



**DEPARTMENT OF POSTS**  
**OFFICE OF THE CHIEF POSTMASTER GENERAL**  
**GUJARAT CIRCLE, AHMEDABAD-380001**

**DIRECT RECRUITMENT (FROM OPEN MARKET) TO THE CADRE**  
**OF POSTMAN/MAILGUARD IN POSTAL/RMS DIVISION**

Notification No.- R&E/2-9/DR/2015-16

dated 12.03.2016

Date & Time of Start Of Online Registration- 12.03.2016, 00:00 Hrs	Date & Time of Closure of Online Registration- 11.04.2016, 23.00 Hrs
Date of Start of Deposition of Fee at e- payment Post Offices- (Office Hours) 12.03.2016	Last Date of Deposition of Fee at e- payment Post Offices- (Office Hours) 14.04.2016
Date & Time of start of Online submission of Application- 12.03.2016, 00:00 Hrs	Date & Time of closure of Online Submission of application- 11.04.2016, 23:00 hrs

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Online Applications are invited from eligible Indian Nationals, to fill up the following posts in the Postman and Mail Guard cadre in Postal/Railway Mail Service division in Gujarat Postal Circle under Direct Recruitment i.e. from open market by holding aptitude test/examination.

The detailed guidelines, conditions and instructions for the Direct Recruitment are given below, which must be read carefully by the applicant and satisfy himself about the eligibility to the post and then apply for the same. It will be presumed that all guidelines, conditions and instructions are acceptable to the candidates who are applying for the post.

**1. Vacancies-**

**Vacancy Position in Postman cadre (In Postal Division)**

S. No.	Name of Division	UR	SC	ST	OBC	Total	PH-I (VH)	PH-II (HH)	PH-III (OH)
1	Ahmedabad GPO	26	05	06	10	47	-	03	-
2	Ahmedabad City	125	18	33	46	222	03	01	-
3	Gandhinagar	33	11	17	03	64	-	-	-
4	Sabarkantha, Himatnagar	08	-	-	05	13	-	-	01
5	Mahesana	25	09	07	-	41	-	-	-
6	Banaskantha, Palanpur	04	03	03	02	12	-	-	-
7	Patan	05	03	03	-	11	-	-	01
8	Amreli	16	-	03	-	19	-	01	-
9	Bhavnagar	41	05	15	04	65	01	03	-
10	Gondal	13	04	06	-	23	-	-	-
11	Jamnagar	29	01	07	03	40	-	-	-
12	Junagadh	26	05	11	03	45	01	-	01
13	Kachchh- Bhuj	20	04	11	02	37	-	01	01
14	Porbandar	12	01	03	02	18	01	-	-
15	Rajkot	46	13	16	-	75	02	01	01
16	Surendranagar	13	03	04	01	21	-	-	-
17	Anand	17	07	05	04	33	-	-	-
18	Bardoli	12	-	-	04	16	-	-	-
19	Bharuch	40	01	-	03	44	-	01	01
20	Kheda-Nadiad	23	02	08	06	39	-	01	02
21	Navsari	16	04	-	06	26	-	-	-
22	Panchmahal, (Godhra)	25	07	03	05	40	-	-	-
23	Surat	63	13	12	08	96	-	01	-
24	Vadodara (East)	51	08	09	07	75	01	-	03
25	Vadodara (West)	40	05	18	02	65	-	-	01
26	Valsad	25	05	02	01	33	-	-	-
<b>Grand Total</b>		<b>754</b>	<b>137</b>	<b>202</b>	<b>127</b>	<b>1220</b>	<b>09</b>	<b>13</b>	<b>12</b>

## **Vacancy Position in Mail Guard cadre In Railway Mail Service(RMS) Division**

S. No.	Name of Division	UR	SC	ST	OBC	Total	PH-I (VH)	PH-II (HH)	PH-III (OH)
1	RMS 'AM' Division, Ahmedabad	10	-	-	01	11	-	-	-
2	RMS 'RJ' Division, Rajkot	-	-	-	-	-	-	-	-
3	RMS 'W' Division, Vadodara	07	-	01	03	11	-	-	-
<b>Total</b>		<b>17</b>	<b>-</b>	<b>01</b>	<b>04</b>	<b>22</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Note:- (i) The vacancies notified are subject to vary/change without any prior intimation.**

*(UR : unreserved, SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward class, PH: Physically Handicapped)*

(ii) The words PH-I, PH-II and PH-III shown in the vacancy position represents Visually Impaired, Hearing Impaired and Orthopedically Impaired respectively.

