	<u>Qualification</u>
1	Sr. Stenographer	a) Degree from a recognized University. b) Skill Test Norms Dictation: 10 mts @ 100 w.p.m. Transcription: 60 mts (English), 75 mts (Hindi), only on computer. c) Diploma/ certificate course from recognized University/ Institute in Computer application

- (i) Candidates who have not yet acquired but will acquire the educational qualification and produce documentary evidence from the Board/ University in support thereof as on **01-01-2020** will also be eligible.
- (ii) All candidates who are declared qualified by the ICCR for Document Verification will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for completion of Graduation/Intermediate/ Higher Secondary/ 10+2/ Senior Secondary in original as proof of having acquired the minimum educational qualification on or before **01-01-2020**, failing which the candidature of such candidates will be cancelled by the ICCR. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he/ she has been declared

passed, will also be considered to meet the educational qualification. **It is reiterated that the result of required educational qualification must have been declared by the Board/ University by the specified date. Mere processing of the result by the Board/ University by the crucial cut-off date does not fulfill the EQ requirement.**

- (iii) In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the concerned authorities at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by ICCR.

9. How to Apply:

- (i) Applications must be submitted in online mode only through ICCR's website i.e. www.iccr.gov.in.
- (ii) Last date for submission of online applications is mentioned on website.
- (iii) **Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to ICCR's website on account of heavy load on the website during the closing days.**
- (iv) The ICCR does not accept any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the ICCR.
- (v) **Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc shall not be entertained.**

10. Application Fee:

- (i) Fee payable (Per post per candidate) : Rs 500/- (Rs Five hundred only) by General & OBC candidates. Rs 250/- (Rs Two Hundred Fifty) by others
- (ii) Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards.
- (iii) Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
- (iv) Candidates who are not exempted from fee payment must ensure that their fee has been deposited with ICCR. If the fee is not received by ICCR, status of Application Form is shown as "**Incomplete**" and this information is printed on the top of the printout of online Application Form. Further, status of fee payment can be verified at the "**Payment Status**" link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

11. **Centre for Examination:**

- (i) A candidate has to give option for three centres, in the order of priority, within the same Region. No request for change of centre will be considered later under any circumstances. Hence, the candidates should select the centres, carefully and indicate the same correctly in their applications.
- (ii) The ICCR will endeavour to accommodate the candidates in centres opted by them. However, the ICCR reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. ICCR also reserves the right to divert candidates of any centre to some other Centre to take the examination.

12. **Scheme of Examination**

The Examination will consist of a Computer Based Examination Tier I and Skill Test (Tier II)

Tier-I will consist of Computer Based Examination in (a) English Language & Grammar, (b) General Intelligence & Reasoning, (c) Quantitative Aptitude & Numerical Ability, and (d) General Awareness

Tier-II: Skill Test/ Typing Test/Stenographer Test

- (i) The ICCR reserves the right to make changes in the Scheme of Examination.
- (ii) Tentative Answer Keys will be placed on ICCR's website after the Examination. Candidates may go through the Answer Keys and submit representations, if any, on payment of Rs 100/- per question within the time limit given by the ICCR through on-line modality only. Any representation regarding Answer Keys received within the time limit fixed by the ICCR at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the ICCR in this regard will be final. No representation regarding Answer Keys shall be entertained later.
- (iii) The dates of examinations indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to the candidates only through ICCR's website.
- (iv) In the question papers wherever necessary, the Metric systems of weights and measures only will be used.
- (v) There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

Tier I (Computer Based Examination): Duration: 02.00 hrs

S. No.	Subject	No. of Questions	Maximum Marks	Duration
I	English Language & Grammar	30	60	120 Minutes (160 Minutes for candidates using scribe)
II	General Intelligence & Reasoning	30	60	
III	Quantitative Aptitude & Numerical Ability	30	60	

IV	General Awareness	30	60	
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- Tier I will consist of objective type Multiple Choice Questions only. The questions will be set both in English and Hindi for Paper II, III and IV.
- In Tier I, there will be negative marking of 0.25 marks for each wrong answer.

