



सेमी कंडक्टर लैबोरेटरी/Semi Conductor Laboratory  
इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics & Information Technology, Govt. of India  
सैक्टर-72, सा. अ. सि. नगर/ Sector 72, S.A.S. Nagar  
पंजाब- 160071 (भारत)/Punjab-160071(India)  
वेबसाइट /Website : [www.scl.gov.in](http://www.scl.gov.in)

Advertisement No. SCL: 02/2025

Date: 27.01.2025

### **RECRUITMENT OF ASSISTANT**

Semi-Conductor Laboratory (SCL) an Autonomous Body of Ministry of Electronics & Information Technology (MeitY), Govt. of India is looking for committed and motivated candidates for filling-up the posts of Assistant (administrative support staff) on regular basis. Online Application are invited from eligible and qualified persons for the same as detailed below:

#### **1. IMPORTANT DATES TO REMEMBER**

<b>Starting Date for submission of online applications</b>	<b>27.01.2025</b>
<b>Last date and time for receipt of online applications</b>	<b>26.02.2025, 11.59 (P.M.)</b>
<b>Last date and time for making online fee payment</b>	<b>28.02.2025, 11.59 (P.M.)</b>
<b>Tentative Month of Written Examination</b>	<b>March 2025</b>

#### **2. The details of vacancies are as under:**

Post	No. of vacancies	Reservation(Vertical)				Reservation(Horizontal)	
		UR	EWS	OBC	SC/ST	PwBDs (Disability: Blindness/ Low Vision)	ESM
<b>Assistant (Level-4 of 7<sup>th</sup> CPC: 25,500 – 81,100/-)</b>	<b>25</b>	<b>11</b>	<b>02</b>	<b>06</b>	<b>06</b>	<b>01</b>	<b>01</b>

UR – Unreserved; EWS – Economically Weaker Section; OBC – Other Backward Classes; SC – Schedule Caste, ST- Schedule Tribe, PwBD-Persons with Benchmark Disabilities, ESM- Ex-Servicemen.

**Note:-**The above mentioned vacancies include backlog reserved vacancies of earlier years.

*"GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY"*

**3. Essential Educational Qualification:**

3.1 Graduate in any discipline from a recognized University.

3.2 Proficiency in the use of computers.

3.3 Desirable: Experience in working in an Educational/Research Institute/Government Office.

**Note-1:** As per Ministry of Human Resource Development Notification dated 10-06-2015 published in the Gazette of India all the degrees/diplomas/certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification. In case of the candidates possessing such degrees/ diplomas/certificates awarded through Open and Distance Learning mode of education, such candidates shall also produce approval given to the University by the Distance Education Bureau, University Grants Commission for the relevant period at the time of Document Verification.

**Note-2:** As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23-06-2017, under Part-III (8) (v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc. are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11-03-2019 in MA No. 3092/2018 in W.P. (C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, B. Tech. degree/ diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

**4. Reservation:**

4.1 Reservation to be given to the candidates would be governed in accordance with GOI guidelines issued from time to time.

**5. Nationality:** Only Indian Nationals need to apply.

**6. Application Fee:**

6.1 Application Fee of Rs.800/- + GST @ 18% (i.e. Rs. 944/-) for the UR/EWS/OBC candidates

6.2 All women candidates/ Scheduled Casts (SC)/Schedule Tribes (ST)/Ex-Serviceman (ESM) and Persons with Benchmark Disabilities (PwBDs) candidates will be charged Rs. 400/- + GST @ 18% (i.e. Rs. 472/-)

