



GDCE Notification No.RRC/SCR/GDCE/01/2021

Dated 15/03/2021

Date of Issue of online notification: 15.03.2021 at 17.00 Hrs.

Closing Date for submission of applications: 14.04.2021 at 11.59 Hrs.

Railway Recruitment Cell, Secunderabad invites **ONLINE** applications from eligible serving employees of South Central Railway as on the date of notification for filling up to the following posts against GDCE Quota as per vacancies indicated herein.

**Important Instructions:**

- Please read all the instructions in this notification carefully and ensure that you are eligible to apply before filling the application form Online available on the RRC/SC webpage of South Central Railway website [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in)
- Employees are advised in their own interest to submit Online Application much before the closing date to avoid possibility of any failure to submit application due to heavy load/jam on website.
- For registration Railway employees should have a valid E-mail ID and Mobile number which has to be maintained till the completion of selection process for receiving information/Alerts.
- In case the employees do not have a VALID personal e-mail ID and mobile number he/she should create his / her e-mail ID and obtain Mobile Number before applying online application and must maintain that e-mail ID/Mobile Number till the end of selection process.
- Employees should visit only RRC/SC webpage of South Central Railway website [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in) regularly for further updates.

**DETAILS OF POSTS AND VACANCIES**

Cat No.	Name of the post	Level in 7 <sup>th</sup> PC	Department	Medical Classification	*Suitability for PwBD	UR	SC	ST	OBC	Total
01	Junior Engineer (Track Machine)	Level-6 (GP-4200)	Engineering	A-3.	LD-OL,DW,AAV	22	07	02	19	50
02	Jr. Translator (Hindi)	Level-6 (GP-4200)	Personnel	C-2	VI- B, LV HI- D, HH LD- OA, OL, BL, LC, DW, AAV MD- YES	09	03	02	04	18
03	Stenographer Gr.III	Level-4 (GP-2400)	Personnel	C-1	VI- B, LV HI- D, HH LD- OA, OL, BL, OAL, DW, AAV MD- YES	10	08	05	05	28
TOTAL						41	18	9	28	96

\* Suitability for PwBD will be as per RRB standards.

## ELIGIBILITY CRITERIA

### MINIMUM EDUCATIONAL QUALIFICATION

CAT. NO.	Name of the post	MINIMUM EDUCATIONAL QUALIFICATION
01	Junior Engineer (Track Machine)	(b) Three (3) years Diploma in Mechanical/Production/ Automobile/ Electrical/ Electronics/ Instrumentation & Control Engineering from a Recognized University/Institute. <b>OR</b> (b) A combination of any sub stream of basic streams of Mechanical/Production/ Automobile/ Electrical/Electronics/ Instrumentation & Control Engineering from a Recognized University/Institute. Note: Higher qualifications such as BE/B. Tech. in the same Disciplines are also acceptable in lieu of three years Diploma in Engineering.
02	Jr. Translator (Hindi)	Masters Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level <b>OR</b> Masters degree of a recognized university or equivalent in any other subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at degree level. <b>OR</b> Masters Degree of a recognized university or equivalent in any subject other than Hindi or English with Hindi and English as a compulsory or elective subjects of either of the two as medium of examination and other as a compulsory or elective subject at degree level <b>And</b> Recognized Diploma or Certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government Offices, including Government of India undertaking.
03	Stenographer Gr.III	12 <sup>th</sup> or equivalent examination from a recognized Board/University and for the skill test, prescribed dictation speed of 80wpm duration of 10 minutes and transcription time 50 minutes on computer.

I. **AGE CRITERIA:- (As on 01/07/2021)**

	UR	OBC	SC/ST
UPPER AGE LIMIT	02/07/1979	02/07/1976	02/07/1974
Age Group	42 years	45 years	47 years

**PROOF OF AGE :-**

Scanned self-attested copy of Birth Certificate issued by appropriate authority OR Standard 10th or its equivalent certificate or Mark Sheet indicating Date of Birth OR School Leaving Certificate indicating Date of Birth.