Tier – II

Skill Test/ Typing Test/ Steno Test with knowledge of computer

Tier- I (Indicative Syllabus)

English Language & Grammar: Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched Hole/Pattern-Folding & Unfolding, Semantic Series, Figural Pattern-Folding and Completion, Number Series, Embedded Figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and De-coding, Other sub-Topics, if any Numerical operations.

Quantitative Aptitude & Numerical Ability:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary Surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with Triangular or Square Base.

Trigonometry: Trigonometry, Trigonometric Ratios, Complementary Angles, Height and Distances (simple problems only) Standard Identities like $\sin^2 + \cos^2 = 1$ etc.,

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency Polygon, Bar-Diagram, Pie-chart.

General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence and Quantitative Aptitude parts.

Tier – II

Skill Test/ Typing Test including knowledge of computer

- Skill Test/ Typing Test for the qualified candidates in Tier I examination will be conducted on computers provided by the ICCR or its authorized agency.
- Skill Test/ Typing Test will be conducted in the cities where Regional Offices of the ICCR are located or as decided by the ICCR.
- Skill Test/ Typing Test will be of qualifying nature.
- Errors in the Skill Test will be calculated up to 2 decimal places.
- The medium of Typing Test will be Hindi or English. The candidates will have to opt for the medium of Typing Test (i.e. either Hindi or English) in the online Application Form.
- The choice of Typing Test given by the candidate in the online Application Form shall be treated as final and no change in the medium of Typing Test will be entertained later.
- Candidates opting for English medium should have typing speed of 35 words per minute (w.p.m.) and those opting for Hindi medium should have typing speed of 30 words per minute (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively.
- The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.
- Candidates eligible for scribe as per Para 7 (i) and 7 (ii) will be given compensatory time of 5 minutes. Therefore duration of Typing Test for such candidates will be 15 minutes.
- Passage Dictators will be provided to those VH candidates for the Typing test who have opted for Scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.
- Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval of the ICCR, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (**Annexure-XI**) to the ICCR from the competent Medical Authority, i.e. the Civil Surgeon of a Government Health Care Institution declaring him/ her to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure-VIII** to

Annexure-X of the Notice of Examination, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the ICCR.

Skill Test in Stenography

The candidates who are shortlisted in the Computer Based Examination in Tier I for the next stage will have to appear for the Skill Test in Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the online Application Form) at the speed of 100 words per minute (w.p.m) for the post of Sr. Stenographer. The matter will have to be transcribed on computer. The transcription time is as follows:

S. No.	Post	Language of skill test	Time Duration (in Minutes)	Time Duration (in Minutes) for candidates using scribe
1	Sr. Steno	English	60	75
		Hindi	75	95

- Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared by Appointing Authority. Candidates have to work as English/ Hindi Stenographers as per the functional requirement of ICCR irrespective of the medium of Skill Test of candidate during the examination.
- The Skill Test will be held at the ICCR's Headquarters/ Regional Offices or at other Centre(s) as may be decided by the ICCR.

13. Admission to the Examination:

- (i) All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the ICCR as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificates (AC) for appearing in the Computer Based Examination (Tier-I). Subsequently, qualified candidates will be issued Admission Certificate for the next stage of the Examination.
- (ii) The ICCR will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the ICCR's decision shall be final.
- (iii) Admission Certificates for the Examination will be uploaded on ICCR's website. Admission Certificates will not be issued by post for any stage of examination. Therefore candidates are advised to visit ICCR's website regularly for updates and information about the examination.