**Note:-**

- a) Candidates after submitting their application can pay application fee immediately or any day before the **last date for fee payment i.e. 28.02.2025 (11.59) P.M.** However, candidates are advised to make online payment at the earliest so as to avoid any unexpected transaction failures/issues.
- b) Application fee is non-refundable and shall not be refunded under any circumstances.
- c) While making online payment candidates are required to carefully follow the instructions of the payment gateway.
- d) During entire payment processing do not click REFRESH or BACK button, else session will be aborted.
- e) Candidates can check Payment status and Print Receipt by visiting Portal. No other mode of payment will be acceptable. For any technical issues with online payment candidates may send an email to [recruitment@scl.gov.in](mailto:recruitment@scl.gov.in).
- f) However after registration of application on-line, the candidates have to download and print the personalized registration confirmation form from SCL website which will contain the Name of candidate, Registration Number, Advertisement No., and Post name for future reference.
- g) In case of submission of duplicate/multiple applications by the candidate, the last successfully submitted complete online application with application fee paid only will be considered.
- h) SCL will not be responsible for any incomplete/pending/failed transaction of application fee payment.

**7. Pay and Allowances:**

Selected candidates will be appointed as 'Assistant' in level-4 of 7<sup>th</sup> CPC (25500-81100/-) and will be paid initial basic pay of 25,500/- p.m. In addition, Dearness Allowance, House Rent Allowance (for those who are not availing SCL Housing facility) and Transport Allowance at the prescribed rates in force will be paid, respectively. The employees will be governed by the **National Pension System(NPS)**. On employment in SCL, other facilities are available such as medical facilities for self and dependents, subsidized canteen facility, Leave Travel Concession, advance for construction of house, etc. as per norms. Present posting is at SCL, S.A.S. Nagar. However, SCL reserves the right to post them anywhere in the country as per requirement/public interest.

**8. Age Limit:** (as on closing date for receipt of online application)

**Maximum Age: 25 years.**

8.1 Permissible relaxation in upper age limit is as follows:

Code No	Category	Age-relaxation permissible beyond upper age limit
01	SC/ST	5 years

02	OBC	3 years
03	PwBD (Unreserved)	10 years
04	PwBD (OBC)	13 years
05	PwBD (SC/ST)	15 years
06	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on the closing date.
07	Serving employees of Autonomous societies under MeitY/DOS/DRDO/DAE	5 years
08	Central Govt. Employees who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Upto 40 years of age
09	Central Govt. Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Upto 45 years of age

**Note:**

- a) The cutoff date for calculating the age as well as completion of eligibility conditions with regard to essential qualifications and experience will be the closing date for receipt of online application, which will remain unchanged even in case of extension of the closing date for submission of online applications.
- b) 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 SCL for determining the age and no subsequent request for change will be considered or granted.
- c) Ex-servicemen who have already secured employment in civil side under 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 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 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.
- d). 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.
- e) 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, 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 applications.

f) Explanation: An 'ex-serviceman' means a person:

f) (i) 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

f) (ii) 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 pension;

or

f) (iii). 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

f) (iv). Who has been released from such service as a result of reduction in establishment;

or

f) (v). 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

f) (vi). 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

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

or

f) (viii). Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

f) (ix). Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

g) 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.

h) 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.

## **9. Process of Certification and Format of Certificates:**

9.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format. Otherwise, their claim for SC/ST/OBC/EWS/PwBD/ESM category will not be entertained and their candidature will be cancelled. The formats of the certificates are Annexed with the advertisement 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 are liable to be rejected.

9.2 Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority, failing which their candidature will be cancelled. If a candidate is rejected for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate will be solely responsible for the same and SCL will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by SCL and will be summarily rejected.

*For example, candidate X filled OBC in his application form. However, during document verification by SCL, he is unable to produce the valid OBC certificate. In such scenario, candidature of X will be cancelled by SCL.*

9.3 The candidates with benchmark disabilities (PwBD) may note that they must select the appropriate PwBD sub-category i.e. OH/ HH/ VH/ PwBD-Other, while filling the application form as per their certificate of disability issued by the competent authority. No subsequent change of PwBD sub-category will be allowed under any circumstances. Such candidates shall have to furnish the requisite certificate from the competent authority as declared in the application form at the time of Document Verification, failing which their candidature will be cancelled.