II. **COMMUNITY CERTIFICATE:-**

The candidates claiming to belong to SC/ST & OBC categories are required to produce Community Certificates in the prescribed Format for appointment in Central Government service (Annexure- 'A' & 'B' respectively) Otherwise, their claim for reservation status (SC/ST/OBC) will not be entertained and the candidature/application of such employees, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancy only.

Candidates belonging to OBC community and have uploaded (current year **2020-2021**) their OBC caste certificate in Central Government format (as per **Annexure-'B'**) issued by the Competent Authority and also have uploaded the **Self- declaration form** regarding current status of **Non-Creamy-Layer** as per **Annexure-'C'** should invariably produce the same OBC certificate with non- creamy layer certificate valid for the current year **2020-2021** in Central Government format (as per **Annexure-'B'**) at the time of Document Verification.

### III. **SYLLABUS FOR CBT :**

1. The syllabus and standard of the examination shall be of the level of RRB examination of Notified post.

#### **SYALLABUS FOR JUNIOR ENGINEER (TRACK MACHINE)**

Duration : 120 minutes

No of Questions: 150

Syllabus: The Questions will be of objective type with multiple choices and are likely to include questions pertaining to General Awareness, Physics and Chemistry, Basics of Computers and Applications, Basics of Environment and Pollution Control and Technical abilities for the post. The syllabus for General Awareness, Physics and Chemistry, Basics of Computers and Applications, Basics of Environment and Pollution Control is common for all notified posts under this CEN as detailed below:-

**a) General Awareness :**

Knowledge of Current affairs, Indian geography, culture and history of India including freedom struggle, Indian Polity and constitution, Indian Economy, Environmental issues concerning India and the World, Sports, General scientific and technological developments etc.

**b) Physics and Chemistry:** Up to 10<sup>th</sup> standard CBSE syllabus.

**c) Basics of Computers and Applications:**

Architecture of Computers; input and Output devices; Storage devices, Networking, Operating System like Windows, Unix, Linux; MS Office; Various data representation; Internet and Email; Websites & Web Browsers; Computer Virus.

**d) Basics of Environment and Pollution Control:**

Basics of Environment; Adverse effect of environmental pollution and control strategies; Air, water and Noise pollution, their effect and control; Waste Management, Global warming; Acid rain; Ozone depletion.

**e) Technical Abilities:**

The educational qualifications mentioned against each post shown in Annexure-A, have been grouped into different exam groups as below. Questions on the Technical abilities will be framed in the syllabus defined for various exams below.

The section wise Number of questions and marks are as below :

Subjects	No. of Questions		Marks for each Section	
	Stage-II		Stage-II	
General Awareness, Physics & Chemistry, Basics of Computers and Applications & Basics of Environment and Pollution Control	50		50	
Technical Abilities	100		100	
Total	150		150	
Time in Minutes	120			

*The section wise distribution given in the above table is only indicative and there may be some variations in the actual question papers.*

**Discipline Mapping Tables:-**

Sl. No.	Three years Diploma in Engineering or Bachelor's Degree in Engineering/Technology	Exam Group
1	Mechanical Engineering	Mechanical and Allied Engineering
	Production Engineering	
	Automobile Engineering	
	Combination of any sub stream of basic streams of above disciplines	
2	Electrical Engineering	Electrical and Allied Engineering
	Combination of any sub stream of basic streams of Electrical Engineering	
3	Electronics Engineering	Electronics and Allied Engineering
	Instrumentation and Control Engineering	
	Combination of sub streams of basic streams of above disciplines	

All the candidates with the above qualification shall be tested in the Exam Group mapped as per the above chart.

**Syllabus for Jr. Translator (Hindi) as per RRB Notification No. 03/2019**

Junior Translator/Hindi: A single stage Computer Based Test will be conducted followed by a qualifying translation test. The Question Paper shall be designed to test equally both the knowledge of English language as well as knowledge of Hindi language. At-least 50% of the questions will be designed to test language proficiency – 20% for English and 30% for Hindi. The remaining questions will be designed to test General Knowledge, General Intelligence, Simple Arithmetic and basics of computer.

