

**MINISTRY OF DEFENCE (DGQA)
DIRECTORATE OF QUALITY ASSURANCE (WP), NEW DELHI**

Advertisement No.

Closing Date : Refer Para 5

1. Applications are invited for the Group 'C', Non-Gazetted posts mentioned below from the eligible candidates in the prescribed proforma (**Appendix A-I**) by Registered/Speed Post. Applications sent by ordinary mail or any other form of mail will not be accepted.

Sl No.	Name of the post	Scale of Pay	Distribution of vacancies*					Remarks
			UR	SC	ST	OBC	TOTAL	
(a)	Stenographer Grade-II	Rs.5200-20,200 GP 2400/- (PB-1)(pre-revised)	--	01	--	--	01	Horizontal Reservation for 01 VH(B/LV)
(b)	Librarian Grade-IV	Rs.5200-20,200 GP 1900/- (PB-1) (pre-revised)	01	--	--	--	01	

*Subject to variation of vacancies

(a) **Abbreviations used.** **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribe, **OBC**-Other Backward Class, **ESM** - Ex-Servicemen, **PWD**-Persons with Disabilities, **VH**-Visually Handicapped, **B**-Blind, **LV**-Low Vision.

(b) **Place of Work.** Selected candidates will be liable to serve anywhere in India. However, initial place of posting is likely to be at New Delhi.

(c) **Reservation.** Reservation for SC/PWD etc categories is as per extant Government Orders.

2. **Educational Qualification & Age.** (As on last date of receipt)

Name of DR Post	AGE	ESSENTIAL ELIGIBILITY CONDITIONS/QUALIFICATION
Stenographer Grade-II	Between 18- 27 Years. Upper age limit relaxable for Govt. servants up to 40 yrs in case of General and 45 years in case of SC & ST.	(a) 12 th pass or equivalent from a recognized Board or University (b) Certificate in Stenography & Typing from a recognized institution; <u>Skill Test Norms for VH Candidates</u> Dictation-10 minutes @ 80 wpm Transcription 75 minutes (English) or 100 minutes (Hindi) (on computer)
Librarian Grade-IV	Between 18- 27 years. Upper age limit relaxable for Govt. servants up to 40 yrs in case of General.	(a) Matriculation from a recognized Board or equivalent. (b) Certificate in Library Science or Librarian-ship from a recognized institution; (c) <u>Skill Test Norms</u> Possession of speed in typing at 30 words per minute in English or 25 words per minute in Hindi.

3. **Age Relaxation.** Permissible relaxations of Upper age limit for different categories are as under:-

<u>Category</u>	<u>Age Relaxation permissible beyond the Upper age limit</u>
SC/ST	05 years in case of vacancies reserved for SC/ST
PH	10 years
PH+SC/ST	15 years
Departmental candidates with minimum 03 years continuous service	Upto 40 years of age (UR) Upto 45 years of age (SC/ST)

(a) **Process of certification and format of certificates** Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate, whenever such certificates are sought by this office at the time of Document Verification. Otherwise, their claim for SC/ ST/ OBC/ PH (PWD)/ ESM status will not be entertained and their candidature/ applications will be considered under General (UR) category.

(b) Provided that SC, ST and OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST and OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs and OBCs candidates which will thus comprise of SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

(c) Persons with disability category candidate who qualifies on the basis of relaxed standards is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent of the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit.

(d) Central Government civilian employees claiming age relaxation should be in possession of Certificate in the prescribed format (**Annexure-I**) from their office in respect of the length of continuous service which should not be less than three years as on the closing date for receipt of application. They should continue to have the status of Central Government civilian employees from the date of application till the time of appointment, in the event of their selection.

4. **Age Determination/Crucial Date.**

(a) The crucial date of determining the age limit would be the closing date for receipt of applications from candidates i.e. 21 days from the date of publication of advertisement in the Employment News in respect of all candidates, irrespective of their place of residence.

