



**Notification No. RRC/CR/GDCE-02/2017 Dated 01/12/2017**

**SELECTION FOR FILLING UP POSTS OF JR. CLERK-CUM-TYPIST  
THROUGH GENERAL DEPARTMENTAL COMPETITIVE EXAMINATION**

Opening Date and Time for Online Applications	<b>01/12/2017 at 01.00 p.m.</b>
Closing Date and Time for Online Applications	<b>30/12/2017 at 06.00 p.m.</b>

- In terms of the instructions issued vide Railway Board's letter No. E(NG)I-92/PM2/16 dated 20/08/1993 (RBE No. 129/1993) and other instructions issued from time to time, applications are hereby invited **ONLINE** for filling up of **150** posts of **Jr. Clerk-cum-Typist** in Level-2 Rs. 19,900-63,200 in 7<sup>th</sup> CPC (erstwhile 6<sup>th</sup> CPC Grade Pay Rs. 1900) through General Departmental Competitive Examination (**GDCE**) from all the eligible regular serving Railway employees of Central Railway as on the date of issue of notification.
- The serving regular employees of Divisions/Units/Workshops/Headquarters of Central Railway, except RPF/RPSF Personnel, irrespective of the cadre in which they are working may register their applications for GDCE ONLINE within the stipulated date and time as per the instructions available on RRC/CR's website [www.rccr.com](http://www.rccr.com)
- Community wise Break-up of the vacancies is as under:

Category	Level of pay	UR	SC	ST	OBC	Total
Jr. Clerk-cum-Typist	Level 2 of 7 <sup>th</sup> CPC	<b>80</b>	<b>23</b>	<b>11</b>	<b>36</b>	<b>150</b>

- ELIGIBILITY CRITERIA**
- Zone of consideration:** Only serving regular Railway employees of Central Railway working in Level-1 are eligible to apply.

**Candidates who have been granted MACP in level 2 and above, but working in substantive level 1 are also eligible.**

Note: RPF/RPSF Personnel are not eligible to apply in terms of Railway Board's letter No. E(NG)I/2002/PM2/9 dated 11/08/2003 (RBE No. 139/2003).

- Educational Qualification:** 12<sup>th</sup> (10+2 stage) or its equivalent examination, on the date of notification with not less than 50% marks in the aggregate with Typing speed of 30 w.p.m. in English / 25 w.p.m. in Hindi. 50% marks is not to be insisted upon in case of SC/ST/Ex-servicemen.

## NOTE

Typing test with required “words per minute” (w.p.m.) speed shall be conducted anytime after the issue of result of written test and only those candidates who pass the Typing test successfully will be selected. Hence, the candidates should remain in readiness for Typing Test.

Those awaiting results of the examination **NEED NOT** apply. Entry of the prescribed minimum Educational Qualification and those entered in the online application should also be in the Service Record of the candidate. Without this, the application will be treated as invalid at the scrutiny stage.

- 4.3 **Age Limit:** The maximum age limit for appearing in the GDCE will be reckoned as on the date of notification as shown below i.e. as on 01/12/2017.

Community	UR	OBC	SC/ST
Age	42 years	45 Years	47 Years
Candidates should be born on or after	01/12/1975	01/12/1972	01/12/1970

The Ex-servicemen candidates (ESM) may also apply if they are within the prescribed age limit.

- 4.4 **Medical Classification:** The candidates should be FIT in **C-One (C-I)**.

5. **APPLICATION FEE:** NIL

## 6. **ONLINE APPLICATION**

- 6.1 Candidates are required to apply ONLINE by visiting [www.rrccr.com](http://www.rrccr.com) Detailed instructions for filling up ONLINE applications will be available on the website.
- 6.2 Candidates are required to log on to the RRC/CR's website [www.rrccr.com](http://www.rrccr.com) for filling **ONLINE application for Jr. Clerk-cum-Typist under G.D.C.E.** and fill up the personal details/Bio-data etc carefully.
- 6.3 Candidates should be in possession of Aadhaar Card. At the time of registration, candidates have to fill 12 digits Aadhaar Card number.

Candidates have to produce original Aadhaar card at the time of document verification.

During submission of ONLINE application, a Registration ID will be issued to each candidate. Candidates are advised to preserve/note their Registration ID for further stages of selection process/correspondence with respective Hqrs, Divisions/Units concerned.

**NOTE-I** To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date to avoid possible inability/failure to log on to the website of RRC on account of heavy load on the internet or website jam during the last few days.

**NOTE-II** RRC does not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

**NOTE-III:** Candidates are advised to indicate their current active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire selection process as all important messages of the RRC will be sent by email/SMS only which will be treated as deemed to have been read and understood by the candidates.