(iii) Candidate selected against vacancies earmarked for physically handicapped will be adjusted against the relevant categories i.e. OC SC, ST and OBC as the case may be depending upon the category to which the selected candidate belongs to.

### **2. CATEGORIES OF APPLICANTS ELIGIBLE TO CLAIM PHYSICALLY HANDICAPPED (PH) CONCESSION**

**(A) Visually impaired** – Category of visually impaired persons suitable for the post is low vision. Blind category of disability is not identified suitable for the post.

**Low Vision-** persons with low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive vice.

**(B) Hearing Impaired** - Categories suitable for the post – deaf or those in whom the sense of hearing is non-functional for ordinary purposes of life, they do not hear, understand sounds at all even with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels (db) in the better ear (profound impairment) or the total loss of hearing in both ears.

**(C) Orthopedically impaired** – The orthopedically impaired are those who have a minimum 40% of physical defect or deformity which causes and interference with the normal functioning of bones, muscles and joints.

**(D) Reservation and definition for person with Disability:** Person suffering from not less than 40% of the relevant Disability shall alone be eligible for benefit of reservation.

The applicants should possess valid medical certificate in the form prescribed by the Govt. issued by the competent medical authorities for the purpose of employment as on the date of registration.

For PH, Govt. Servants candidates, instructions/guidelines issued by Department from time to time are applicable.

- 3. Scale of Pay – 1. Postman :** Rs. 5200-20200 with a grade pay of Rs. 2000/- + Admissible allowances.
- 2. Mail Guard :** Rs. 5200-20200 with a grade pay of Rs. 2000/- + Admissible allowances.

**4. Eligibility conditions**

**a. Nationality:-** The candidate should be a citizen of India.

**b. Age Limit-** 18 to 27 years for unreserved (UR) applicants.

(i) Permissible relaxation of upper age limit as per Govt. of India orders are as indicated below:

Category	Age relaxation permissible beyond the upper age limit
Schedule Castes/Schedule Tribes/(SCs/STs)	5 Years
Other Backward Classes	3 Years
Physically Handicapped	PH + Unreserved - 10 Years PH + SC/ST - 15 Years PH + OBC - 13 Years
Serving Govt. employees who have 3 years regular continuous service as on crucial date for reckoning of age limit	Upto 40 Years for OC Candidates (General) Upto 45 Years for SC/ST Candidates Upto 43 Years for OBC Candidates

The age relaxation for reserved category applicants (SCs/STs/OBCs) is admissible only in the case of vacancies reserved for such categories. The reserved category applications, who apply against posts meant for UR category, are not entitled to get age relaxation.

Any person who claims to belong to a Scheduled Caste or a Scheduled Tribe or Other Backward Class should be in possession of the relevant community certificate as on closing date of registration and have to produce a certificate to the appointing authority, issued by competent authority in prescribed Performa, at the time of selection in support of his/her claims. Format for SC/ST/OBC/PH is enclosed for ready reference. The claim/concession will be entertained as per departmental rules/guidelines on the subject.

(ii) **Crucial Date for reckoning of age limit-** The crucial date for determining the age limit shall be the closing date for online registrations of applications i.e **11.04.2016**

**(c) Minimum Education Qualification –**

**(1) For Postman :** Matriculation from recognized Board/University

**(2) For Mail Guard:** Matriculation from recognized Board/University.

**(d) Nature of Duty :**

**Postman :** Door to Door delivery of Postal articles/letters transmitted through Post offices.

**Mail Guard :** Exchange of Mails transmitted through Railway Mail Services.

**5. (a)** Probation period : 2 years.

(b) The training will be imparted to the selected candidates as prescribed.