(b) The crucial date for determining age limit in case of candidates from Employment Exchange shall be the last date up to which the Employment Exchange is asked to submit the names.

5. **Application Closing Date.** The closing date for receipt of Applications from candidates i.e 21 days from the date of publication of advertisement in Employment News and the last date of receipt of application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangti Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be 28 days from the date of publication of advertisement in Employment News.

6. **Mode of Selection.**

(a) **Short listing of Applications.** Where the number of applications received is too large in proportion to the vacancies and it is not convenient or possible for the Department to call all the candidates for the skill test & written test, Department at their discretion, may restrict the number of candidates to a reasonable limit, based on the marks obtained in the qualifying examination.

(b) **Scheme of Written Examination.** The question papers of written test (objective type-Multiple choice question) will be of matriculation level for Librarian Grade-IV and of 12th standard for Stenographer Grade-II and bilingual (except for General English) covering aspects as below:-

(i) **For Stenographer Grade-II**

Written Test

Part	Subject
(i)	General Intelligence and Reasoning
(ii)	General Awareness
(iii)	English Language and Comprehension
(iv)	Numerical Aptitude

Skill Test in Stenography is as follows:- Dictation-10 minutes @ 80 wpm in English or Hindi. Transcription time on computer for VH candidates: 75 minutes (English) or 100 minutes (Hindi). Only those candidates qualifying in skill test will be subjected to written test.

(ii) **For Librarian Grade-IV**

Written Test

Part	Subject
(i)	General Intelligence and Reasoning
(ii)	General Awareness
(iii)	English Language and Comprehension
(iv)	Awareness in relevant trade/field

Skill Test in Typing is as follows :- Duration 10 minutes @ 30 words per minute in English or 25 words per minute in Hindi. Only those candidates qualifying in skill test will be subjected to written test.

(c) Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read the Question Paper with or without magnifying glass and who wish to write the answer with the help of Magnifying Glass will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examine on Hall.

(d) Visually handicapped (VH) candidates with visual disabilities of 40% and above can avail the assistance of Scribe in the written examination subject to such request of scribe being made in the Application form. Guidelines for persons with disabilities using a scribe are as follows:-

- (i) The candidate will have to arrange his/her own scribe at his/her own cost.
- (ii) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the application form. Any subsequent request may not be favourably entertained.
- (iii) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- (iv) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

(e) VH candidates are required to bring their own Braille equipment (Brailer) for taking dictation.

(f) VH candidates will have to type/transcript in Hindi and English using NVDA (Non Visual Desktop Access) software.

(g) There is no exemption from skill test for any category of candidates.

(h) **Date of Examination.** Exact date, time and venue of examination will be communicated in the Call letter.

(j) **Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on satisfaction of Document Verification, Medical Examination and other requirement as specified by the Government of India.

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

(l) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification,

at any time, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled/services terminated, if already appointed.

(m) Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.

(n) **Display of Merit list/ Result.** Merit list will be drawn and result declared on the basis of marks obtained in the written test only.

(p) **Resolution of Tie cases.** In case where more than one candidate secure equal marks, tie will be resolved by applying the following methods one after another: - (i) Date of birth, with older candidates placed higher. (ii) Alphabetical order in which first names of the candidates appear.

(q) Candidates seeking reservation benefits available for SC/ST/OBC/PWD/ESM must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of test. Copies of the certificate, etc. will be sought at the time of Skill Test, where applicable, else at the time of written test.

(r) Candidates with physical disability of 40% and more only would be considered against vacancies reserved for PWDs.

