



You could be one of the
Flagbearers of
India's Flagship Energy Company



Recruitment Advertisement No. 02/2015, WOU, Mumbai

OIL AND NATURAL GAS CORPORATION Ltd.

India's **Most Attractive** Energy Major
&
The Flagship **"Maharatna"**

Appendix- Advertisement No. 02/2015

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OIL AND NATURAL GAS CORPORATION

WESTERN OFFSHORE UNIT, MUMBAI

Advertisement No. 02/2015

(1) ONGC, a “Maharatna” Public Sector Enterprise, and India’s flagship energy company is engaged in Exploration and Production of Oil & Gas in India and abroad. A global energy major, it contributes **69%** of India’s domestic Oil production & **62%** of Natural Gas Production. ONGC’s annual net profit was ₹ **20,926 Cr.** In Financial Year 2014. Currently, ONGC through its subsidiary ONGC Videsh Ltd, is India’s largest Transnational Corporate with overseas **investment of over 10 billion USD in 16 countries.**

(2) ONGC offers one of the best compensation packages in cost to company (CTC) terms in the country with opportunity of merit-oriented advancement in a professionally managed organization focused on growth.

ONGC, Western Offshore Unit, Mumbai invites applications from Candidates with valid registration in any of the Employment Exchanges located within the State of Maharashtra. i.e [Candidate must be registered in the Employment Exchange on or before closing date of online registration process.](#)

The Employment Exchange certificate/card Registration should be valid during the online registration process.

Most of these Jobs demand outdoor field work in shifts requiring considerable physical efforts and technical skills. The job is transferable to any Offshore/ Onshore location within the country as demanded by the semi-mobile nature of operations.

3.1) Pay Scales, Emoluments & Other Benefits:

Sl. No	Post Level (Type of Post)	Basic Pay Scale (Total Emoluments)	Remarks
1	A-II level (Regular)	₹.12,000- 27000/- (Total emolument would be ₹. 30,000/- approx. per month.)	Total emoluments include:- (a) Allowances @47% of Basic Pay under Cafeteria Approach. (b) Dearness Allowance.
2	A-I level (Regular)	₹.11,000-24,000/- (Total emolument would be ₹. 27,000/- approx. per month.)	(c) HRA/ Company Accommodation. (d) Contributory Provident Fund.
3	W-1 level (Regular)	₹. 10,000-18,000/- (Total emolument would be ₹. 24,000/- approx. per month.)	(e) An annual increment of 3% is admissible on basic pay.

In addition to emoluments, Company also offers the following to regular employees as per Company Rules:

1. Liberal Performance Related Pay (PRP),
2. Medical Facility for self and Dependents,
3. Gratuity,
4. Self-Contributory Post Retirement Benefit Scheme,
5. Composite Social Security Scheme,
6. House Building Advance and Car/ Scooter Advance.

3.2) Details of the Posts, Reservations, Essential Qualification:

Regular A-II Level posts (Sl. No. 1-12)							Essential Qualification(s)
Sl. No	Name of Post	Total	UR	OBC	SC	ST	
1	Assistant Technician (Electrical)	3	1	1	-	1	3 years Diploma in Electrical Engineering with 60% Marks for General/OBC & 50% Marks for SC/ST and should have Certificate of competency as Electrical Supervisor.
		PWD (OH [OL], HH)					
2	Assistant Technician (Mechanical)	6	4	2	-	-	3 years Diploma in Mechanical Engineering with 60% Marks for General/OBC & 50% Marks for SC/ST.
		PWD (OH [OL,OA], HH)					
3	Assistant Technician (Production)	17	10	4	2	1	3 years Diploma in Mechanical/ Chemical/ Petroleum Engineering with 60% Marks for General/OBC & 50% Marks for SC/ST.
4	TA Gd.III (Chemistry)	10	5	3	1	1	Post Graduate Degree in Chemistry with Pass Marks.
		PWD (OH [OL,OA,BL], HH)					
5	Assistant Technician (Electronics)	12	7	3	1	1	3 years Diploma in Electronics/ Telecom / E&T Engineering with 60% Marks for General/OBC & 50% Marks for SC/ST (or) M. Sc in Physics with Electronics with Pass Marks.
		PWD (OH [OL,OA,BL], HH)					
6	Assistant Technician (Boiler)	13	8	3	1	1	3 years Diploma in Mechanical Engineering with 60% Marks for General/OBC & 50% Marks for SC/ST with 1 st Class Boiler Attendant Certificate.
		PWD (OH [OL], HH)					
7	Marine Radio Assistant Gd.III	20	8	6	3	3	High School or Class X equivalent Board Examinations with 60% Marks for General/OBC & 50% Marks for SC/ST with second class Certificate with Proficiency/ Competency in Marine Radio Operation Recognized by Govt. of India with Global Maritime Distress and Safety (GMDSS) certification issued by the Ministry of Communication (MoC) and one year experience in line. OR Radio Telephone Operator's Certificate of Proficiency in Maritime Mobile Service with Global Maritime Distress and Safety System (GMDSS) certification issued by the Ministry of Communication (MoC) and one year experience in line. OR Diploma in Electronics/ Telecom with 60% Marks for General/OBC & 50% Marks for SC/ST with Global Maritime Distress and Safety Systems (GMDSS) certification issued by the Ministry of Communication (MoC), Govt. of India with one year experience in line.
		PWD (OH [OA, OL], VH [B, LV])					

Sl. No	Name of Post	Total	UR	OBC	SC	ST	Essential Qualification(s)
8	Assistant Rigman (Drilling)	31	15	9	4	3	3 years Diploma in Mechanical/ Petroleum Engineering with 60% Marks for General/OBC & 50% Marks for SC/ST, physical standards as specified.
9	Assistant Gd.III(Materials Management)	1	1	-	-	-	3 years Diploma in Materials Management / Inventory/Stock Control with 60% Marks for General/OBC & 50% Marks for SC/ST, recognized by the State Board of Technical Education /One Year Post Graduate Diploma in Materials Management with 60% Marks for General/OBC & 50% Marks for SC/ST.
PWD (OH [OA, OL] , HH)							
10	Assistant Gd.III (Transport)	2	1	1	-	-	3 years Diploma in Auto/ Mechanical Engineering with 60% Marks for General/OBC & 50% Marks for SC/ST (OR) Post Graduate Diploma in Business Management/ Administration or Post Graduate with Pass Marks. Heavy Vehicle Driving Licence essential.
11	Security Supervisor	2	1	1	-	-	Graduate with 60% Marks for General/OBC & 50% Marks for SC/ST with one year relevant experience. Physical Tests Apply.
12	Assistant Technician (Instrumentation)	16	8	5	2	1	3 years Diploma in Instrumentation Engineering with 60% Marks for General/OBC & 50% Marks for SC/ST.
PWD (OH [OL] , HH)							
Total A-II Level posts		133					
Regular A-I Level posts (Sl. No. 13-24)							
Sl. No	Name of Post	Total	UR	OBC	SC	ST	Essential Qualification(s)
13	Junior Assistant Technician (Boiler)	1	-	-	-	1	High School or Class X equivalent Board Examinations with Science, with minimum II class Boiler Attendants (Oil/Gas Fired) Certificate.
PWD (OH [OL] , HH)							
14	Junior Assistant Technician (Production)	1	-	-	-	1	High School or Class X equivalent Board Examinations with Science, and Trade Certificate in Fitting (or) Mechanic Trades. The trades in respect of Mechanic are: Diesel/ Instrumentation/ Turner/Machining/ Tractor/ Motor Vehicle/ Welding/ Blacksmith/ Boiler Attendant and Machinist Grinder.
15	Junior Fire Supervisor	9	5	2	1	1	Intermediate with 6 months experience in fire services, Driving License for Heavy Vehicles essential. Physical Tests Apply. Testing of driving skills of heavy Vehicle apply.
PWD (HH)							
16	Junior Assistant Technician (Electrical)	2	1	1	-	-	High School or Class X equivalent Board Examinations with Science, & Trade Certificate in Electrical Trade. Should have Certificate of Competency as Electrical Supervisor.
PWD (OH [OL] , HH)							
17	Jr. Assistant (Steno English)	4	2	-	2	-	Graduate with Typing speed 30 w.p.m and short hand at 80 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply.
PWD (OH [OA, OL,BL, OAL] , VH [B, LV])							