**6. Date of Commencement/Closing of Registration/Online Application form Submission/Fees** - The Registration of online application will be started by 00:00 Hrs on dated 12.03.2016 and Closed by 23:00 Hrs on 11.04.2016. Online submission of application will start from 00:00 Hrs on dated 12.03.2016 and Closed by 23:00 Hrs on 11.04.2016. Submission of fees at e-Payment Post Offices will start from 12.03.2016 to 14.04.2016 between working Hours of Post office.

**7. Date & Time Of Aptitude Test/Examination:** The applicants are advised to visit [www.gujpostexam.com](http://www.gujpostexam.com) from time to time for information regarding date & time for Aptitude Test/Examination.

**8. Fees structure for the various categories of applicants is defined as below :**

Category of applicant	Applicati on Fee	Examinati on Fee	Total Fee
Candidates belonging to Un-reserved (UR) and OBC	Rs. 100/-	Rs. 400/-	<b>Rs. 500/-</b> (Rupees Five Hundred Only)
Candidates belonging to SC/ST/PH/ Female	Rs. 100/-	----- (Exempted)	<b>Rs. 100/-</b> (Rupees one Hundred only)

**Note :** Applicants belonging to scheduled Cast/Scheduled Tribe/ Physical Impaired/Female category are exempted for payment of examination fee Rs. 400/- . Such candidate have to deposit only application fee i.e. Rs.100/-

**Fees once paid will not be refunded under any Circumstances.**

**9. Centre of Aptitude Test/Examination-**

(i) Ahmedabad (ii) Rajkot & (iii) Vadodara cities of Gujarat.

Applicants are required to indicate three preference of examination centre, while applying online. Applicants are clearly informed that allotment of centre/city is the prerogative of the department and any request received for change in centre/city /venue will not be entertained in any circumstances.

**a.** Examination centre may not be allotted as per the preferences given by the applicant. The preferences called for is only administrative purposes and does not enter any right to take the examination at preferred centre.

**b.** The department reserves the right to cancel any centre and include other centres also. Department also reserves the right to divert the candidate of any centre to some other centre to take the examination.

**c.** The candidate can be given any centre at any city in Gujarat. Decision of the Department in this regard would be final.

**10. Pattern & Syllabus of examination** – The applicants shall be subjected to an aptitude Test (Multiple Choice Questions) with total 100 marks covering the following subjects/topics. Aptitude test will be comprising 4 parts (part A, B, C(i) & C (ii).

Part	Syllabus
A. <b>General knowledge</b> (25 marks with 25 question of 1 mark each)	<b>Topics</b> : Geography, Indian History, Freedom Struggle & Sports General politics & Constitution of India Economics, General Science, Current Affairs and Reasoning & analytical ability of 10 <sup>th</sup> standard
B. <b>Mathematics</b> (25 marks with 25 question of 1 mark each)	<b>Topics:-</b> Number systems, computation of whole numbers, Decimals & fractions, Relationship between numbers, Fundamental arithmetical operations, percentage, Ratio & Proportion, Profit & loss, Simple interest, Average, Discount, Partnership, Time & work, Time & Distance, Use of Tables & Graphs, Mensuration.
C(i). <b>English</b> (25 marks with 25 question of 1 mark each)	<b>Topics:</b> - Articles, Prepositions, conjunctions, tenses, verbs, synonyms and antonyms, vocabulary, sentence structure, Proverbs, Phrases, Questions from a small unseen passage etc.
C(ii). <b>Regional Language (Gujarati)</b> (25 marks with 25 question of 1 mark each)	<b>Topic :-</b> શબ્દ-પદ, ક્રિયાલેદ, મિશ્ર અને સંયુક્ત વાક્ય, વાક્યોનું રૂપાંતરણ, સ્વર-સંધિ, અલંકાર, સમાસ, મુહાવારા અને લોકોક્તિ, અશુદ્ધ વાક્ય શોધન, અપઠિત ગદ્યાંશ

The duration of the aptitude test will be for **2 hours (120 minutes)**. There is no negative marking.