7. **How to Apply.** The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF STENOGRAPHER GRADE-II/LIBRARIAN GRADE-IV** and **CATEGORY “_____”** (i.e. SC/ UR/PWD) and sent by Registered/Speed Post only to **Capt Rajiv Sharma, Joint Director, Directorate of Quality Assurance (Warship Project), 'H' Block, Nirman Bhawan P.O., New Delhi – 110 011** along with the following documents :-

(a) Duly completed application on the prescribed format as per **Appendix 'A I'** typed in English/Hindi (in A4 size paper) along with admit card as per **Appendix 'A II'** in duplicate. Application should be forwarded to **Capt Rajiv Sharma, Joint Director, Directorate of Quality Assurance (Warship Project), 'H' Block, Nirman Bhawan P.O., New Delhi – 110 011** so as to reach on or before closing date.

(b) One self-addressed envelope (size approximately 25cm x 10cm) should be enclosed with the application form for sending call letter.

(c) Three recent passport size photographs one duly affixed in appropriate box on the application form duly attested by Gazetted Officer and other two self-signed, affixed in appropriate box one each on the admit cards.

(d) The Government Servants are to produce No Objection Certificate from the Employer **(Annexure-I)**.

(e) Self attested copy of SC/ST certificate as per formats prescribed by Government of India from time to time issued by competent authority.**(Annexure-II)**.

(f) Self attested copy of certificate showing the Disability for Physically Handicapped Personnel issued by Medical Board constituted by Central/state Government (**Annexure-III**).

(g) Self attested copies of certificates from competent authority for Stenography/Typing.

8. **Nature of duties in brief.** Indicative duties and responsibilities of the posts are as follows: -

Stenographer Grade-II

(a) Mailing correspondence, filing papers, making appointments, arranging meetings and collecting information.

(b) Taking dictation in shorthand and its transcription in the best manner possible.

(c) Fixing up of appointments.

(d) Screening telephone calls and the visitors in a tactful manner.

(e) Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance.

(f) Maintaining, in proper order, the papers required to be retained by the Officer.

(g) Keeping a note of the movement of files, seen by the officer and other officers, as directed.

(h) Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer.

(j) Any other work assigned by superior authority.

Librarian Grade-IV

(a) Procurement of books, periodicals, technical specifications and magazines etc

(b) Classification and indexing of books

(c) Correspondence regarding receipt/non-receipt of periodicals

(e) Assisting in locating books

(f) Arrangement for binding and general upkeep of journals, publication etc.

(g) Maintain record for issue of books and magazines to officers and staff

(h) Any other work assigned by the superior authority

Note. The above list of duties is only illustrative and not exhaustive. Section/ Department may add in the list, duties of similar nature, ordinarily performed by officials at this level.

9. **Instructions.**

(a) Only Indian nationals can apply for the above posts

(b) Application received after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained.

(c) The following act/omissions will render a candidate/applicant disqualified/application rejected: -

(i) Application not in the prescribed format or incomplete or unsigned or undated or improperly filled.

(ii) Furnishing of false, inaccurate or tampered or dubious information.

(iii) Application not accompanied by self-attested copies of certificates/ prescribed certificates in support of age, qualification, caste, disability, discharge etc, as applicable.

(iv) If more than one application is submitted by the candidate for the same post.

- (v) Any other deemed irregularity or reason as observed by the Board of Officers.
- (vi) Canvassing in any form and/or bringing in any influence, political or otherwise, will entail disqualification.
- (vii) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- (viii) If the candidate not found to possess the essential qualification.
- (ix) If the Application of candidate who is working in Government Establishment is not received through proper channel with NOC.
- (x) Duration of the test can be one day or more. Candidates will make their own arrangement for lodging/boarding during the test.
- (xi) Though essential qualification for the posts is already indicated at Para 2 above, higher qualification, if any, possessed by the candidate is to be disclosed in the application form.

10. The recruitment process can be cancelled/ postponed/ suspended/ terminated without any notice/ assigning any reasons, at any stage.

11. The applications received before publication of this advertisement in Employment News/daily newspaper will be summarily rejected.