- (iv) Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on ICCR's website about two weeks before the date of examination. If any candidate does not find his/ her detail on ICCR's website one week before the date of examination, he/ she must immediately contact ICCR with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration.
- (v) Candidate must write his/ her Registration-ID, registered Email-ID and Mobile Number along with his/ her name, date of birth and name of the examination, while addressing any communication to the ICCR. Communication from the candidate not furnishing these particulars shall not be entertained.
- (vi) Facility for download of Admit Cards will be available about 3-7 days before the examination on ICCR's website. Candidates must bring printout of the Admission Certificate to the Examination Hall.
- (vii) In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, **Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate**, such as:
 - Aadhaar Card/ Printout of E-Aadhaar,
 - Voter ID Card,
 - Driving License,
 - PAN Card,
 - Passport,
 - ID Card issued by University/ College/ School,
 - Employer ID Card (Govt./ PSU),
 - Ex-serviceman Discharge Book issued by Ministry of Defence.
 - Any other photo bearing valid ID card issued by the Central/ State Government.
- (viii) **If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.**
- (ix) PwD candidates using the facility of scribes as per Para 7 (i) and 7 (ii) shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination.
- (x) Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.
- (xi) Applications with blurred photograph and/ or signature will be rejected.

14. **Document Verification (DV)**

- (i) All the candidates qualified for Document Verification (DV) are required to appear for DV along with the photocopies and original documents as mentioned at Para no: 14 (iii).

- (ii) Candidates have to bring two passport size recent colour photographs and one original valid Photo ID Proof as listed at Para 13(vii) above while appearing for the Document Verification.
- (iii) Candidates will have to submit copies of various documents like:
 - Matriculation/ Secondary Certificate.
 - Educational Qualification Certificate.
 - Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.
 - Caste/ Category Certificate, if belongs to reserved categories.
 - Persons with Disabilities Certificate in the required format, if applicable.
 - For Ex-Servicemen (ESM): undertaking as per Annexure V, Serving defence personnel as per Annexure IV (if applicable), Discharge certificate (if discharged from Armed Forces).
- (iv) Relevant Certificate if seeking any age relaxation.
- (v) No Objection Certificate, in case already employed in Government/ Government undertakings.
- (vi) A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - In case of re-marriage of women: Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
 - In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
 - In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
 - Any other document specified in the Admission Certificate for DV.

15. Post Preference

In case any candidate prefers to apply against more than one post, he/ she must apply separately, subject to meeting all the eligibility criteria. In the event that the test for both is being conducted on the same day/ time, the candidate is advised to opt for the most suitable post.

16. Mode of Selection:

- (i) All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in

order and are provisionally accepted by the ICCR as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination (Tier-I).

- (ii) Admission Certificates for all stages of examination will be issued online on ICCR's website. Candidates are therefore advised to regularly visit ICCR's website.

(iii) **Minimum Qualifying Marks in Tier I**

30%	-	UR
25%	-	OBC/ EWS
20%	-	Others

(iv) **Qualifying Marks in Tier II (CPT)**

30%	-	UR
25%	-	OBC/ EWS
20%	-	Others

- (v) Based on the aggregate performance in Tier-I Examination, candidates will be shortlisted for Skill Test in Tier-II Examination. The candidates who are not qualified in Tier-I will not be eligible for appearing in Tier-II and they will not be considered for further selection process. **Tier II is mandatory but qualifying in nature.**

- (vi) Merit list will be prepared on the basis of overall performance of candidates in Tier-I Examination. Final selection of candidates, in each category, will be made on the basis of aggregate marks scored by them in "Tier-I examination".

- (vii) SC, ST, OBC, EWS, ESM and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/ unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS, ExS and PwD candidates.

- (viii) SC, ST, OBC, EWS, ESM and PwD candidates who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc, irrespective of his/ her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

- (ix) A person with disability who is selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with disability of relevant category.