The part A and B of the aptitude test will be in bilingual i.e. English & Gujarati.

**11. Qualifying Marks** : The qualifying marks in each part and aggregate is as under.

Unreserved Candidates (OC-General) category	Minimum <b>10 marks</b> in each part i.e. part A, B, C(i) and (ii) and 40% in aggregate. The candidate has to qualify in each part besides securing prescribed aggregate marks.
OBC category	Minimum <b>9 marks</b> in each part i.e. part A, B, C(i) and (ii) and 37% in aggregate. The candidate has to qualify in each part besides securing prescribed aggregate marks.
SC/ST category	Minimum <b>8 marks</b> in each part i.e. part A, B, C(i) and (ii) and 33% in aggregate. The candidate has to qualify in each part besides securing prescribed aggregate marks.

The selection will purely on merit basis which will be prepared on the basis of marks obtained in the Aptitude test separately for each category following the prescribed rule procedure on the subject.

(i) If two or more candidates secure equal marks in Aptitude test and they are standing in the last position in the merit list than it is clearly stated that the candidate senior in age will be considered for selection.

(ii) If two or more candidates secure equal marks in aptitude test and they are standing in the last position in the merit list and their age are also the same, then candidate who secured higher percentage in the matriculation will be considered for selection.

**12. Preparation of merit list-** A common merit list for the whole Gujarat Circle shall be prepared in respect of all categories of vacancies put together. For the said purpose, candidate shall indicate their preference of the vacancy i.e.

Postman or/and Mail Guard and also indicate 10 preferences for Divisions for Postman and Mail Guard cadre while applying online. The total preferences of Division (including Postman & Mail Guard) can be maximum 10. Thereafter the candidates will be allotted to the posts and the divisions as per their preference based on their position in the merit list and availability of vacancies.

While allotting a Division to a candidate (as per the merit list), if there is no vacancy remaining in the Division in which he/she has given preferences then he/she will be allotted to the Division where vacancy exists. (Either in the Postman or Mail Guard cadre)

In case a candidate has not given any preference of Divisions, it will be presumed that he/she has equal preference for all Divisions and he/she can be allotted to any Division in Gujarat Postal Circle. (Either in the Postman or Mail Guard cadre)

### **13. How to Apply:**

(i) The applicant has to access the website <http://www.gujpostexam.com> in the Notice Board with seeing the detailed notification issued by the Department and Instructions sheet/information brochure.

**(ii) Before starting registration of his/her application on the website the applicant should read the notification/instruction/FAQ carefully. He/she has to evaluate his/her eligibility for the category.**

His/her eligibility will be evaluated during the registration process and the process shall terminate for ineligible applicants and reasons thereof would be prompted.

(iii) Before starting his/her registration of application on-line, the applicant should be ready with the soft copies of passport size photo (not more than 40 KB in .jpg/jpeg format) and signature (not more than 40 KB in .jpg/jpeg format) which are required to be uploaded after up of the inputs and uploading the application online.

(iv) One applicant has to submit only one application. If more than one application is registered, it will lead to rejection of all the applications registered by the applicants.

(v) Applicants should fill the detail/inputs in the on-line application at the appropriate places very carefully and click on SUBMIT button at the end of the registration of online application form. Before pressing the SUBMIT button the applicants are advised to verify carefully every field/inputs mentioned in the application. Name of the applicant of his/her father etc should be spelt correctly in the application as it so appears in the matriculation certificate/mark sheet. Any change/alteration found/detected later on may lead to his disqualification of candidature.

(vi) The applicants will kindly note that the particulars mentioned in the on-line application will be considered as final and no change/alteration/modification will be allowed/entertained after submission of the on-line application under any circumstances.