APPLICATION आवेदन पत्र
(To be filled in Block Letter only)
(स्पष्ट अक्षरों में भरा जाय)

Recent passport size photo
attested by Serving Gazetted
Officer हाल ही की पासपोर्ट
आकार की फोटो राजपत्रित
कार्यरत अधिकारी द्वारा
सत्यापित

Name of the post applied for आवेदन पद :

Reference advertisement No. _____ in the Employment News/Rozgar
Samachar dated _____.

दिनांक _____ के रोजगार समाचार पत्र में प्रकाशित विज्ञापन संख्या _____ के संदर्भ में)

1. Name of the Applicant (in Block Letters) आवेदक का नाम (स्पष्ट अक्षरों में):

Last Name _____ First Name _____

2. (a) Father's / Husband's Name पिता/पति का नाम :

(b) Mother's Name माता का नाम :

3. Permanent Address स्थाई पता :

4. Address of correspondence पत्राचार के लिए पता :

5. (a) Date of Birth (in figure & word) जन्म तिथि(अकों और शब्दों में):

(b) Age as on closing date आवेदन खत्म होने की तारीख को आयु :
_____ Yrs _____ months _____ days वर्ष----- महीने-----दिन

(c) Age relaxation claimed, if any आयु में छूट यदि है : Yes/No हाँ/ना

(If yes, specifically mention name of quota) यदि हाँ तो श्रेणी का उल्लेख करे

6. Name of Employment Exchange where Registered, if any रोजगार कार्यालय जहाँ पंजीकृत
है (यदि होतो) :

7. Employment Exchange Registration No., if registered रोजगार कार्यालय पंजीकरण संख्या
(यदि पंजीकृत हों तो) :

8. Nationality राष्ट्रियता :

9. (a) Whether belongs to SC/ST/OBC/Ex-Serviceman/PWD: Yes/No क्या अनुसूचित जाति
/अनुसूचित जनजाति /अन्य पिछडा वर्ग/पूर्व सैन्य कर्मी/दिव्यांग व्यक्ति से सबधित है (यदि हां तो
श्रेणी) (if yes, mention the category)

(b) In case of VH candidates, requirement of scribe may be indicated: Yes/No
दृष्टिहीन आवेदक लिपिक की सहायता लेना चाहते हों तो इंगित करें: हाँ/नहीं

10. Sex (Male / Female) लिंग (पुरुष/स्त्री) :

11. Educational Qualification शैक्षणिक योग्यता :

Sl.No. क्रम सं.	Educational Qualification शैक्षणिक योग्यता	University /Board यूनीवर्सिटी/बोर्ड	Year of Passing पास करने का वर्ष	Subject विषय	Marks (%) and Division प्राप्तांक एवं श्रेणी

12. Experience, if any अनुभव, यदि कोई हो :

Sl.No. क्रम सं.	Post held पदनाम	Emoluments भत्ते	From कब से	To कब तक	Name & address of employer नियोक्ता का पता	Nature of Work कार्य का नाम

13. Additional Qualification/s, if any अतिरिक्त योग्यता विवरण यदि हे तो :

14. Details of Certificates Enclosed संलग्न प्रमाण पत्रों का विवरण :

15. Medium of Skill Test कौशल परीक्षा का माध्यम : English / Hindi अंग्रेजी / हिन्दी

16. Any other details if any कोई और जानकारी यदि हो :

16. Email ID for correspondence (if any) ई मेल पता (यदि हे तो) :

17. Telephone / Mobile No. दूरभाष/मोबाइल संख्या :

DECLARATION घोषणा

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be incorrect at a later date, my candidature / appointment may be cancelled / terminated without any notice.