**Syllabus for Jr. Translator (Hindi) as per RRB Notification No. 03/2019**

The question paper for the Junior Stenographer (Hindi) & Junior Stenographer (English) will consist of two parts only. The subjects of the paper for CBT, No. of questions, the time allowed, the maximum marks for each subject will be as follows:

Part	Subject	No. of questions	Questions (from – to)	Total Marks	Time duration
I	General Awareness	50	1 to 50	100	90 Minutes
II	Hindi or English Language	50	51 to 100	100	

All the candidates will have to attempt Part I & II (both the subjects) compulsorily. There shall be a single composite paper for both the subjects. Candidates will be required to qualify in each of the two subjects separately.

**Part-I** – Questions of the General Awareness portion shall be from the syllabus of Mathematics, General Intelligence and Reasoning, General Awareness and General Science as mentioned in above Para 13.8.

This portion needs to be translated in regional Languages as per extant instructions.

**Part-II** (Either Hindi or English as per option filled up in application form) – The questions shall be designed to check the language skill and knowledge of Hindi/English including grammar. This portion needn't be translated in regional Languages. The syllabus of the questions to be asked in this part is given at Annexure – VIII to IX.

In addition to CBT there shall be Shorthand Test, which will carry 300 marks. Candidates equal to 10 times the number of vacancies, based on the merit of CBT, will be called for Shorthand Test (Stenography Skill Test).

2. Examination will be Computer Based Test (CBT).
3. The Question paper shall be of Objective Multiple Choice Type. The question paper will be in English/Hindi/Telugu/Kannada/Tamil/Marathi/Urdu. The Questions will be of Objective type with multiple choices.

4. There shall be negative marking in the examination and 1/3 of the allotted marks for each question shall be deducted for every wrong answer.
5. The candidates shortlisted for Translation Test / Stenographer skill Test will be given basic training by the Railway Administration before conducting Translation / Skill Test.

**IV. DOCUMENT VERIFICATION :**

- a. The eligible candidates will be called for Document Verification and e-Call letter will be available for downloading from RRC Website.
- b. Production of original documents of Date of birth, Educational Qualification, Caste Certificate, along with **one set of self-attested photo copies** of all certificates, 2 recent passport size Photographs (self attested on reverse) e-call letter and Valid photo ID viz. Railway Identity Card issued by his/her Department in ORIGINAL on the day of Document Verification is mandatory.
- c. Certificates in languages other than English or Hindi should be accompanied by an attested translation in English/Hindi.

**V. GENERAL INSTRUCTIONS :**

1. All regular employees possessing prescribed educational qualification as indicated above, **working in 7<sup>th</sup> CPC Level lower than the Grade Pay/Scale** for which GDCE is being conducted are eligible to appear in GDCE selection.
2. All regular employees possessing prescribed educational qualification as indicated above **working in same 7<sup>th</sup> CPC Level** for which GDCE is being conducted are eligible to appear in selection **from non-safety to safety category posts as well as safety to safety category posts.**
3. Those employees who are appearing in and/or awaiting for results of final examination of minimum qualification at the time of applying for the post are not eligible. Academic qualification must be from recognized Educational Institution / Board, otherwise candidature will be rejected.
4. The employees should possess the requisite educational qualification on the closing date of application and the same should also be endorsed in the Service Sheet of the employees.
5. Zone of consideration for GDCE will encompass staff belonging to all the Departments/Branches in a Divisions/Workshops/Headquarters office/Extra-Divisional Offices, as the case may be, subject to their applying in response to the notification.
6. **RPF/RPSF personnel, Law Assistants, Catering supervisors and Accounts Cadres are not eligible to apply against the GDCE scheme** in terms of Railway Board's letter No. E (NG) I/2002/PM2/9 dated 11.8.2003 and No. E (NG) I/2000/PM2/12 dated 21.8.2001.
7. Employees selected under GDCE scheme shall be subjected to initial training of the same duration prescribed for directly recruited employees through RRBs.
8. Single stage examination-Computed Based Test (CBT), followed by Skill/Translation Test (if applicable), Document Verification and Medical examination will be conducted.
9. The date, time and venue of the CBT will be fixed by RRC/Secunderabad and will be intimated to the eligible employees through website as well as through SMS on registered Mobile number/or through email on registered mail address. The employees should regularly visit the website.
10. The request for postponement of CBT or change of venue will not be entertained under any circumstances.
11. Eligibility of the employees will be considered only on the strength of the information furnished in the ONLINE Application. Employees need NOT send printouts of application or Certificates or copies to RRC/SCR OR Divisions concerned by post.
12. RRC/SC conduct verification of eligibility conditions with reference to original documents only after the employees have qualified in all the stages of examinations and are shortlisted for Document Verification. RRCs may reject the candidature of any applicant at any stage of