18	Junior Assistant (Materials Management)	8	5	-	2	1	B. Sc with Physics or Mathematics as one of the subjects with proficiency in typing 30 w.p.m with Certificate/ Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply.
		PWD (OH [OA, OL], HH)					
19	Junior Assistant (Accounts)	1	-	-	-	1	B.Com. with proficiency in typing 30 w.p.m and Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply.
		PWD (OH [OA, OL, BL, OAL], VH [B, LV], HH)					
20	Junior Slinger Cum Rigger	1	-	-	-	1	High School or Class X equivalent Board Examinations with Driving License for Heavy Vehicle.3 years' Experience in Loading and Unloading. Tests Apply.
21	Junior Assistant (Personnel & Administration)	7	3	3	-	1	Graduate with typing speed 30 w.p.m. Certificate/Diploma of minimum duration of 6 months in Computer Applications in the office Environment. Test Apply
		PWD (OH [OA, OL, BL, OAL], VH [B, LV], HH)					
22	Junior Motor Vehicle Driver (HV Operation)	2	2	-	-	-	High School or Class X equivalent Board Examinations with Driving License for Heavy Vehicle.3 years Driving Experience of heavy vehicles. Tests Apply.
23	Junior Security Supervisor	1	1	-	-	-	Intermediate with 6 months training / experience in Security. Physical Tests Apply.
24	Junior Assistant Operator(Heavy Equipment)	35	20	9	3	3	High School or Class X equivalent Board Examinations with Driving License for Heavy Vehicle and 3 years driving experience of Heavy Vehicles/ Crane Operations. (And) Valid Grade- I certificate as per API- RP 2D or OISD RP-205. Tests apply.
Total A-I Level posts		72					
Grand Total		205					

Note: Persons with Disabilities (PWD) Candidates may apply for relevant posts wherever the eligibility is mentioned. 10 posts reserved for Orthopedically Impaired (OA, OL, BL, OAL), 13 posts reserved for Hearing Impaired, 13 posts reserved for Visually Impaired (B, LV). **Abbreviations:** OH-Orthopedically Handicapped, HH-Hearing Handicapped, VH- Visually Handicapped, OA- One Arm affected [(right or left) - a) Impaired reach b) weakness of grip c) ataxia] , BL - Both legs affected but not arms, OL- One leg affected (right or left), OAL- One Arm (right or left)and One Leg Affected(right or left), B-Blind, LV-Low Vision.

29 posts are reserved for Ex-Servicemen. If sufficient no. of eligible and suitable Ex-Servicemen candidates are not available, then candidates other than Ex-Servicemen may be considered.

3.3 Important Note:

- Diploma should be recognized by AICTE and should be of minimum 3 years of duration.**
- Graduation, Post Graduate degree/diploma should be from a recognized University.**
- ITI should be from respective ITIs/ Technical Institutions recognized by State Board of Technical Education /National Council for Vocational Training (NCVT).**
- In case of Ex-Servicemen, Valid Discharge Certificate & Qualification Equivalency Certificate as per Govt. of India instructions will be required at the time of interview.**
- Crucial date of eligibility:** Applicants must ensure that they are eligible in all respects as on the **closing date of online registration process (i.e 25/04/2015)** failing which their candidature will be rejected, Age will be reckoned as on **25/04/2015.**
- Fireman's Training Certificate should be from recognized Institute / Local Self Government.**
- Certificate of Disability should be issued by Civil Surgeon in case of Person with Disability (PWD) applicable to Posts as mentioned above. The minimum degree of disability in order for a person to be eligible for any concessions/benefits would be 40%.**

