



SOUTH WESTERN RAILWAY
Office of the Principal Chief Personnel Officer,
GM's Office Building, Gadag Road,
S.W.Railway, Hubballi-580 020.
Websites: www.rrchubli.in, swr.indianrailways.gov.in



Employment Notice No. 03/2018 (Scouts & Guides)

Date of Issue : 17.02.2018

Date & Time of Closing: **23.45 hours** of 03.03.2018

RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA IN LEVEL-2 & LEVEL-1 PAY BAND OF VII CPC PAY MATRIX ON SOUTH WESTERN RAILWAY & RAIL WHEEL FACTORY, YELAHANKA

Applications are hereby invited **ONLINE** for filling up from the citizens of India in the prescribed format from eligible and meritorious Scouts & Guides candidates for filling up **03 (Three)** posts in Level-2 and **08 (Eight)** posts in Level-1 in Group 'C' category against Scouts & Guides Quota for the year 2017-18 as under:

Sl. No.	Post	No. of Posts	Quota/ Distribution
1	Group 'C' - Level-2 in VII CPC Pay Matrix (Pay Band Rs. 5200-20200+GP Rs. 1900 in VI CPC)	03	02 posts on South Western Railway and 01 post on Rail Wheel Factory/Yelahanka
2.	Group 'C' - Level-1 in VII CPC Pay Matrix (Pay Band Rs. 5200-20200+GP Rs. 1800 in VI CPC)	08	02 posts each for Hubballi Division, Bengaluru Division, Mysuru Division and Rail Wheel Factory, Yelahanka.
Total		11	

2. EDUCATIONAL AND SCOUTS & GUIDES QUALIFICATIONS:

Minimum Prescribed Educational Qualification

Sl. No.	Post	Minimum prescribed Educational Qualification
1	Group 'C' - Level-2 in VII CPC Pay Matrix (Pay Band Rs. 5200-20200+GP Rs. 1900 in VI CPC)	Passed 12 th (+2 stage) or its equivalent examination with not less than 50% marks in aggregate. 50% marks is not insisted upon in the case of SC/ST/Ex. Servicemen/Persons With Disabilities (PWD) candidates. 50% marks is also not insisted upon in the case of candidates who possess qualifications higher than the essential minimum prescribed qualification. Educational Qualification must be from Recognized Institutions. (Authority: RBE No.145/2014 dated 17.12.2014 & RBE No.82/1995 dated 01.08.1995). OR Matriculation Plus Course Completed Act Apprenticeship/ITI approved by NCVT/SCVT Educational Qualification must be from Recognized Institutions or Diploma in Mechanical/Electrical/Electronics/Automobile Engg. in lieu of ITI. Candidates appearing and/or awaiting results of the final examinations as on the date of application are not eligible to apply. Educational Qualification must be from Recognized Institutions.
2	Group 'C' - Level-1 in VII CPC Pay Matrix (Pay Band Rs. 5200-20200+GP Rs. 1800 in VI CPC)	Candidates should possess the qualification of 10 th Pass plus National Apprenticeship Certificate (NAC) granted by NCVT or 10th Pass Plus ITI. Candidates appearing and/or awaiting results of the final examinations as on the date of application are not eligible to apply. Educational Qualification must be from Recognized Institutions.

2.1 Scouts & Guides Qualification: The following qualifications would apply for recruitment of Scouts & Guides to posts in Level-2 & Level-1 of VII CPC Pay Matrix.

- a) A President Scout/Guide/Rover/Ranger OR Himalayan Wood Badge (HWB) holder in any section;
- b) Should have been an active member of a Scouts organization for the last 5 years. The 'Certificate of Activeness' should be as per Annexure-I; and
- c) Should have attended two events at National level OR All Indian Railways' level AND two events at State level.

3. AGE LIMIT AND RELAXATION (As on 01-01-2018).

3.1 Those applying for Group 'C' posts in Level-2 of VII CPC Pay Matrix: The candidate must have attained the age of 18 years and must not have attained the age of 28 years as on **01.01.2018** i.e. must have been born not earlier than 02nd January 1990 and not later than 01st January, 2000.