recruitment process in case the candidate is found to be not fulfilling the requisite criteria and if appointed, such a candidate is liable to be removed from service summarily.

13. On completion of all stages of recruitment process, RRC/SC will forward the select list to the Principal Chief Personnel Officer, SC Rly. for further allotment of Division /Unit.
14. **Special Note for all Employees seeking reservation/relaxation benefits:**  
All those employees seeking reservation/relaxation benefits available for SC/ST/OBC-NCL must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/Notification. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/Notification.
15. Railway Administration reserves the right to alter the modus of Examinations or re- conduct examination or to cancel part or whole any process at any stage.
16. The selection shall be made strictly as per merit in the CBT and passing Skill/Translation Test wherever prescribed and found fit in prescribed Medical category. Category wise merit list will be formed for all the categories.
17. The employees recommended for appointment should be fit in prescribed Medical category.
18. Shortlisted employees will be called for verification of their original documents. During document verification the employees has to bring all necessary documents in original. After satisfactory document verification the candidate will be considered for empanelment subject to fulfillment of other criteria.
19. Employees recommended for a particular category of post with a Higher Medical classification will not be considered for any alternative post with lower medical classification in the event of their medical unfitness.
20. The number of vacancies indicated in the GDCE notification is provisional and may reduce or even become NIL depending upon the actual needs of the Railway Administration. The administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.
21. Selected employees are liable to be posted anywhere on South Central Railway. Decision of Railway Administration in this regard shall be final.
22. **There is no separate reservation of posts for Persons with Benchmark Disabilities and Economically Weaker Sections as per Railway Board's letter No. E(NG)I-2018/PM1/23 dated 02/05/2019.[RBE-72/2019].**
23. In the event of any mis-statement / discrepancy in the particulars / incomplete or invalid application or employee has suppressed any relevant information or the employee otherwise does not satisfy the eligibility criteria for the post being detected at any stage, his / her application / candidature will be cancelled or services will be terminated without any notice.
24. RRC/SCR reserves rights to rectify inadvertent errors or omission at any stage of examination and an erroneously appointed employee shall be liable to be terminated from Rly. Service. RRC/SCR will not be responsible for any inadvertent errors.
25. Employees should read the details and instructions on the e-Call letter carefully and follow them scrupulously; failure to comply with the instructions may lead to cancellation of their candidature.

#### **VI. HOW TO APPLY/ STEPS TO SUBMIT ONLINE APPLICATION:**

1. Submission of ONLINE APPLICATION is of Four stages: Personal Details, Education qualification Details, Post Selection, Upload Photo and signature.
2. Visit the website of RRC/SCR i.e. webpage of South Central Railway website [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in)
3. Click on the "ONLINE/E-APPLICATION" link.
4. Click on the "New Registration" link.
5. Employee will be directed to **instructions page**. On viewing all the instructions check the declaration box and **click for registration**.