4.1) Physical Tests:

Physical Standard Tests (PST) and Physical Efficiency Tests (PET) will be conducted for short listed candidates for the following posts as mentioned below:

4.2) Physical Standard Tests (PST):

Post Sl. No	Post Name	Category	HEIGHT (in Cms.)	WEIGHT (in Kgs)	CHEST		VISION
					Unexpanded (Min) in Cms.	Expanded (Min) in Cms.	
8	Assistant Rigman (Drilling)	GEN/OBC	170	60	85	91	6 x 6 Without glasses & Without any history of night/ colour blindness etc.
		SC/ST, NE/Hill/ Tribal Areas	167	58	81	87	
11,	Security & Fire (Male)	Tribes/ Hill men	163	-	81	86	N.A
		All Others	168	-	81	86	N.A
15, 23	Security & Fire (Female)	Tribes/ Hill men	152	Proportionate to height but not less than 46 Kgs.	-	-	N.A
		All Others	147		-	-	N.A

For the persons from State of Assam: Min Height - 163 Cms (For Tribes/Hillmen - 160). Chest - 79 Cms. With expansion of 5 Cms.

4.3) Physical Efficiency Tests (PET):

Sl. No.	Post(s)	Physical Efficiency Test (Male)	Physical Efficiency Test (Female)
15	Junior Fire Supervisor	<p>a) Running 800 mtrs within 4 minutes.</p> <p>b) Lifting and carrying a person of approximately his own weight by the fireman lift method without any break to a distance of 100 mtrs.</p> <p>c) Climbing a fire service extension ladder of 34 feet (10.5 mtrs) fully extended in 2 mins.</p> <p>d) Testing of driving skills of heavy vehicle.</p>	<p>a) Running 800 mtrs within 6 minutes.</p> <p>b) Lifting and carrying a person of approximately his own weight by the fireman lift method without any break to a distance of 75 mtrs.</p> <p>c) Climbing a fire service extension ladder of 27 feet (9 mtrs) fully extended in 2 mins.</p> <p>d) Testing of driving skills of heavy vehicle.</p>

11, 23	Security	a) 1.6 Kms race within 8 mins. b) Long Jump 9 feet (3 Chances) c) High Jump 3 ½ Feet (3 Chances)	a) 800 Mtrs race within 6 mins. b) Long Jump 8 feet (3 Chances) c) High Jump 3 Feet (3 Chances)
22, 24	Junior Motor Vehicle Driver (HV Operation), JAO (HE).	a) Testing of driving skills of heavy vehicle.	a) Testing of driving skills of heavy vehicle.

Note: No Physical Efficiency Tests for Ex-Serviceman.

5.1) Percentage of Marks Criteria:

Category	% Marks Required in Essential Qualifications w.r.t Level of posts	
	A-1 Level/ PG in A-II level	A-II Level
General/ OBC	Pass Marks	60%
SC/ ST	Pass Marks	50%
Departmental Candidates	Pass Marks	Pass Marks

Note: Candidate has to enter exact percentage of marks to a maximum of 2 decimals while filling the online application form i.e rounding off of percentage is strictly **not** allowed.