(vii) After successful registration, a provisional unique registration number (URN) will be generated by the system and displayed on the screen. The applicant will be informed the registration number through SMS and e-mail on the given mobile in the application. The applicant has to generate the Challan in duplicate to enable him to pay the fee. Applicant has to take out a printout of the system generated fee payment challan. The applicant has to retain a copy of his challan for future reference.

(viii) The applicant is further advised to fill in the on-line application form in one go and save the data. The applicant can edit the particulars if needed before final submission of the application form. Once the application is filled completely, the applicant should submit the data.

The applications are to be submitted online only. Manual applications will not be entertained. In respect of candidates who apply manually, no correspondence will be entertained, even if they have paid the fees by any mode.

**14. Mode of Payment:-** The cost of application form and examination fee are prescribed in para No. 8 above. The applicants have to approach any e-payment post offices and to produce fee payment challan printed by him/her and to PAY THE FEE IN CASH (INR) ONLY. Once the fee has been paid the registration process is completed. The printout of filed application form will be obtained by the applicant after confirmation of the fee. In case of non-payment of fees, application registered will not be considered for further process. The applicants who have registered their applications on the closing date of registration are permitted to pay the fee till Working Hours of Post Offices on dated **14.04.2016**. Fee paid by mode other than ePayment mode will not be entertained, such application will be rejected and the payment made shall stand forfeited.

**15.** The applicants, after successful registration of the online application, are advised to keep printout of his/her application, copy of fee challan, receipt issued by the post office for any future reference.

**16.** The applicants are advised not to enclose/upload copies of any certificates/documents. The application Registered on-line will be treated as provisional and it will be subject to verification of respective certificates/documents. The applicant has to furnish a DECLARATION to the effect that the inputs furnished by him/her are true, complete and correct to best to his/her knowledge and they will produce the original documents/testimonials as and when required/demanded. Any false/ incorrect information found/detected at any stage, his/her candidature/appointment will be summarily rejected. Therefore, it is mandatory for the applicant to tick the check Box about this DECLARATION at the time of registration of the Application form and before saving and uploading the application. Once application is submitted, it cannot be modified or altered later.

**17.** The admit cards will be uploaded on <http://www.gujpostexam.com>. An e-mail & SMS will be sent on registered e-mail ID and Mobile Number. Candidate can download the Admit card from the website. However, the applicant should keep in touch with website to update with recruitment process.

**18. Disqualification:** A 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, will not be able to eligible for appointment to the

Provided that the Central Govt. 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 grounds for so doing, exempt any person from the operation of this rule.

**19. Power to relax :** where the Central Government is of the opinion that is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**20. Saving :** Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Caste, Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of person in accordance with the orders issued by the Central Government from the Time to time in this regard.

**21. Requirement to serve in the Army Postal Service:-** Any person appointed to the posts specified shall be liable to, serve in the Army Postal Service in India or abroad, as required.

**22. The Department has right to cancel the recruitment process or modify the selection process with the reasons recorded at any stage.**