3.2 Those applying for Group 'C' posts in Level-1 of VII CPC Pay Matrix: The candidate must have attained the age of 18 years and must not have attained the age of 31 years as on **01.01.2018** i.e. must have been born not earlier than 02nd January 1987 and not later than 01st January, 2000.

3.3 The upper age limit prescribed above will be relaxable:

- (i) Upto a maximum of FIVE years in the case of candidates belong to a Scheduled Caste or Scheduled Tribe.
- (ii) Upto a maximum of THREE years in the case of candidates belong to Other Backward Classes.
- (iii) Upto a maximum of FIVE years if a candidate had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1st January, 1980 to the 31st Day of December, 1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Govt. of Jammu and Kashmir.
- (iv) The Serving Railway employees who have put in 03 years continuous service in the Railways as on the date of Notification will be eligible for age relaxation upto the upper age limit of 40 years in the case of General Category Candidates, 45 years in the case of SC/ST category candidates and 43 years in the case of OBC category Candidates.
- (v) The staff of Quasi-Administrative offices or organisations such as Railway Consumer Co-operative Societies, Canteens and Institutes etc. will be given relaxation in age limit to the extent of 05 years or service rendered in such organisation, whichever is less.
- (vi) The upper age limit in the case of Widows, Divorced women and women judicially separated from their husbands, who are not remarried, shall be relaxed upto the age of 35 years. In such cases, there will be further relaxation upto the age of 38 years for Other Backward Class (OBC) candidates and upto 40 years for Scheduled Caste and Scheduled Tribes (SC/ST) candidates.
- (vii) The upper age limit for Persons with Disabilities (PWDs) is relaxable by 10 years irrespective of the fact whether the post is reserved or not, provided the post is identified as suitable for Persons with disability (PWD) candidates. In addition, the candidates belonging to SC/ST and OBC categories are eligible for normal relaxation of FIVE and THREE years respectively.
- (viii) The upper age limit for Ex-Servicemen is relaxable upto the extent of service rendered in defence plus 3 years provided they have put in more than 6 months service after attestation.

NOTE1: The candidates should note that, only the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate as on the date of submission of application will be accepted by the Administration and no subsequent request for its change will be considered or granted.

NOTE2: The candidates should also note that, once a Date of Birth has been claimed by them and entered in the records of the Administration for the purpose of

admission to the examination, no change will be allowed subsequently on any grounds whatsoever.

4. EXAMINATION FEE:

- (i) The examination fee for all candidates except those mentioned in para (ii) below : **Rs.500/-** (Five Hundred only)
- (ii) For candidates belonging to SC/ST/Ex-Servicemen/ Persons With Disabilities (PWDs), Women, Minorities and Economically Backward Classes : **Rs. 250/-** (Two Hundred and Fifty only) with a provision for refunding the same to those who actually appear in the written examination.

NOTE 3: Minorities will mean Muslims, Christians, Sikhs, Buddhists and Zorastrians(Parsis).

NOTE 4: Economically Backward Classes will mean the candidates whose family income is less than Rs.50,000 per annum. The following authorities are authorized to issue income certificate for the purpose of identifying economically backward classes:

- (i) District Magistrate or any other revenue officer up to the level of Tahasildar.
- (ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- (iii) BPL card or any other certificate issued by the central government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- (iv) Union Minister may also recommend to Chairman/RRBs/RRCs for any persons from anywhere in the country.
- (v) Sitting members of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.
- (vi) The income certificate issued by the authorities mentioned above would have to be in the format prescribed at **Annexure 'D'** which is available on Railway Recruitment Cell, Hubballi Websites www.rrchubli.in, swr.indianrailways.gov.in This would have to be issued on the letter head of the issuing authority.

5. The examination fee should be paid in the form of crossed **Indian Postal Order (IPO) only**, from any Post office drawn in favour of **Asst. Personnel Officer/Traffic, South Western Railway, Hubballi**, payable at **Hubballi**.

5.1 Remittance of examination fee in any other form except Indian Postal Order will not be accepted.

5.2 IPOs issued before the date of issue of Employment notice or after the closing date will not be accepted and the application will be rejected.

5.3 The particulars of Indian Postal Order submitted as examination fee should also be indicated at the prescribed place in the application form.