5.2) Age Criteria:

Category	Age limit as on 25/04/2015		
	A-I/A-II	For Jr. Assistant Operator (Heavy Equipment)	Min 18 Years
General	Max 30 Years	Max 35 Years	
OBC	Max 33 Years	Max 38 Years	
SC/ST	Max 35 Years	Max 40 Years	

Note:

- In case of **PWD** further **10** Years relaxation to the maximum age limit mentioned above.
- **Departmental** candidates will be given age relaxation to the extent of their service in ONGC; however, for the post of Assistant Rigman (Drilling) age relaxation shall be given to the extent of service as a Rigman on drilling rigs.
- **Ex- Servicemen** will be given age relaxation for length of service in Armed Forces plus **3** years as per Govt. Rules. However, for Disabled Defence Services personnel the maximum age limit shall be **45** years (**50** years for disabled personnel belonging to SC/ST). **No relaxation** on age shall however be given for the post of Assistant Rigman (Drilling).

5.3) Registration/ Processing Charges:

Category	Registration/ Processing Charges
General/ OBC	₹. 300/-
SC/ST/PWD/Ex-Serviceman	₹. 100/-

Note: Candidates are required to pay Registration Fee vide SBI Challan downloadable from www.ongcindia.com. Bank Charges shall be extra as applicable.

5.4) Important Note:

- Candidates can apply for one post ONLY.
- SC/ST/OBC Candidates, while applying for a post where there are no vacancies in their respective reserved categories, will be treated as General candidates and no relaxation in any criteria except in case of Fees will be applicable to these candidates.
- Departmental candidates would also be required to pay the applicable registration fee. However, the same would be reimbursable.
- Departmental candidates within same pay scale need not apply.
- Departmental candidates fulfilling the requisite qualifications will be given first consideration.

6.1) Selection Methodology:

The final merit list shall be prepared based on the weightages assigned to various parameters as per the following:

- Written Test - 60 Marks
 - Interview - 15 Marks
 - Qualification - 25 Marks
- Total 100 Marks**

The candidates will have to qualify at each stage separately and in aggregate.

6.2) Pattern for written Test:

Duration of Written Test 3 Hrs				There will be no negative marking. Each objective question carries one mark.
	Type of Question	Number of Objective Type Questions	Marks	
For A-II Level:	Subject Discipline	90	90	
	General Awareness	30	30	
	Reasoning	30	30	
	Grand Total	150	150	
For A-I & W1 level	Type of Question	Number of Objective Type Questions	Marks	
	Subject Discipline	100	100	
	General Awareness	20	20	
	Grand Total	120	120	

7.1) How to Apply:

Details required before applying:

- i. Details of Bank Challan downloaded from www.ongcindia.com and duly filled **i.e Fees Deposited, Bank Code, Journal No. etc.** The payment to be made to ONGC A/c.No.30827318409, Branch Code No.1576.
Note: Candidates must ensure that they meet the eligibility criteria laid down in this advertisement before making the payment through Challan. Payment once made will not be returned.
- ii. SC/ST/OBC caste certificate details like date of issue, certificate No., issuing authority, Validity date of Non creamy layer certificate of OBC.
- iii. Essential Certifications like Certificate of Competency as Electrical Supervisor, GMDSS etc as required in respective disciplines as mentioned in essential qualifications in para 3.2.
- iv. Percentage of marks in Class X/Intermediate/ITI/Diploma/ Post Graduation etc.
- v. Valid email ID, valid for next six months.
- vi. Valid Employment Exchange Registration Card with entry of Post-Graduation/ Diploma/ ITI / HSC/ SSC qualification issued by Employment Exchange located in Maharashtra State, Date of Registration and Name of Employment exchange.
- vii. Date of Birth as mentioned in the SSC/ Matriculation Board Certificate.
- viii. In case of Ex-Servicemen, Registration card issued by the Employment Exchange/ Ex-Servicemen Welfare Department situated within the state of Maharashtra.
- ix. Certificate of Disability issued by the Competent Authority in case of PWD.
- x. Experience/ Training Certificates wherever required as per essential qualifications mentioned in para 3.2.