6.4 Candidate need not send any application printouts or certificates or copies to RRC by post. The candidature of the candidates will be considered only on the strength of the information furnished in the ONLINE application, which is subject to verification at a later stage. Any deviation, what so ever, found in the particulars filled in the online application with the documents produced will result in disqualification of candidate at any stage of detection.

6.5 Candidates are advised to take printout of their application which is required to be produced at a later stage and during the document verification.

7. **HELP DESK**

For any problems in the Online submission and printing of Application, the candidates can call on helpline No. 8291793496 & 7045383973 from 10:00 a.m. to 17:00 p.m. (except Sundays and Holidays), during the dates of online application process.

8. Designated Officers of Hqrs/Division/Workshop/Unit will be provided ID and Password. The Hqrs/Division/Workshop/Unit will verify the details and certify the correctness of the data filled by the candidates in the online application as per their SR and other details. Accordingly they will mark the candidates as ELIGIBLE/NOT ELIGIBLE and submit to RRC online for further process. Once the details are verified and submitted by the designated officers, no further verification will be done at any level during the selection process. Hence, the Verifying Officers should ensure the correctness of the data before submission to RRC after **ONLINE** verification.

9. **ONLY ONE APPLICATION:** Each eligible serving employee should submit only one application against this Notification and employees submitting more than one application will be liable for disqualification. Even if, such a candidate gets selected inadvertently, he/she will be disqualified and he/she will not be considered for selection under this Notification for GDCE.

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

**THE ELIGIBLE CANDIDATES SHOULD TREAT THAT THIS NOTIFICATION ITSELF IS AN ALERT NOTICE FOR CONDUCTING COMPUTER BASED TEST (CBT) EXAMINATION WHICH WILL BE ADVISED AT A SHORT NOTICE BY RRC/CR.**

**10. ORDER OF PREFERENCE:**

10.1 Candidates are advised to indicate their order of preference for allotment of Division while filling up the details **ONLINE**.

10.2 Priority number in the order of choice has to be indicated in the application for the allotment of Division as indicated below:

<b>S. No.</b>	<b>Name of Division</b>	<b>Order of reference</b>
1.	Mumbai Division	
2.	Solapur Division	
3.	Pune Division	
4.	Bhusawal Division	
5.	Nagpur Division	

10.3 The choice/preference of Divisions indicated by the candidates **ONLINE** will be considered based on their merit order and option subject to availability of community wise vacancies. Option exercised in the **ONLINE** application for Divisions is final, and no further representation for change will be entertained at a later date.

10.4 However, the exercising option for Divisions by the selected candidates does not confer any exclusive right on them for their posting. Selected candidates will be posted in any Division of Central Railway keeping in view primarily the administrative requirements.

11. Last date / time for **ONLINE** submission is 30/12/2017 at 06.00 p.m. RRC/CR will not bear any responsibility if the candidates are not able to register their applications **ONLINE** within the last date/time, for any reason whatsoever.

**12. SELECTION PROCESS:**

The process shall comprise of a Computer Based Test (CBT) followed by Typing test, Document Verification and Medical Examination.

a) Standard of examination shall be like that of direct recruitment conducted by RRB. The question paper will have 100 questions, each carrying one mark and the duration of the examination will be 90 Minutes.

b) On qualifying CBT, candidates will be eligible for next stage of selection i.e. Typing Test as per their merit.

c) The selection will be made strictly as per merit in the Computer Based Test (CBT) followed by Typing test. Shortlisted candidates will be called for verification of their original documents.

- d) CBT will have multiple choice type questions. There shall be negative marking in CBT and 1/3 of the allotted mark shall be deducted for every wrong answer.
- e) The standard of questions for the CBT will be generally in conformity with the educational standards prescribed for the post. The questions will be objective type with multiple choices and are likely to include pertaining to General awareness, Arithmetic, General Intelligence and Reasoning.
- f) The date, time and venue of the CBT and typing test will be fixed by RRC/CR and will be intimated to the eligible candidates in due course. Request for postponement of the CBT and typing test and change of centre/venue will not be entertained under any circumstance.
- g) Probable date of CBT is March/April 2018.
- h) The CBT and typing test will be conducted by RRC/CR and its date will be notified by RRC/CR in due course through Messages on mobiles, e-mails registered in the applications and on website of RRC/CR.
- i) During CBT, candidates should read the instructions on the computer terminal DASH BOARD carefully and follow them scrupulously. Failure to comply with the instructions may lead to disqualification of candidates.
- j) Sample mock test will be uploaded on RRC's website [www.rccr.com](http://www.rccr.com) well before the CBT so that the candidates become familiar with the CBT procedure.
- k) The questions under CBT will be in 5 languages i.e. Marathi, Hindi, Kannada, Urdu and English. The candidate will have to choose any one of these languages. In case of any discrepancy between various versions, the English version will prevail.