5.4 Candidates must write their name, full address in the space provided in the Indian Postal Order.

5.5 The examination fee is not transferable/adjustable under any circumstances.

6. MODE OF APPLICATION

6.1 Applications should be registered **ONLINE** by filling up the required details in the prescribed format, as will be made available in the website of RRC/SWR i.e., www.rrchubli.in The application has to be filled up carefully duly following the steps and instructions, as provided on the website.

6.2 In case any employee has any difficulty in registering his application **ONLINE**, they can contact the following helpline numbers from where assistance in filling up/ registering their applications will be provided:-

Division/Unit	Help line numbers	
	Headquarters	Railway
DOT		0836-2326266
Hubballi Division	Railway	46290
	DOT	0836-2346290
Mysuru Division	Railway	66255
	DOT	0821-2428630
Bangalore Division	Railway	56224
	DOT	080-22156224

- 6.3** To avoid last minute rush, candidates are advised in their own interest to register their applications **ONLINE** well before the closing date, since there may be possibility of failure/ inability to log on to the website of RRC/SWR on account of heavy load on the internet or website jam during last days. Candidates desiring to make any corrections in the application already filled can do so before the FINAL SUBMISSION being clicked on **ONLINE** registration. After final submission and confirmation, no provision for editing the data is allowed. However, candidates can take print and may approach for corrections, if any, to concerned Personnel Department before closing date.
- 6.4** The last date/ time for **ONLINE** registration is **03-03-2018 at 23.45 hrs.** Railway Administration will not bear any responsibility if the candidates are not able to register their applications **ONLINE** within the last date/time, for any reason whatsoever.
- 6.5** For candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spriti districts and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman, Nicobar and Lakshadweep islands and the candidates residing abroad, the closing date for uploading of applications in the website will be before **23.45 Hours of 09.03.2018.**
- 7. STEPS TO BE FOLLOWED WHILE REGISTERING THE ONLINE APPLICATION:**
- 7.1** Go to RRC/SWR website www.rrchubli.in.
- 7.2** Click on Scouts & Guides Recruitment for the year-2017-18 - Online application.
- 7.3** Click on the "New Registration" Link available in the home page.
- 7.4** Fill up the basic details viz. Name, Date of Birth, e-mail Address, Aadhaar No. and Mobile number etc.
- 7.5** Follow the instructions and complete the registration process step-by-step for generating a Registration Number & Password for login.
- 7.6** Candidates are advised to preserve/note their Registration ID and Password generated and sent to their Email ID & SMS to registered mobile number for further stages of selection process/correspondence with respective Hqrs., Divisions/Units concerned.
- 7.7** After filling up the details and reading the declaration, Click on the FINAL SUBMIT button. On final submission, the candidates may check all the details and may edit if required and confirm. Candidates may take the print of application for their record. After confirmation, there is no provision of editing.
- 8. ONLY ONE APPLICATION:** The candidates should submit one application each for Level-1 & Level-2 categories against this Notification and candidates submitting more than one application for each level of category will be liable for disqualification. Even if, such a candidate gets selected inadvertently, he/she will be disqualified and they will not be considered for selection under this Notification for Scouts & Guides quota for the year 2017-18.

Note: In case the application is rejected for any reason, candidates will be able to view their status **ONLINE** on the website along with the reasons for rejection(s). SMS and e-mail alerts will also be sent to the candidates on their registered mobile number and email ID, furnished by them during their **ONLINE** application. Candidates whose application/candidature is rejected will **NOT** be intimated by post.

THE ELIGIBLE CANDIDATES SHOULD TREAT THAT THIS NOTIFICATION ITSELF IS AN ALERT NOTICE FOR CONDUCTING EXAMINATION AS ADVISED AT PARA 13.7 BELOW.