मैं घोषणा करता हूँ/करती हूँ कि ऊपर दिया गया विवरण मेरे ज्ञान और विश्वास के अनुसार सही हैं। मेरे द्वारा दिया गया विवरण असत्य पाए जाने पर मेरा आवेदन /भर्ती बिना सूचना के अमान्य और रद्द माना जाएगा।

Left thumb impression of male and बायें हाथ के अंगूठे का निशान (पुरुष आवेदकों के लिए)

Right thump impression of female candidate दायें हाथ के अंगूठे का निशान(स्त्री आवेदकों के लिए)

Place: स्थान

Date: तिथि

आवेदक के हस्ताक्षर (Signature of Applicant)

ADMIT CARD (Bilingual) प्रवेश पत्र (द्विभाषी)

(TO BE FILLED IN BLOCK LETTERS ONLY)

(स्पष्ट व बड़े अक्षरों में भरा जाय)

(To be typed / written in double space & font size 14 on A-4 size paper)

(A-4 पेपर पर फॉन्ट साइज 14 टाईप/लिखित डबल स्पेस में फोटो सहित)

Name of the post applied for पदनाम जिसके लिए आवेदक दिया गया है :
(in Bold letters)

Ref: Advertisement / Letter No. _____ the Employment News/Rozgar Samachar
dated _____. संदर्भ विज्ञापन/पत्र संख्या-----रोजगार समाचार-----दिनांक

Recent passport size
photo हाल की
पासपोर्ट आकार की
फोटो

1. Name of the Applicant आवेदक का नाम :
Last Name _____ First Name _____
(in full & Block Letters)
2. Father's / Husband's Name पिता/पति का नाम : _____
3. Complete postal address पता : _____
4. Date & Time of Skill Test /Written Test (for official use only)
दिनांक और समय कुशलता /लिखित परीक्षा (कार्यालय के उपयोग हेतु): _____
5. Venue of Skill Test /Written Test
कुशलता /लिखित परीक्षा का स्थान (पता) : _____
(कार्यालय के उपयोग हेतु/for official use only)

Left thumb impression of male and right thumb बायें हाथ के अंगूठे का निशान (पुरुष आवेदकों के लिए)

Impression in case of female candidate दायें हाथ के अंगूठे का निशान (स्त्री आवेदकों के लिए)

आवेदक के हस्ताक्षर (Signature of Candidate)

Note: नोट

1. All original certificates and mark sheets in support of entries made in application form will have to be produced at the time of reporting of Skill Test /Written Test, failing which the candidature is likely to be cancelled. सारे मूल प्रमाण पत्रों एवं अंक सारणीओं को जिनकी प्रविष्टि आवेदन पत्र में की गई कुशलता /लिखित परीक्षा के समय है उपलब्ध करना आवश्यक है अन्यथा उम्मीदवारी को रद्द कर दिया जायेगा।
2. Admit card should be submitted in duplicate with Sl. 1, 2,& 3 duly filled in by the applicant. आवेदन प्रवेश पत्र की दो प्रति आवेदक व्दारा, सीरीयल संख्या 1,2 एवं 3 प्रविष्टियों को भरकर जमा की जाये।

ANNEXURE-I

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN EMPLOYEES SEEKING AGE-RELAXATION (To be filled by the Head of the Office or Department in which the candidate is working).

1. It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with not less than 3 years regular service in the grade as on closing date.

2. There is no objection to his appearing for the _____ Examination 2016 and/or skill test of the Examination. The individual will be relieved on his selection for the post.

Signature _____

Name _____

Office seal

Place:

Date :

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

ANNEXURE-II

(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, 1990@

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/Smt./Kumari* _____ of village/town* _____ in District/Division*
 _____ Of the State/Union Territory* _____ who belong to the _____
 _____ Caste/Tribe which is the recognized as a Scheduled Caste/Scheduled Tribe in the
 State/Union Territory* issued by the _____ dated _____.
 % 3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in 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.

ANNEXURE-III

DISABILITY CERTIFICATE

(IN CASE OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS OF LIMBS AND IN CASE 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 _____

Age _____ years, male/Female _____

Registration No. _____ permanent resident of Home 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 _____

(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.

DAVP 10203/11/0054/1718