13. **DOCUMENTS TO BE UPLOADED:**

The candidate should upload following documents in JPEG format (photograph having size 15 to 40 KB and signature having size 10 to 20 KB).

- 13.1 **Photograph:** A colour passport size photograph of not older than three months, with clear front view of the candidate, without cap and sunglasses, should be uploaded. RRC may, at any stage, reject the applications for uploading old, unclear photo or for any significant variations between uploaded photograph and the actual physical appearance of the candidate. They are also advised to keep extra copies of the same photograph for Document Verification. Application without photograph is liable to be rejected.
- 13.2 **Signature:** Running signature should be uploaded. Unsigned applications, application without signed or signed in capital letters/spaced out letters is liable to be rejected.

13.3 **Certificates:** (To be uploaded in PDF format)

- (a) Scanned copy of certificate for proof of date of birth (Standard 10 or its equivalent certificate or mark sheet indicating date of birth or school leaving certificate indicating date of birth).
- (b) Scanned copy of 12<sup>th</sup> (10+2 stage) or its equivalent examination mark sheet.
- (c) Scanned copy of caste certificate, for SC/ST/OBC candidates, wherever applicable.

**Note:**

- 1) Copies of all certificates uploaded should be available in Service Record of the candidates.
- 2) The candidates who want to avail the benefit of reservation of SC/ST must produce his/her caste certificate issued by appropriate authority as per sample **Annexure-I** at the time of Document Verification. Similarly the candidate who want to avail the benefit of reservation of OBC, must produce caste certificate and Non-Creamy Layer certificate issued on or after **01/04/2017** on Central Government format by appropriate authority as per sample **Annexure-II** at the time of Document Verification.

14. **ELECTRONIC GADGETS BANNED**

14.1 Mobile phones, Pagers, Laptops, Calculators, Bluetooth devices or any other computing / communication / electronic device / gadgets are not allowed inside the premises of CBT. If any candidate is found to be in possession of such device/gadgets in working or in switched-off condition in the CBT hall, his/her candidature shall be cancelled forthwith and he/she will be debarred from future examinations conducted by RRC. In addition such employees are liable to be taken up under appropriate disciplinary/criminal proceedings. Besides, arrangement for safeguard of such electronic gadgets cannot be assured by RRC.

14.2 Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured

15. **HALL TICKET (e-CALL LETTER) FOR CBT/TYPING TEST**

15.1 Eligibility status of the candidate shall be made available on RRC's website. Candidates can verify their eligibility from the website of RRC. SMS and e-mail will be sent to all eligible candidates. Candidate should keep their mobile number and e-mails active till the end of selection process. RRC will not entertain any request for change of mobile number and e-mail address at any stage.

- 15.2 The e-call letter to the eligible candidate shall be available about TWO WEEKS before commencement of CBT/Typing test on the RRC's website for downloading. No admit card will be sent to candidate by post.
- 15.3 Candidates must bring their e-call letter duly obtaining the signature and stamp of the concerned Supervisor/Controlling Officer in the space provided on the e-call letter, while appearing for the CBT/Typing test.
- 15.4 RRC will not entertain any request for any change in examination centre, date and session allotted to provisionally eligible candidate(s).

**16. DOCUMENT VERIFICATION/MEDICAL EXAMINATION**

- 16.1 After the results of the CBT/Typing test are declared, shortlisted candidates on the basis of merit of CBT will be called for document verification. At the time of document verification, the provisionally selected candidates will have to produce original certificates of educational qualification, caste, DOB, relieving letter etc.
- 16.2 On satisfactory Document Verification, they will be directed for medical examination as prescribed at Para 4.4 above.