- 9. DOCUMENTS TO BE UPLOADED ALONG WITH ONLINE APPLICATION:** The candidates submitting applications ONLINE should upload the following documents duly following the instructions on screen:
- i. SSLC/SSC/Matriculation Certificate.
 - ii. PUC/HSC/HSE/12th Std Certificates
 - iii. ITI/NCVT/SCVT or equivalent certificates
 - iv. Any higher qualifications as mentioned in application.
 - v. Latest Photograph (without Cap, Coloured Goggles & wig).
 - vi. Community Certificates if belong to SC/ST/OBC as per Annexure B&C.
 - vii. Certificate for waiver of Fee (if any) as per Annexure-D.
 - viii. A Crossed Indian Postal Order (IPO) drawn in the name of Asst. Personnel Officer/Traffic, South Western Railway, Hubballi.
 - ix. Activeness certificate in the proforma as per Annexure-I, duly signed by the Authorities as indicated therein.
 - x. Scouts & Guides Certificates in connection their status in S&G/ service rendered in National events/National Jamboree/State events/District rallies.
 - xi. Specialised Scouts/Guides course organised at National/State/All Indian Railways Level.

[Those called for written examination should come to examination centre with original certificates for verification and handover the Indian Postal Order to Railway authorities before commencement of examination].

Note: It may please be noted that, '**Eligibility list**' of candidates for writing the examination will be decided purely based on the details furnished and documents uploaded **ONLINE** on the website. The candidates will be allowed to attend the exam only after submission of original documents at the time of verification before allowing to the written examination.

10. RECRUITMENT PROCESS:

The candidates, who apply in response to the Notification and are found eligible for consideration for appointment against Scout & Guides quota, will be assessed on the basis of following criteria:

A)	Written Test	50 Marks
	The written test will consist of 40 objective type questions (40 marks) & 1 essay type question (10 marks) relating to Scouts and Guides Organization and its activities and General knowledge for the posts in Level-2 and Level-1 of VII CPC Pay Matrix. The syllabus for this will be as per Para 11 below.	
B)	Scouting- Skill Assessment	10 Marks
	A Skill Assessment Committee will assess the practical ability of the candidates.	
C)	Marks on certificates	40 Marks
	(i) Participation/ Service rendered in National Events/ National Jamboree (including All Indian Railway Events):	10 Marks

	• First Two certificates (i.e. minimum eligibility qualification)	Nil
	• One additional event	07 Marks
	• Two or more additional events	10 marks
	(ii) Participation/ Service rendered in State Events/Rallies:	10 marks
	• First Two certificates (i.e. minimum eligibility qualification)	Nil
	• One additional event	07 marks
	• Two or more additional events	10 marks
	iii) Specialized Scout/Guides course organized at National/ State/ All Indian Railways level:	10 marks
	• One Course	07 marks
	• Two or more Courses	10 marks
	(iv) Participation in District Rallies:	10 marks
	• One certificate	Nil
	• Two certificates	07 marks
	• Three certificates	10 marks
	TOTAL (A)+(B)+(C)	100Marks

11. Syllabus:

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

Organisation at National level, National Training Centres WAGGGS/WOSM-Uprashtrapati Award Competition; Prime Minister Shield Competition, Community Development programmes, Aims and Methods of Scouting, How Scouting is useful in producing better citizens?

- 12. MEDICAL EXAMINATION:** The Candidates recommended for appointment will have to pass the requisite medical fitness test(s) conducted by the Railway Administration to ensure that the candidates are Medically FIT to carry out the duties connected with the post. Only those candidates who are Medically FIT would be empanelled for appointment.

13. GENERAL CONDITIONS:

- 13.1** The name & initial of the candidate & father’s name appearing in School/College certificates and in Scouts & Guides certificates should be one and the same.
- 13.2** Candidates applying for more than one post (i.e. For the posts in Level-2 and Level-1 of VII CPC Pay Matrix) shall upload separate applications with separate IPO/IPOs as fee and documents.
- 13.3** The candidates serving in any Government Department or Public Sector Undertaking including Railways should apply through proper channel or should apply directly with **NO OBJECTION CERTIFICATE** from the employer to avoid delay. Advance copy of the application from such candidates without ‘**No Objection Certificate**’ from the employer will not be entertained. Please note that no application received after the prescribed date will be entertained.