6. Fill in the basic details **PF/NPS/Employee Number, date of birth** in DDMMYYYY format. If the details provided are found correct **enter community** i.e SC/STOBC/UR. If within the age limit, then the employee will be directed to registration page.
7. Employee has to **enter valid mobile number and E-mail ID** for registration. The **USER ID and Password will be sent to registered mobile number and E-mail ID**.
8. **Login using the UESR ID and password** sent to the E-mail and mobile number.
9. The name of the employee, father's name, Date of Birth, Date of Appointment, Community, present designation, working station will be displayed. If any of the information displayed is found wrong, the employee may mention the correct details in the bottom of the same page where option has been given and proceed. If found correct employee may **enter further details as displayed accordingly. Click save and submit** on verifying all the details.
10. In next page employee will have to fill in the **details of Educational qualification** possessed by him/her and also upload the certificates.
11. **Based on the educational qualification selected by the candidate, posts for which he/she is eligible as per notification will be displayed** in next page. Hence, correct information may be provided for further process of submission.
12. After uploading all the required educational certificates successfully, **click save and submit**.
13. The posts/categories for which employee is eligible (based on the educational qualification entered) will be displayed, employee has to **opt the category** to which he/she wish to apply.
14. The **final page** of online application process will be displayed in which employee has to **upload recent color photograph** of size 3.5cm x 3.5cm (not older than three months from the date of application) with clear front view of the candidate without cap and sunglasses should be uploaded. The photo should be only in JPEG format-100 DPI. Employees are advised to bring one copy of the same photograph along with Hall Ticket/e-Call Letter and original valid Photo ID at the time of examination. They are also advised to keep 3 copies of the same photograph for further use.
15. Employees may note that RRC may at any stage, reject the application for uploading old/unclear photo along with online application or for any significant variations between photographs uploaded along with online application and physical appearance of the candidate.
16. After uploading the photograph, employee has to **upload specimen signature** as per the specifications mentioned in the website.
17. Employee has to **click submit button for final submission** of his/her application, after which an acknowledgement receipt will be displayed, wherein, employee can download/take printout of the application form submitted. A copy of the same will be sent to registered mail ID in PDF format which can be preserved by the employee for future reference.
18. Employed may login at any stage for completing the submission process of online application after getting registered by clicking "Existing User Login" in the home page  
NOTE:
  - i) Communication with the employees will be made through SMS & e-mail only. Employees are advised to provide only their own Mobile number/ e-mail ID to receive and view such communication.
  - ii) During submission of ONLINE application, a Unique Registration Number will be generated and issued to each candidate. Employees are advised to preserve/note their Registration Number for further stages of recruitment process/ correspondence.
19. Before submitting the application, employees should ensure and check the accuracy

of all the details filled and relevant certificates uploaded and then press the SUBMIT button for online application. **Application once submitted cannot be modified.**

20. For any query regarding submission of online application, employee may click on "help desk".
21. For detailed procedure of ONLINE application refer to the e-help link provided on the RRC website i.e. RRC/SC webpage of South Central Railway website [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in)

#### VII. DOCUMENTS TO BE UPLOADED:

1. Scanned self attested copy of Birth Certificate issued by appropriate authority OR Standard 10th or its equivalent certificate or Mark Sheet indicating Date of Birth OR School Leaving Certificate indicating Date of Birth.
2. Scanned self attested copy of required Certificate of Educational Qualification for the post applied.
3. In the case of employees belonging to SC/ST community, Community certificate issued by the Competent Authority in the prescribe format as per Annexure- A of this Notification.
4. In the case of employees belonging to OBC community, Community certificate issued by the Competent Authority in the prescribed format as per Annexure-B of this Notification. This Certificate should specifically indicate that the employee does not belong to the persons/section (Creamy Layer).
5. Employees claiming to belong to Other Backward Classes are also required to submit a **self-declaration** in the prescribed format. (Annexure – C of this Notification) to ensure the production of latest OBC certificate at the time of Document Verification.
6. In the case of employees applying against vacancies found suitable for PwBD should upload the disability certificate in the prescribe format as per Annexure-E

#### VIII. INVALID APPLICATIONS:

1. Application without scanned Photo and scanned Signature.
2. Applications without proof of age i.e. Date of Birth as recorded in the Birth Certificate / Matriculation / Secondary Examination Certificate or an equivalent certificate OR School Leaving certificate only.
3. Applications of over-aged or under-aged candidates and also where date of birth certificates uploaded are illegible, date not filled in or wrongly filled.
4. Not having the requisite Education Qualification at the time of closing date of application.
5. Application without uploading the requisite certificates for eligibility.
6. Application without valid Community certificate as per Para VIII in the proper Pro- forma from the appropriate authority.
7. Any other form of irregularities as observed and considered as invalid by RRC.