It may be noted that type of disability/disabilities (such as OA, OL, BL, Dw, MI, SLD etc.), as indicated in the Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned by the competent authority issuing the certificate. If a candidate is rejected by SCL for non-furnishing of the requisite certificate in support of the PwBD sub-category filled in the application form, the candidate will be solely responsible for the same and SCL will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by SCL and will be summarily rejected.

9.4 Crucial date for claim of SC/ST/OBC/EWS/PwBD 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.

9.5 A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/community certificate and does not fall in creamy layer on the crucial date.

9.6 Candidates are cautioned that they will be debarred from the examination conducted by SCL in case they fraudulently claim SC/ST/OBC/EWS/PwBD/ESM status or avail any other benefit & appropriate action can be taken.

## **10. Provision of Compensatory Time and assistance of scribe:**

10.1 In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is permitted, if desired by the candidate.

10.2 In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be permitted on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I**.

10.3 SCL will not provide scribe to any candidate with benchmark disability who are eligible for use of the facility of scribe. The candidate has to arrange his own scribe and the qualification of scribe should be one step below the minimum qualification required for the post of Assistant and should submit details of the own scribe as per proforma at **Annexure-II** to Semi-Conductor Laboratory (SCL), S.A.S. Nagar 160071 at least 7 days prior to the date of examination. The scribe is also required to submit declaration in the proforma at **Annexure-III** at least 7 days prior to the date of examination after visiting SCL in order to allow us to verify.

10.4 A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe.

10.5 The candidates who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

10.6 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

10.7 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.

10.8 The PwBD/PwD candidates who have availed the facility of scribes 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.

## **11. How to apply:**

11.1 The link for on-line Application Form will be available on SCL web-site. Candidates may visit SCL web-site i.e. [www.scl.gov.in/career.html](http://www.scl.gov.in/career.html) to fill their online Applications Form **between 27.01.2025 and 26.02.2025.**

11.2 Upon registration and successful submission of application, applicant will be provided with an on-line Registration Number through SMS/Email. on registered Mobile number/registered E-Mail which should be carefully preserved for future reference.

11.3 A valid E-Mail ID and Mobile number of the applicant will have to be given in the application compulsorily. Admit cards for written test will be sent through SMS/Email. on registered Mobile number/registered E-Mail and no hardcopy will be sent.

11.4 Application form will be accepted in on-line mode only. For online registration, candidate's full name, Date of birth, valid email id and Valid Mobile number will be required. Upon registration, applicants will be provided with a Unique Registration Number, which should be carefully preserved for future reference. Scanned copies of latest passport sized Photograph, Signature and Left Thumb impression (on plain white page) of the candidates in the not more than 50 KB of file size is required to be uploaded in the online application form. The photograph of the candidate should not be more than three months old from the date of publication of notice of the examination. The Photograph should be without cap and spectacles. The frontal view of the face should be clearly visible.

11.5 However, the completion of online application procedure is subject to receipt of Application fee. After submission of online application, no further changes will be permitted. Hence, candidates are advised to verify whether, all the details entered in the application are correct, before final submission of the online application form.

11.6 Before finally submitting the online Application Form, the candidates must go through the same carefully. It should be noted that incomplete / incorrect application form will be summarily rejected.

11.7 After submitting the online Application Form, the candidate should take the printout of Application Form bearing the Application Number, which should be referred to in all future correspondence in connection with recruitment process.

11.8 Withdrawal of candidature on account of non furnishing of any information will not confer any right to carry forward or retain the candidature for future recruitment.

11.9 Any request for change of address will not be entertained. Also, no change in particulars shall be permitted and the particulars furnished by the applicant in the online application form will be taken as final.

11.10 Before submitting the Application Form, candidate must ensure that the photograph is uploaded as per the given instructions. If the photograph is not uploaded by the candidate in the desired format, his application/ candidature will be rejected or cancelled.

11.11 The requisite certificates are to be uploaded at the time of filling on-line application.

A Computer certificate of minimum 120 hours/03 months issued by an ISO 9001 certified. However, a candidate having Graduation in Computers like BCA, B.Sc (IT), B.Tech. (Computer Science) will not be required to upload a computer certificate separately; he/she may upload the respective degree certificate in place of computer certificate while applying for the post.