- (x) Success in the examination confers no right of appointment unless ICCR is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/ post

- (xi) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled
- (xii) Candidates selected for appointment are liable to serve anywhere in India in ICCR Headquarters/ Regional Offices

17. Resolution of Tie Cases:

In the event of tie in scores of candidates in Tier-I examinations, merit will be decided by applying following criteria, one after another, till the tie is resolved:

- Total marks of relevant Papers in Tier-I Examination
- Date of birth, with older candidate placed higher
- Alphabetical order in which the names of the candidates appear

18. Action against candidates found guilty of misconduct

If any candidate is found indulging in any irregularity/ misconduct/ malpractice at any stage of recruitment, the candidate shall be debarred for the period mentioned below, apart from cancellation of candidature for the examination without prejudice to any other legal action. The ICCR may take appropriate actions as deemed fit including verification of Signature, Thumb Impression, Handwriting, Photograph, etc captured during various stages of recruitment to ascertain genuineness of candidates to ensure fair selection.

<u>S. No.</u>	<u>Type of Malpractice</u>	<u>Debarment period</u>
1	Taking away any Examination related material such as OMR/ Examination sheets, Rough Sheets, ICCR Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination	2 Years
2	Leaving the Examination Venue uninformed during the Examination	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries" i.e. Supervisor, Invigilator, Security Guard or ICCR's representatives etc	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature	3 Years
7	Possession of Mobile Phone in "switched on" or "switched off" mode	3 Years
8	Appearing in the same examination more than once in contravention of the rules	3 Years

9	A candidate who is also working on examination related matters in the same examination	3 Years
10	Damaging examination related infrastructure/ equipments	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof, etc	5 Years
12	Possession of fire arms/ weapons during the examination	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or ICCR's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall	7 Years
17	Impersonate/ Procuring impersonation by any person	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination	7 Years

19. ICCR's decision final: The decision of the ICCR in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

20. Courts' Jurisdiction: Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction over the place of concerned Regional/ Sub-Regional Office of ICCR where the candidate has appeared in the examination(s)

21. Important Instructions to candidates

(i)	Before applying, candidates are advised to go through the instructions given in the notice of examination very carefully.
(ii)	The candidate must write his name and date of birth strictly as recorded in the matriculation/ secondary certificate. If any variation in the name and date of birth is observed at the time of document verification, his/ her candidature will be cancelled
(iii)	Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to ICCR's website on account of heavy load on the website during the closing days.
(iv)	The ICCR will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only

	provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the ICCR's decision shall be final.
(v)	Candidates seeking reservation benefits available for SC/ ST/ OBC/ PwD/ EWS/ ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim
(vi)	Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities
(vii)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the application form for their own records. Normally, printout of the 'Application Form' is not required to be submitted to the ICCR
(viii)	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, all the applications will be rejected by the ICCR and his/ her candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the ICCR as per rules
(ix)	The candidates must write their name, Date of Birth, father's name and mother's name strictly as given in the Matriculation/ Secondary Certificates otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of the ICCR
(x)	Applications with blurred/ illegible Photograph/ Signature will be rejected summarily
(xi)	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances. Such requests received through Post/ Fax/ Email/ By hand, etc shall not be entertained.
(xii)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the ICCR through e-mail/ SMS
(xiii)	The candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of their Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwD candidates using the facility of scribes as per Para 8.1 and 8.2 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein
(xiv)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
(xv)	If a candidate scoring more than cut-off marks at any Tier/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to ICCR within two months of the declaration of the result or two week prior to the conduct of next stage of the examination, whichever is earlier
(xvi)	If a candidate is finally selected and does not receive any correspondence from the ICCR within a period of one year after declaration of result, he/ she must communicate immediately with ICCR.