- 13.4 The applicant is liable to be appointed against any suitable post in Level-2 or Level-1 in the VII CPC Pay Matrix as the case may be, anywhere on South Western Railway and Rail Wheel Factory, Yelahanka.
- 13.5 Candidates will have to undergo prescribed training course as applicable for the post as per existing instructions.
- 13.6 Canvassing in any form shall disqualify the candidature.
- 13.7 The Written test for Group 'C' post in Level-2 of VII CPC Pay Matrix has been tentatively fixed on 23-03-2018 (FN) and for Level-1 of VII CPC Pay Matrix is fixed on 23-03-2018 (AN) at Hubballi, tentatively. The candidates should be in readiness to appear for the written test at short notice after the last date for uploading of application is over. Please check the website of RRC, Hubballi at www.rrchubli.in OR SWR website www.swr.indianrailways.gov.in regularly for getting the information regarding eligibility list, written test etc.
- 13.8 The candidates are required to obtain caste certificates in the prescribed proforma from the appropriate authority and upload them at the time of filling the application online. The original certificate must be produced at the time of verification. The candidature of the candidates submitting Caste Certificates issued by the authorities other than those authorised, are liable to be disqualified. **(Format of Caste Certificate for SC/ST candidates in Annexure 'B' and OBC candidates in Annexure 'C' are available on the website of RRC, Hubballi at www.rrchubli.in OR SWR website www.swr.indianrailways.gov.in).**
- 13.9 No TA/DA/Accommodation will be given for appearing in the Written Examination/Skill Assessment. They may also be required to stay during the written examination and Skill Assessment for 4 to 5 days, for which they have to make their own arrangements. The Railway Administration have all the rights reserved to fix any date, as deemed suitable, change place or postpone the selection (as its own convenience), or even cancel selection due to unforeseen circumstances against which no claim will be accepted. Selected candidates will be posted anywhere on South Western Railway and Rail Wheel Factory, Yelahanka.
- 13.10 Candidates selected against Scouts & Guides quota shall be terminated from service summarily if the information and documents furnished by him/her for recruitment are found incorrect/fake at any stage.
14. **PROHIBITION OF THE POSSESSION OF MOBILE/PHONES AND OTHER COMMUNICATION/ ELECTRONIC DEVICES ETC.** : Possession/use of Mobile phones, Pagers, communication/recording devices and any other electronic devices/gadgets are strictly prohibited inside the premises where the examination is being conducted. Any violation of these instructions shall entail cancellation of the candidature without prejudice to other criminal/disciplinary action including debarment from future examinations.
15. Candidates are also advised **not to bring any valuable/costly items to the examination halls**, as safe-keeping of these items cannot be assured. Administration will not be responsible for any loss in this regard.
16. **INVALID APPLICATIONS:**
Applications with the following short comings will be summarily rejected.
- 16.1 Applications without uploading proof of age, educational qualification, Scouts & Guides qualification, Certificate of activeness, supporting certificates/documents of Scouts & Guides events attended as furnished in Annexure II of the notification, community certificate as listed at para-9.
- 16.2 Applications without prescribed examination fee, in the form of Crossed Indian Postal Order/s as per para 4 & 5.
- 16.3 ONLINE Applications without uploading latest photographs as per para 9(v).
- 16.4 Applications uploaded after closing date.
- 16.5 Certificate of Activeness in Scouts & Guides activities not uploaded as per Annexure I of the notification as per para 9(ix).
- 16.6 Incomplete applications in any form, is liable to be rejected.

17. RAILWAY's DECISION FINAL: The decision of the Railway Administration in all matters relating to eligibility, acceptance or rejection of the applications, issue of free rail passes, penalty for false information, allotment of posts/places to selected candidates and all other matters related with conduct of recruitment process will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection. Railway Administration reserves the right to fix any date and venue for written examination/skill assessment, etc, change in venue or postpone of written examination/skill assessment etc., for its convenience, which can also be cancelled.

18. CAUTION

Beware of Touts and job racketeers trying to deceive you by false promises of securing job in Railways either through influence or by use of unfair or unethical means. Candidates will be selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap.

Written test for Group 'C' post in Level-2 of VII CPC Pay Matrix has been tentatively fixed on 23-03-2018 (FN) and for Level-1 of VII CPC Pay Matrix is fixed on 23-03-2018 (AN) at Hubballi, tentatively. The candidates should be in readiness to appear for the written test at short notice after the last date for uploading of application is over. Please check the website of RRC, Hubballi at www.rrchubli.in OR SWR website www.swr.indianrailways.gov.in for getting the information regarding eligibility list, written test etc.