**Note:**

- a) Candidates are advised in their own interest to submit the online application 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 SCL website on account of heavy load on the website during the closing days.
- b) SCL will not be responsible 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 SCL.
- c) Before submission of the online application, candidates must check through Preview/Print option that they have filled correct details in each field of the form.

**12. Selection Process:**

12.1 The qualification prescribed is the MINIMUM requirement and the possession of the same does not automatically make candidates eligible for written test. **Tentatively the written test will be conducted in the month of March 2025 at two venues viz., New Delhi and Chandigarh/Mohali/Panchkula.** SCL will endeavour to accommodate the candidates in centres opted by them. However, SCL reserves the right to cancel/change the written test venue and re-allot the candidates to any other test centre depending on the no. of candidates. Based on the performance in the written test, those who secure minimum qualifying marks in the OMR based written test will be considered for selection. The final selection of candidates for appointment to the above-mentioned position will be based on meeting the prescribed eligibility criteria and the performance in the written test.

**12.2 Resolution of Tie Cases:** Wherever two or more candidates have secured equal marks, these tie(s) shall be resolved as per below:

12.2.1 Marks scored in Part A.

12.2.2 Marks scored in Graduation.

12.2.3 Date of birth, with older candidate placed higher.

12.2.4 Alphabetical order in which the names of the candidates appear.

12.3 A Common Merit List will be prepared and the offer of appointment would be issued to the candidates in order of Merit.

12.4 Depending upon the number of candidates, the exam may be conducted in multiple shifts. In case exam is conducted in multiple shift, SCL will follow, *Normalisation Process with the Formula so as to ensure fairness by adjusting scores across different exam shifts, guaranteeing equal opportunities. The following formula will be used to calculate final score of candidates in the multi-shift examinations.*

$$\hat{M}_{ij} = \frac{\overline{M}_t^g - \overline{M}_q^g}{\overline{M}_{ti} - M_{iq}} (M_{ij} - M_{iq}) + M_q^{gm}$$

Where:

$\hat{M}_{ij}$  = Normalized marks of  $j^{\text{th}}$  candidate in the  $i^{\text{th}}$  shift.

$\overline{M}_t^g$  = is the average marks of the top 0.1% of the candidates considering all shifts (number of candidates will be rounded-up).

$M_q^g$  = is the sum of mean and standard deviation marks of the candidates in the examination considering all shifts.

$\overline{M}_{ti}$  = is the average marks of the top 0.1% of the candidates in the  $i^{\text{th}}$  shift (number of candidates will be rounded-up).

$M_{iq}$  = is the sum of mean marks and standard deviation of the  $i^{\text{th}}$  shift.

$M_{ij}$  = is the actual marks obtained by the  $j^{\text{th}}$  candidate in the  $i^{\text{th}}$  shift.

$M_q^{gm}$  = is the sum of mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

12.5 Calculation of marks will be done up to 5 decimal places.

### 13. Scheme of Written Examination:

Parts	Sections	Number of Questions	Maximum Marks	Time Allowed
A	Quantitative Aptitude	20	40	2 Hours (2 hours 40 minutes for the candidates eligible for scribe)
	Basic Knowledge of Computer	20		
B	General Intelligence & Reasoning Ability	20	60	
	English Comprehension	20		
	General Knowledge & Current Affairs	20		

13.1) The OMR based written examination shall consist of 100 MCQ will be divided in 2 parts Part A and Part B, covering 5 sections (20 marks each) i.e. i) Quantitative Aptitude ii) Basic knowledge of Computer iii) General Intelligence & Reasoning Ability iv) English Comprehension v) General Knowledge and Current Affairs.

13.2) The tentative Answer key will be published on SCL Web-site within 03 working days of the written test. The candidates may raise objections with valid justifications, if any, within 05 days of publishing the answer keys on SCL web-site, ONLY through the link that shall be provided after the written test on payment of Rs. 100/- per question, which is non-refundable. Objections, if any, received thereafter and through any other modes will not be considered under any circumstances. Only valid objections will be considered and the decision of SCL in this regard will be final. The final result will be declared accordingly.