#### IX. ACTION AGAINST EMPLOYEES FOUND GUILTY OF MISCONDUCT:

1. Employees are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form.
2. Employees are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding such discrepancy should be submitted.
3. Misconduct on the part of the candidate at any stage of the selection process is strictly prohibited.
4. Employees shall not bring or attempt to bring any political or other influence to further his/her interest in respect of recruitment. Attempting in such practice will be



viewed seriously and their candidature shall be rejected without any notice.

5. A candidate found by the Railway Recruitment Cell to be guilty of:
- Canvassing support for his candidature by any means;
  - Impersonation;
  - Taking help of impersonator;
  - Submitting fabricated/tampered documents;
  - Making statements which are incorrect or false, or suppressing material information;
  - Resorting to any other irregular or improper means for furtherance of his candidature for the selection;
  - Using unfair means during the examination, or possessing, carrying or using mobile phone, calculator or any other such instrument;
  - Committing mischief in any other manner in the examination hall; Harassing or doing bodily harm to the staff employed by the RRC/SCR for the conduct of the test may, in addition to action under relevant provisions of the Rules/Laws which render him liable to criminal prosecution may further-
    - be disqualified by the RRC/SCR from selection for which he is a candidate, or
    - be debarred, either permanently or for a period decided by the RRC/SCR, from any examination or selection conducted by any of the Railway Recruitment Cells / Railway Recruitment Boards or/and
    - be taken up for disciplinary action under the appropriate rules.

**NOTE:**

- List of eligible employees will be notified on RRC/SCR website.
- e- Call letter for the CBT will be issued ONLINE.
- For any legal issues arising out of this GDCE Notification, the Jurisdiction shall be under Hon'ble Central Administrative Tribunal, Hyderabad Bench only.

**X. Abbreviations used:**

RRC/SC=Railway Recruitment Cell / Secunderabad, RRB = Railway Recruitment Board, CBT=Computer Based Test, JPEG = Joint Photographic Experts Group, DPI=Dots Per Inch, OBC=Other Backward Classes, UR = Unreserved (General), SC = Scheduled Caste, ST = Scheduled Tribe, PwBD=Persons With Benchmark Disabilities, VI = Visually Impaired, HI = Hearing Impaired, LD = Loco motor Disabilities, MD = Multiple Disabilities, AAV=Acid Attack Victim, BL=Both Legs, B=Blind, D=Deaf, DW=Dwarfism, HH=Hard of Hearing, LC=Leprosy Cured, LV=Low Vision, OA=One Arm, OL=One Leg, OAL=One Arm & One Leg

**XI. RAILWAY RECRUITMENT CELL/SECUNDERABAD'S DECISION WILL BE FINAL:**

The decision of RRC/SCR in all matters relating to eligibility, acceptance or rejection of the applications, issue of free rail passes, penalty for false information, mode of selection, conduct of examination(s), allotment of CBT centre, allotment of posts/places to selected employees and all other matters related with conduct of selection process will be final and binding on the employees, and no enquiry or correspondence will be entertained in this connection.

Encl: Annexure A to E.

  
Chairman

Railway Recruitment Cell  
South Central Railway  
Secunderabad

**PROFORMA FOR CASTE CERTIFICATE FOR SC/ST EMPLOYEES**

(Format of certificate to be produced by employees belonging to Scheduled Castes or Scheduled Tribes in support of Claim)

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 Scheduled Caste / Scheduled Tribe\* under:

- The Constitution (Scheduled Caste) / (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 Re-organisation Act 1960, The Punjab Re-organisation Act, 1966, The State of Himachal Pradesh Act, 1970, The North Eastern Areas Re-organisation Act, 1971, and the Scheduled Caste / Scheduled Tribes Order (Amendment) Act, 1976.
- The Constitution (Jammu and Kashmir) Scheduled Caste / Scheduled Tribe Order, 1956.
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes / 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 / Scheduled Tribes Order, 1968.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Caste / Scheduled Tribes Order, 1978.
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- The Constitution (SC) Orders (Amendment) Act, 1990.
- The Constitution (ST) Orders (Amendment) Act, Ordinance 1991.
- The Constitution (ST) Orders (Second Amendment) Act, 1991.
- The Constitution (ST) Orders (Amendment) Ordinance, 1996.