### 23. Important instructions for candidate:

- 1) All Rules and instructions issued by Govt. of India & Department of Posts, India in respect of recruitment of Postman/ Mail Guards from open market shall be applicable, irrespective of their non- mention in this notification.
- 2) All candidates must write the papers in their own hand. In no circumstances, will they be allowed the help of a scribe to write the answers for them. However, blind candidates and candidates with **Locomotor Disability and cerebral Palsy** where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) will be allowed to write the examination with the help of a scribe.
- 3) **Compensatory time** of twenty minutes per hour shall be permitted for the Blind candidates and the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).
- 4) The candidate should not be debarred by any recruitment authority/ Department/ Ministry of Central Govt. as on date and have never been convicted by any Court of Law.
- 5) An applicant cannot register **more than one application** on-line. If it is done, his/her candidature is liable to be rejected without any communication.
- 6) No TA/DA is admissible to any applicant/candidate for appearing in the aptitude test.
- 7) The application registered by the applicant will be treated as **provisional** and the selection/appointment is subject to verification of respective original Certificate/Documents.
- 8) Candidates must fill all the details in the application form as per **matriculation certificate**.
- 9) No request for withdrawal of application/fees will be entertained at any stage of recruitment.
- 10) Signature of candidate should invariably in running handwriting. Applicant should attend for aptitude test examination with photo ID, issued by competent authority.
- 11) The post of Postman and Mail Guard are categorized under General Central Service Gr. C (Non Gazetted Ministerial). The aptitude test for the post of Postman and Mail Guard is common. The candidates are therefore advised to keep this in mind while making application.
- 12) Candidates should clearly understand that no written communication on any of the issues will be given by this office. Right from checking, uploading, submitting of an application etc, he/she should communicate through website only. Although, after communication through website, if not satisfied, an applicant may call on Phone no. 079-25509381 for assistance.
- 13) The applicants are advise to visit <http://www.gujpostexam.com> **time to time for further information regarding date of examination/admit card and other information.**

This issues with the approval of competent authority.

Encl. as above.

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Asstt. Director Postal Services (R&E)  
O/o The Chief Postmaster General,  
Gujarat Circle, Ahmedabad- 380001

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

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

This is to certify that Shri /Shrimati/Kumari\* .....  
son/daughter\* of .....of Village / Town\* .....in  
District/Division\* .....of State / Union Territory\* .....belongs to  
the.....Caste / Tribe\* which is recognised as a Scheduled Caste / Scheduled Tribe\* under:-

The Constitution (Scheduled Castes) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

The Constitution (Scheduled Castes) (Union Territories) Order, 1950

The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Re-organisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, 1970 and the North Eastern Area (Re-organisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (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 Orders, 1964 @

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 @

The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order, 1978 @

The Constitution (Sikkim) Scheduled Tribes Order, 1978 @

The Constitution (Jammu & Kashmir) Scheduled Tribes order 1989 @

The Constitution (SC) orders (Amendment) Act, 1990 @

The Constitution (ST) orders (Amendment) Ordinance 1991 @

The Constitution (ST) orders (Second Amendment) Act, 1991 @

The Constitution (ST) orders (Amendment) Ordinance 1996.

% 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, 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/  
1st 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.

Annexure II

**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 recognised 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

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\*- 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.

**Performa-III**

**Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

I ..... Son/daughter of Shri.....resident of village/town/city.....district.....state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008.

Signature:.....

Full Name:.....

Address:.....

Form-II  
 Disability Certificate  
 (In cases of amputation or complete permanent paralysis of limbs  
 and in cases of blindness)  
 (See rule 4)  
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
 CERTIFICATE)

Recent PP 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

= blindness

(Please tick as applicable)

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

(A) He/ She has .....% (in figure)..... percent (in words)  
 permanent physical impairment/blindness in relation to his/her ..... (part of  
 body) as per 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 disability  
 certificate is  
 issued.

Form-III  
 Disability Certificate  
 (In case of multiple disabilities)  
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
 CERTIFICATE)  
 (See rule 4)

Recent PP size Attested Photograph (Showing face only) of the person with disability
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Certificate No. ....

Date: .....

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

(DD) (MM) (YY)

Registration No..... permanent resident of House No.....

Ward/Village/Street..... Post Office .....

District.....State ..... whose photograph is affixed above, and are 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 (to be specified) for the disabilities ticked below, and 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	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his /her over all permanent physical impairment as per 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

# Single eye/both eyes

£ 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.

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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 disability certificate is issued.
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Form-IV  
Disability Certificate  
(In cases other than those mentioned in Forms II and III)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)  
(See rule 4)

Recent PP 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 (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	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(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)

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

# e.g. Single eye/both eyes

£ 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

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

Countersigned

(Countersignature and seal of the  
CMO/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 disability  
certificate 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.  
Note: The principal rules were published in the Gazette of India vide notification number S.O. 908 (E), dated the 31st December, 1996.