**Dy. Chief Personnel Officer/Gazetted
South Western Railway, Hubballi**

CERTIFICATE OF ACTIVENESS

Certificate No. _____

This is to certify that, Shri./Smt./Kum. _____ of
_____ State/District/Division is an active member of
_____ Group since _____ years duly registered with
the State/District Association.

Date: _____

Place: _____

**(Name & Sign)
Group Leader (S/G)
(With Seal)**

**(Name & Sign)
DOC(S/G)
(With seal)**

**(Name & Sign)
DC(S/G)
(With Seal)**

DETAILS OF EVENTS ATTENDED

Name of the Applicant: _____

Sl. No.	Name of the event	Place	Date	
			From	To
Details of Certificates of Participation/Service rendered in National Events/National Jamboree (including All Indian Railway Events)				
1				
2				
3				
4				
5				
6				
7				
Details of Certificates of Participation/Service rendered in State Events/Rallies				
1				
2				
3				
4				
5				
6				
7				
Details of Certificates of Specialized Scouts/Guides course organised at National/State/All Indian Railways level				
1				
2				
3				
4				
5				
6				
7				
Details of Certificates of Participation in District Rallies				
1				
2				
3				
4				
5				
6				
7				

(Attested photocopies of each certificate should be uploaded in serial order)

Place : _____

Date: _____

Signature of Applicant

Form of Certificate to be produced by a candidate belonging to Scheduled Caste or Scheduled Tribe

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

- The Constitution (Scheduled Caste) order, 1950
- The Constitution (Scheduled Tribes) order, 1950
- The Constitution (Scheduled Caste) (Union Territories) order, 1951
- The Constitution (Scheduled Tribes) (Union Territories) order, 1951(as amended by the Scheduled Caste and Scheduled Tribes Lists Modification), Order, 1956 the Bombay Reorganisation Act 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Re-organisation Act,1971, and the Scheduled Tribes Order(Amendment) Act,1976.
- The Constitution (Jammu and Kashmir) Scheduled Caste order, 1956
- The Constitution (Jammu and Kashmir) Scheduled Tribe order, 1950
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1959
- 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 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) Ordinance, 1991

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

This certificate is issued on the basis of Scheduled Caste/ Scheduled Tribe certificate issued to Shri/Smt/Kum* _____ Father / Mother of Sri/Smt./Kum _____ in District/Division* _____ of State/Union Territory _____ who belongs to the _____ Caste/Tribe* which is recognized as a Schedule Caste/Scheduled Tribe* in State/Union Territory* _____ issued by the _____ (Name of prescribed authority) vide their No. _____ dated _____.

Shri/Smt/Kum* _____ and of his/her* family ordinarily reside(s) in village /town* _____ District/Division of State/Union Territory of _____ Place _____ State/Union Territory.

Signature _____

Date: _____

Designation (with seal of office)

(*) please delete the words which are not applicable (*) Please quote specific presidential offer (*).

Delete the Paragraph which is not applicable.

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

-List of Authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant (ii) Chief Presidency Magistrate/additional Chief Presidency Magistrate/Presidency Magistrate. (iii) Revenues officers not below the rank of Tehsildar. (iv) Sub Divisional Officer of the area where the candidate and/or his/her 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 _____ 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 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
08.09.1993**.

Dated:

**District Magistrate
Deputy Commissioner etc.**

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 Peoples Act.1950.

FORM OF INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD OF ISSUING
AUTHORITY FOR WAIVER OF EXAMINATION FEES FOR RECRUITMENT EXAMINATION
(Economically backward classes only)

1. Name of Candidate :
2. Father's Name :
3. Age :
4. Residential Address :
5. Annual Family income :
- (in words & Figures)
6. Date of Issue :

7. Signature : Name.....

8. Stamp of Issuing authority.....:

Note: Economically Backward classes will mean the candidates whose family income is less than Rs. 50,000 per annum. The following authorities are authorized to issue income certificate for the purpose of identifying economically backward classes.

1. District Magistrate of any other Revenue Officer upto the level of Tahasildar.
2. Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
3. BPL Card or any other certificate issued by the Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
4. Union Minister may also recommend to Chairman /RRBs/ RRCs for any persons from anywhere in the country.
5. Sitting Members of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

!***!***!***!