13.3) The month of examination indicated in the advertisement is tentative. Any change in the date of examination will be informed to candidates only through the SCL website.

13.4) There shall be no provision for re-evaluation/ re-checking of the score of the examination. No correspondence in this regard shall be entertained.

13.5) Qualifying marks will be 40% in each Part and 50% overall (Part A + Part B) for UR candidates. 5% relaxation in marks obtained (individually & collectively) will be given to OBC/EWS category candidates and 10% relaxation in marks obtained (individually & collectively) will be given to SC/ST category candidates. The Marking for correct answer will be +1 and the Marking for every incorrect answer will be – 0.25. The Duration of Examination will be 120 minutes. However, as per Govt. of India guidelines, Compensatory time of 20 minutes per hour of examination is allowed to those PwBD candidates who are eligible for use of Scribe owing to their physical limitation to write and scribe is essential to write the examination on their behalf irrespective of whether they use the facility of scribe or not. The questions will be set both in English & Hindi except for English Comprehension.

#### **14. Indicative Syllabus for Written Examination:**

**14.1 Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, 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, 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, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart etc.

**14.2 Basic Knowledge of Computer:** Basics of computers, Network & Internet, Use of office productivity tools, Word, Excel, Spreadsheet, PowerPoint etc.

**14.3 General Intelligence & Reasoning Ability:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy,

Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern- folding& un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence etc.

**14.4 English Comprehension:** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc.

**14.5 General Knowledge & Current Affairs:** Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research etc.

## **15. Admission to the Examination:**

15.1 SCL 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. Candidates must go through the requirements of educational qualification, experience, age etc. and satisfy themselves that they are eligible for the post. The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by SCL. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by SCL. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.

15.2 Admit Card for written examination will be issued online on the Website of SCL. **Candidates are therefore advised to regularly visit the SCL website (i.e. [www.scl.gov.in/career.html](http://www.scl.gov.in/career.html)).**

15.3 Candidate must write Registration Number, Roll Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to SCL. Communication from the candidate not furnishing these particulars shall not be entertained. In case of any clarification, candidates may send their email to [recruitment@scl.gov.in](mailto:recruitment@scl.gov.in) No other interim correspondence will be entertained.

15.4 Facility to download Admit card with the city of Written Examination will be made available 7 days before the examination on the website of SCL. However, complete address of examination centre will be made **available 2 days before the examination** on the website of SCL. Candidate must bring printout of the Admit card to the Examination Hall.

15.5 In addition to the Admit card, 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 Admit card**, such as:

<https://www.scl.gov.in>

- 15.5.1 Aadhaar Card/ Printout of E-Aadhaar,
- 15.5.2 Voter's ID Card,
- 11.5.3 Driving License,
- 15.5.4 PAN Card,
- 15.5.5 Passport,
- 15.5.6 Employer ID Card (Govt./ PSU),
- 15.5.7 Ex-Serviceman Discharge Book issued by Ministry of Defence,
- 15.5.8 Any other photo bearing ID Card issued by the Central/ State Government.

15.6 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 Admit Card and photo ID/Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

15.7 PwBD/PwD candidates availing the facility of scribes shall also be required to carry requisite 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.

15.8 Any other document mentioned in the Admit Card shall also be carried by the candidates while appearing in the Examination.

15.9 Applications with blurred photograph and/or signature will be rejected.

## **16. Document Verification (DV):**

- 16.1 All the candidates called for Document Verification are required to appear in person with the photocopies and original documents.
- 16.2 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof as listed at Para 15.5 above while appearing for the Document Verification.
- 16.3 Candidates will have to submit copies of following documents:
  - 16.3.1 Matriculation/ Secondary Certificate.
  - 16.3.2 Educational Qualification Certificate(s) including Graduation or above.