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

This certificate is issued on the basis of Scheduled Caste / Scheduled Tribe certificate issued to Shri / Smt. / Kum\* \_\_\_\_\_ Father / Mother of Shri / Smt. / Kum \_\_\_\_\_ of Village / town in District / Division\* \_\_\_\_\_ of State / Union Territory \_\_\_\_\_ who belongs to the

\_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste / Scheduled Tribe \* in State / Union Territory \* \_\_\_\_\_ issued by the \_\_\_\_\_ (Name of prescribed authority) vide their No. \_\_\_\_\_ dated \_\_\_\_\_

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

Signature \_\_\_\_\_

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. (\*)

**Please Note: The term "Ordinarily resides" used 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 :**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenues Officers not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the employees and / or his family normally resides.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POST 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./Kum.\*.....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 OM No. 36012/22/93-  
Estt(SCT), dated 8.9.1993 and modified vide Government of India, Department of Personnel  
and Training O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017\*\*.

Date: \_\_\_\_\_

**DISTRICT MAGISTRATE /  
DY. 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 employees 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.

**PROFORMA FOR DECLARATION TO BE SUBMITTED BY OTHER BACKWARD CLASS EMPLOYEES  
ALONGWITH THE APPLICATION**

**DECLARATION**

I \_\_\_\_\_ son / daughter of Shri  
\_\_\_\_\_ resident of Village / Town / City \_\_\_\_\_ District  
\_\_\_\_\_ State \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_

( Indicate your sub caste) 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. 36012/22/93-Estt(SCT) dated 08.09.1993. It is also declared that I do not belong to person / sections ( Creamy Layer) mentioned in column 3 of the Scheduled to the above referred Office Memorandum dated 08.09.1993 and its subsequent through O. M. No. 36033/3/2004-Estt(Res) dated 09.03.2004".

Place : \_\_\_\_\_

Signature of the Employees \_\_\_\_\_

Date : \_\_\_\_\_

Name of the Employees \_\_\_\_\_

## FORM-VI

**Certificate of Disability**  
**(In case of multiple disabilities)**  
**[See Rule 18(1)]**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No. .... Date: .....

1. This is to certify that we have carefully examined Shri/Smt./Kum

.....son/wife/daughter

Of Shri..... Date of Birth..... (DD/MM/YYYY)

Age..... years Male/Female..... Registration No.

.....Permanent Resident of House No..... Ward/Village/Street

.....whose photograph is affixed above and are satisfied that:

Recent Passport  
Size  
Attested  
Photograph  
(Showing face  
only) of the person  
with disability

(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	Locomotors Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	#		
10	Hard of Hearing	#		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's Disease			
19	Hemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her overall 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 ..... Year ..... months, and therefore this certificate shall be valid till  
 ..... (DD/MM/YYYY)

@ 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

5. Signature and seal of the Medical Authority

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

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

## FORM-VII

## Certificate of Disability

(In cases other than those mentioned in Forms V and VI) [See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No. .... Date: .....

1. This is to certify that we have carefully examined Shri/Smt./Kum

..... son/wife/daughter

Of Shri..... Date of Birth..... (DD/MM/YYYY)

Age ..... years, Male/Female..... Registration No..... Permanent

Resident of House No. .... Ward/Village/Street ..... whose photograph is

affixed above and I am satisfied that He / She is a case of..... 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	Loco motor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(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 ..... Year ..... months, and therefore this certificate shall be valid till ..... (DD/MM/YYYY)

@ 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

Countersigned/Countersignature and seal of the CMO/Medical Supdt./Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]	(Authorized Signatory of notified Medical Authority) (Name and Seal)
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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. The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31<sup>st</sup> December, 1996.