7.2) Process:

- i) Candidates meeting the eligibility criteria, with **valid registration of Name and Requisite essential qualifications in any of the Employment Exchanges located within the State of Maharashtra** may apply "**Online**" through the link "**Recruitment 02/2015, WOU, Mumbai**" available on ONGC website www.ongcindia.com.
- ii) The applicant shall preserve the Challan copy with him/her till the time of Interview.
- iii) All correspondence with candidates shall be done through **E-mail and /or SMS only**. All information regarding examination schedule/admit card/interview call letters etc. shall be provided through E-mail and / or SMS. **Responsibility of receiving, downloading and printing of admit card/ call letter for interview and physical tests shall be that of the candidate.**

ONGC will not be responsible for any loss of E-mail and / or SMS sent, due to invalid/wrong E-mail ID or Mobile Number provided by the candidate or delivery of Emails to spam/bulk mail folder or DND activation on Mobile Number etc..

7.3) Choice of Test Centres for Written Test:

The written test is scheduled to be conducted tentatively in following four cities of Maharashtra depending upon the number of applications received. Candidates are required to indicate their choice of examination centre, but the allotment will be at the discretion of ONGC and no change of Test centre will be permitted at a later stage.

Sr. No.	Test Centre
1	Mumbai
2	Aurangabad
3	Nashik
4	Nagpur

7.4) Admit card for written examination:

Exact date of the written test shall be communicated through admit card and will also be available on www.ongcindia.com. The admit card with details of the candidate, Name, Roll No., date, time, venue of the examination, post applied for, category and discipline can be downloaded directly from the www.ongcindia.com by entering the unique registration number printed on the registration slip . The information regarding same will also be intimated to candidates by Email and/or SMS at the email address and Mobile Number respectively mentioned in the application form.

No other communication will be sent separately. The candidates are therefore advised to check their email and / or SMS and ONGC website www.ongcindia.com from time to time for details of examination admit card and other relevant information

Candidate must recheck the details given on the admit card well before appearing for the written examination to ensure that the discipline and other details mentioned is as per the qualifications possessed by the candidate.

7.5) Steps for Applying Online:

1. Logon to www.ongcindia.com ONGC website and click on "**Recruitment 02/2015, WOU, Mumbai**" and then click on "Apply Online".
2. Select among the list of eligible qualification that the candidate possesses and fill in the requisite details in the online application format.
3. Preview the entered details, edit if required and then submit the application.

4. Once the candidate submits the online Application, the System will generate a **unique Registration Number**. Take a printout of your Registered Application (Registration Slip) by clicking on **Print Registration slip**. Registration slip will consist of your basic details like name, category, post(s) applied for, Written Test Discipline and test centre opted etc.

Note: After registration, users may use their Registration Id and Date of Birth or a combination of Email Id and date of birth to re-login and check their application status from time to time.

5. Keep a photo copy of registration slip for record.

6. Applicant need not forward any documents ONGC.

Note: Departmental Candidates must produce a certificate of experience in ONGC – issued by concerned I/c – HR/ER for claiming age relaxation and a copy of ONGC ID card duly attested by I/c – HR/ER for identification. Original Challan form – Candidate Copy and ONGC copy must be preserved in safe custody with candidate.

8.1) Important Dates:

Online Registration Starting Date :-	07/04/2015
Online Registration Closing Date :-	25/04/2015
Tentative Date of Written Test :-	17/05/2015

For any queries, send your email to: ongcmumbairectt2015@gmail.com

8.2) General Instructions:

1. Following documents **in original** are required to be produced **at the time of Interview** (without which candidates will **not** be allowed to appear in the interview).
 - Valid Employment Exchange Registration Card/Certificate issued by Employment Exchange located in the State of Maharashtra.
 - Proof of Date of Birth and Mark Sheets/Pass Certificate of Academic and Technical Qualifications.
 - SC/ST/OBC certificates (with Valid Non-creamy layer Certificate), if applicable, in the prescribed format duly signed by Competent Authority.
 - PWD, Ex-Servicemen must produce relevant certificate as specified in advertisement above.
2. Candidates belonging to OBC category should submit proper caste certificate as per the proforma of Govt. of India (refer Annexure – B), which should, among others specifically mention that person does not belong to the creamy layer.
3. Before applying, the candidate should ensure that (s)he fulfils eligibility criteria and other norms mentioned in the advertisement **on or before the closing date of application**.
4. ONGC reserves the right to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he has applied. Even if any short coming is detected after appointment, the services of such candidate are liable to be

terminated. The decision of ONGC in all matters regarding eligibility of the candidate, the stages at which scrutiny of eligibility is to be undertaken, the documents to be produced at the time of examination, interview/ selection and any other matter relating to recruitment shall be final and binding on the candidate.

5. An application not accompanied by requisite fees or not signed by the candidate or incomplete in any respect will not be entertained/ liable to be rejected.
6. Candidates will have to appear for written test and/or interview at their own expense. However, SC/ST candidates attending the Written Test/Interview will be reimbursed 2nd class to and fro rail/bus fare of the shortest route. **They may download the TA form from ongc website, fill it, attach copy of tickets and caste certificate and bring the same at the time of examination. TA form will not be distributed at the Test Venues.**
7. Any request for change of mailing address, Examination Centre and category declared in the application at a later stage will not be entertained.
8. Appointment of selected candidates is subject to his being declared medically fit as per the requirement of the ONGC. Such appointments will also be subject to service and conduct rules of the corporation. **The selected candidate shall also serve Territorial Army.**
9. Canvassing in any form will disqualify the candidature.
10. In case large numbers of applications are received, Management reserves the right to increase the minimum percentage of cut-off marks in prescribed qualification for determining the number of candidates to be called for test/interview.
11. Candidates sponsored by Mumbai and Panvel Employment Exchanges shall also apply against said vacancies. They are required to apply online from 07/04/2015. through www.ongcindia.com
12. Candidates working in Govt organizations/ PSUs need to submit 'NOC from employer concerned' along with the application or at the time of interview.
13. Only those candidates whose caste name is in the Central List of OBCs and with Valid Non Creamy Layer Certificate will be treated as OBC for the purpose of this recruitment.
14. Candidates must possess essential qualifications in order to apply; candidates possessing qualifications inline over and above the essential qualifications shall not be extended any added advantage.
15. Ex-Servicemen will have to establish their claim before interview failing which they will not be allowed to appear for the interview.
16. **No Manual Application will be entertained.**

ANNEXURE - A

**FORM OF CASTE CERTIFICATE
(To be produced by a candidate belonging to Scheduled Castes / Scheduled Tribes
in Support of His/Her Claim)**

This is to certify that Shri/Shrimathi*/Kumari* Son/daughter* of
..... of village/town* in District/Division*
..... of the State/Union Territory* belong to the
.....

Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe*
Under:

- The Constitution (Scheduled Castes) Order, 1950
- *The Constitution (Scheduled Tribes) Order, 1950
- *The Constitution (Scheduled Castes) (Union Territories) Order, 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 Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

- *The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;
- *The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended;
by the Scheduled Castes and Scheduled Tribes Orders (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 (Uttar Pradesh) Scheduled Tribes Order, 1967;
- *The Constitution (Goa, Daman and Diu) Scheduled Castes 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 and Kashmir) Scheduled Tribes Order, 1989
- *The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990
- *The Constitution (Scheduled Tribes) Order Amendment Act, 1991
- *The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991

2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi* father/mother* of Shri/Shrimathi/Kumari* of village/town* in District/Division* of the State/Union Territory* who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the Dated

3. Shri/Shrimathi*/Kumari* and/or* his/her family ordinarily reside(s) in village/town* of District/Division* of the State/Union Territory of

Place: _____ Signature
Date: _____ State _____ Designation.....
Union Territory _____ (With seal of Office)

ANNEXURE -B

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. * Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 – Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.