A Computer certificate of minimum 120 hours/03 months issued by an ISO 9001 certified (A candidate having Graduation in Computers like BCA, B.Sc (IT), B.Tech. (Computer Science) need not to bring a computer certificate separately, he/she may bring the respective degree certificate in place of computer certificate.)

- 16.3.3 Caste/ Category Certificate, if belongs to reserved categories.
- 16.3.4 Persons with Benchmark Disabilities Certificate in the required format, if applicable.
- 16.3.5 For Ex-Servicemen (ESM):
- 16.3.5.1 Serving Defence Personnel Certificate as per **Annexure-IV**, if applicable.
- 16.3.5.2 Undertaking as per **Annexure-V**.
- 16.3.5.3 Discharge Certificate, if discharged from the Armed Forces.
- 16.3.6 Relevant Certificate if seeking any age relaxation.
- 16.3.7 **No Objection Certificate:** In case already employed in Central Govt./ State Govt./Union territory/Public Sector Undertakings/ Autonomous Bodies etc. from the employer concerned. A candidate, who may gain/change employment after applying for the post, is required to inform the employer, the particulars of his/her application and shall mandatorily submit the NOC in original to SCL.
- 16.3.8 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
- 16.3.8.1 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;
- 16.3.8.2 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.
- 16.3.8.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- 16.3.8.4 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.
- 16.3.9 Any other document specified in the Admit Card for DV.
- 16.4 All the candidates who are called for documents verification will be required to produce the relevant Certificates such as Mark sheets for all years/semesters of Graduation/ Provisional Certificate/Degree of Graduation in original as proof of having acquired the minimum educational qualification on or before the cut-off date, failing which the candidature of such candidates will be cancelled by SCL. 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 has been declared passed, will also be considered to meet the educational qualification. **It is reiterated that the result of requisite educational qualification must have been declared by the Institute/ University by the specified date. Mere processing of the result by the University/ Institute by the cut-off date does not fulfill the EQ requirement.**

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

## **17. Mode of Selection:**

17.1. SC, ST, OBC, EWS, ESM and PwBD 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 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, ESM and PwBD candidates.

17.2. SC, ST, OBC, EWS, ESM and PwBD candidates who qualify on the basis of relaxed standards viz, age limit, experience etc., irrespective of his/her merit position, is to be counted against reserved vacancies and not against unreserved vacancies. 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 PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

17.3 A person with benchmark disability who is selected on his own merit can be appointed against an unreserved vacancy.

17.4 Success in the examination confers no right of appointment unless SCL is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

17.5 The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at any stage 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 fulfil any of the eligibility conditions, their candidature for the examination will be cancelled.

## **18. Action against candidates found guilty of misconduct:**

18.1 If candidates are found to indulge at any stage in any of the malpractices, their candidature for this examination will be cancelled and they will be debarred from the examinations of SCL as per Government guidelines

18.2 SCL may also report the matter to Police/ Investigating Agencies, as deemed fit. SCL may also take appropriate action to get the matter examined by the authorities/ forensic experts concerned.

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

**20. Court's Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction **over S.A.S. Nagar (Mohali) and Chandigarh.**

**21. Disqualifications:** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service 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.

**22. Important Instructions to Candidates:**

1. Before applying, candidates must go through the instructions given in the advertisement of examination very carefully. The advertisement of examination is printed both in English and Hindi, in case of any dispute, the English version will prevail.
2. 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 the SCL website on account of heavy load on the web site during the closing days.
3. SCL 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. Candidates must go through the requirements of educational qualification, experience, age etc. and satisfy themselves that they are eligible for the post. The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by SCL. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by SCL. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.
4. Candidates seeking reservation benefits available for SC/ST/OBC/EWS/PwBD/ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Advertisement. They should also be in possession of the certificates in the prescribed format ( <b>As per attached Annexures</b> ) in support of their claim.
5. When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the Application Form for their own records.
6. The last date to make fee payment will be 02 days after the last date to apply for the examination.
7. Before submission of the final online application as the case may be, candidates must check that they have filled correct details in each field of the form. After submission