(xvii)	Fee Payable (Per post per candidate) : Rs 500/- (Rs Five hundred only) by General & OBC candidates. Rs 250/- (Rs Two Hundred Fifty) by others
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Certificate regarding physical limitation in an examinee to write

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

Signature

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

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

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

Letter of Undertaking for Using Own Scribe

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

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

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

(Signature of the candidate with Disability)

Place:

Date:

Annexure-III

Certificate to be submitted by Central Government Civilian Employees seeking
age-relaxation

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

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

Signature _____

Name _____

Office Seal

Place:

Date:

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

Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____ (Name)
_____ is due to complete the specified term of his engagement with the
Armed Forces on the (Date) _____.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

Ibearing Roll No.....appearing for the
Document Verification of theExamination
20..... do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group “C” and “D” posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of Therefore, I am eligible for age-relaxation only;

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

Signature:

Name:

Roll Number:

Date:

Date of appointment in Armed Forces:

Date of Discharge:

Last Unit/ Corps:

Mobile Number:

Email ID:

FORMAT FOR SC/ ST CERTIFICATE

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

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

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town* _____ in _____ District/Division * _____ of the State/ Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/ Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

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

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@. The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@ The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@ The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 1991 @
The Constitution (ST) orders (Amendment) Ordinance 1996@
The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@
The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@ The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

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

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/mother of Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/ Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and /or * his/ her family ordinarily reside(s) in village/town* _____ of _____ District/Division* _____ of the State/Union Territory of _____

Signature _____

** Designation _____

(with seal of office)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

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

** **List of authorities empowered to issue Caste/ Tribe Certificates:**

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Dy. Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Extra-Assistant Commissioner/ Taluka Magistrate/ Executive Magistrate.

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

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

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of village/town _____

in District/Division _____ in the State/Union Territory
_____ belongs to the _____ Community which is
recognized as a backward class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. _____ dated _____.*

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the
_____ District/Division of the _____ State/Union
Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer)
mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel &
Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated: _____

Seal: _____

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

** As amended from time to time.

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

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date _____

VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari _____son/daughter/wife
of

_____permanent resident of _____,

Village/Street_____Post

Office_____District_____in the State/ Union

Territory_____Pin Code_____Whose photograph is attested below

belongs to Economically Weaker Sections, since the gross annual income* of his/ her

„family“*** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____

His/ her family does not own or possess any of the following assets *** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III Residential plot of 100 sq. yards and above in notified municipalities;
- IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari_____belongs to the
_____caste which is not recognized as a Scheduled Caste, Scheduled Tribe and
Other Backward Classes (Central List).

Signature with seal of

Office_____

Name_____

Designation_____

Recent Passport
size attested
photograph of the
applicant

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

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

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

Form-V**Certificate of Disability**

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

[See rule 18(1)]

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

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

Certificate No.

Date:

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

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

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

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

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

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

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

Certificate No. _____

Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum.
_____ son/wife/daughter of Shri
_____ Date of Birth (DD/MM/YY) _____
Age _____ years, male/female _____.

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

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

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			

16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

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

In figures : - ----- percent

In words :- ----- percent

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

3. Reassessment of disability is :

(i) not necessary,

or

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

(DD) (MM) (YY)

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

#e.g. Single eye

£e.g. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in

Whose favour certificate of disability is issued.

Form – VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(Name and Address of the Medical Authority issuing the Certificate)
(See rule 18(1))

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

Certificate No. _____

Date: _____

This is to certify that I have carefully examined

Shri/Smt/Kum _____ son/wife/daughter of Shri

_____ Date of Birth (DD/MM/YY) _____

_____ Age _____ years, male/female _____ Registration No.

_____ permanent resident of House No. _____ Ward/Village/Street

_____ Post Office _____ District _____

State _____, whose photograph is affixed above, and am satisfied that

he/she is a case of _____ disability. His/her extent of

percentage physical impairment/disability has been evaluated as per guidelines

(.....number and date of issue of the guidelines to be specified) and is shown against the

relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			

16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

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

3. Reassessment of disability is:

(i) not necessary, or

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

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

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

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned
 { Countersignature and seal of the
 Chief Medical Officer/Medical Superintendent/
 Head of Government Hospital, in case the
 Certificate is issued by a medical authority
 who is not a Government servant (with seal) }

Signature/thumb impression of the person in

whose favour certificate of disability is issued

Note: In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District