<p>of 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 by SCL and will be summarily rejected.</p>
<p>8. The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of SCL.</p>
<p>9. Applications with miniature/ blurred Photograph and/ or photos not as per format will be summarily rejected. Similarly, applications with miniature/ blurred Signature &amp; thumb impression will be rejected.</p>
<p>10. 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 SCL through e-mail/ SMS.</p>
<p>11. SCL may use the Aadhaar data of the candidates for verification purpose subject to due authorization from competent authority.</p>
<p>12. The candidates must carry two passport size recent colour photographs and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Government Employer ID Card, ESM Discharge Book issued by MoD, 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 (as listed at Para-15.6) in proof of their Date of Birth. In case of mismatch in the date of birth mentioned in the Admit Card and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination. PwBD/ PwD candidates using the facility of scribes shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, <b>as specified therein.</b></p>
<p>13. 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.</p>
<p>14. Admit card may be downloaded twice, initially, without the complete address of centre of examination and second time i.e. 2 days prior to examination with complete address of examination centre.</p>
<p>15. The candidate also has to clearly mention his/her graduation course name for eg-B.A. (Honours) in case of Bachelors in Arts (Honours), B.Sc. For Bachelors in Science etc.</p>
<p>16. The post is temporary, but likely to continue.</p>
<p>17. TA/DA will not be paid for appearing in written test.</p>
<p><b>18. The number of vacancies indicated is provisional. SCL reserves the right not to fill up some or all the posts, if it so decides.</b></p>
<p>19. Canvassing in any form will be a disqualification.</p>
<p>20. It is for candidate to ensure that he/she fulfils the eligibility criteria and complies with the requirements adhered to the instructions contained in this advertisement as well as in the application form. Candidates are therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.</p>
<p>21. Candidates are requested to be careful while filling on-line application and are expected to give only valid/genuine inputs which can be authenticated through valid</p>

and appropriate/prescribed documentary evidence. Giving false inputs/advertent wrong entries while filling up on-line application form, will lead cancellation of candidature of the candidate during recruitment process/after selection.

**22. The post is purely for administrative cadre & candidate will not have any type of claim in Technical cadre post at SCL.**

- **CANDIDATES ARE ADVISED TO KEEP ON VISITING SCL WEB-SITE [www.scl.gov.in/career.html](http://www.scl.gov.in/career.html) FOR LATEST UPDATES ON THE STATUS OF YOUR APPLICATIONS.**
- **ANY ADDENDUM/ CORRIGENDUM SHALL BE POSTED ON THE WEBSITE ONLY.**

**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:

**DECLARATION BY THE SCRIBE/WRITER**

I \_\_\_\_\_ S/o,W/o, D/o \_\_\_\_\_ Resident of \_\_\_\_\_  
 \_\_\_\_\_ holder of \_\_\_\_\_ identification  
 No. \_\_\_\_\_ have agreed to act as scribe for PwBD candidate for  
 Mr./Mrs./Ms. \_\_\_\_\_ S/o,W/o,D/o \_\_\_\_\_  
 the examination for the post of \_\_\_\_\_ with Application registration No.  
 \_\_\_\_\_. I declared that my educational qualification as on date \_\_\_\_\_ is  
 (Tick the box):

Below Metric	Metric	10+2	Graduate	Post Graduate

If the above declaration is found false, I shall be solely responsible for the consequences and loss suffered by the candidate.

Space for pasting of recent passport size photograph of Scribe to be cross self-attested

Signature of the Scribe

Attestation by Gazetted Officer

Name \_\_\_\_\_

Date \_\_\_\_\_

Stamp \_\_\_\_\_

**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

I .....,bearing Roll No.....,appearing for the Document Verification of the .....Examination, 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 as .....on..... 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 as .....on..... 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/Shrimati/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 \* hjs/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 &amp; 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 \_\_\_\_\_ PostOffice \_\_\_\_\_ District \_\_\_\_\_ in  
the State/ Union Territory \_\_\_\_\_ PinCode \_\_\_\_\_ 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
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\*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

(Authorized 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