**17. GENERAL**

- 17.1 Before applying, the candidates should carefully read the instructions and ensure that he/she fulfils all the prescribed eligibility criteria at the time of ONLINE REGISTRATION of application as per the Notification.
- 17.2 The vacancies are to be filled up in various Divisions of Central Railway. The selected candidates are liable to be posted anywhere on Central Railway. Decision of Railway Administration in this regard shall be final.
- 17.3 RRC reserves the right to alter the mode examination or re-conduct the CBT/Typing test or to cancel part or whole of any process of the selection at any stage without assigning any reason.
- 17.4 RRC reserves the right to conduct the CBT/Typing test in batches on various dates and locations as decided by the RRC.
- 17.5 The scheme of GDCE will be implemented according to the guidelines issued by Railway Board from time to time and will be binding on all.
- 17.6 Candidates' biometric data will be captured and/or video/still photography will be done before admitting to CBT hall/for typing test or even during CBT/Typing test. Candidates must co-operate with CBT conducting officials.
- 17.7 Sparring of the candidate for taking the examination and issuing necessary duty passes, if required, as per rule, will be the responsibility of the concerned office/unit where the candidate is presently working. No travel authority shall be provided by RRC.

18. **INVALID APPLICATIONS:**

Applications with following deficiency(ies) will be summarily rejected.

- 18.1 Applications sent manually and not registered ONLINE.
- 18.2 Applications which are incomplete in any manner.
- 18.3 Candidate not possessing the prescribed educational qualifications at the time of submitting application.
- 18.4 Over age or date of birth not filled or wrongly filled.
- 18.5 Registration of more than one application by the same candidate.
- 18.6 Photograph not uploaded, black and white photo, photo with cap or sunglasses, disfigured, small size, full body, only one side view of the face or unrecognizable photo etc.
- 18.7 Signature not uploaded or uploaded in capital letters.
- 18.8 The candidature of the candidate is liable to be rejected in case of wrong details furnished in the online application if found to be wrong or mismatching with the original document at the time of document verification.
- 18.9 Applications where required documents are not uploaded.
- 18.10 Any other irregularities which are considered invalid by RRC.

**Note: - The list only illustrative and not exhaustive. The applications will be rejected on any other irregularity / deficiency noticed by the RRC at any stage.**

19. **MISCONDUCT**

- 19.1 Employees are warned that they should not furnish any particulars that are false or suppress any material information while submitting the application.
- 19.2 Employees shall not bring or attempt to bring any political or other influence to further his/her interest in respect of selection process.
- 19.3 Any misconduct on the part of the employee at any part of the selection process is strictly prohibited and such misconduct will lead to disqualification of the candidature and also appropriate disciplinary/criminal proceeding will be initiated.



19.4 Indulgence in any malpractices/misconduct will result in the rejection of the candidature at any stage of selection in addition to initiation of appropriate Disciplinary/Criminal proceedings.

## **20. IMPORTANT INSTRUCTIONS**

- 20.1 Before applying, the candidates should carefully read the instructions and ensure that he/she fulfils all the prescribed eligibility criteria at the time of submission of application as per the Notification.
- 20.2 RRC reserves the right to conduct the examination in batches on various dates and locations as decided by the RRC.
- 20.3 The list of eligible/ineligible candidates will be published on the website of the RRC. The eligible candidates can download their admit cards from the RRC website in due course. Candidates are advised to be in continuous access of RRC website for various information of the stages of selection.
- 20.4 The scheme of GDCE will be implemented according to the guidelines issued by Railway Board and will be binding on all candidates.
- 20.5 Candidature of the candidate is provisional at all stages of selection subject to fulfilment of all eligibility condition and RRC reserves the right to cancel the candidature at any stage if found not eligible under the Rules/Instructions issued by the Railway Board from time to time.
- 20.6 Candidates who wish to be considered against vacancies reserved for SC/ST/OBC and/or seek age relaxation must submit requisite certificate from the competent authority in the prescribed Proforma at the time of Document Verification as given in the Annexure. Otherwise, their claim of reserved status will not be entertained and the candidature/applications of such candidates fulfilling all eligibility conditions for General (UR) category will be considered under General (UR) category only.
- 20.7 In case wrong declaration/particulars are given by the candidates, he/she is liable to be taken up under RS (D&A) Rules, 1968, including rejection of candidature.
- 20.8 Any candidate found using unfair means in the examination or sending someone else in his/her place to appear in the examination will be debarred from appearing in all the examination of all the RRB/RRC for lifetime. Action will also be taken against him/her under RS (D&A) Rules, 1968. In addition such candidates are also liable for prosecution under criminal law.
- 20.9 RRC reserves the right to reject the candidature of any applicant at any stage of the process of selection, if any irregularity/deficiency is noticed in the application.
- 20.10 The decision of the RRC in all matters relating to eligibility, acceptance or rejection of application, penalty for false information, mode of selection,

conduct of CBT and Typing test, allotment of examination centres, selection etc will be final and binding of the candidates and no enquiry or correspondence will be entertained by the Railway Recruitment Cell in this regard.

20.11 Railway Recruitment Cell will not be responsible for any inadvertent errors.

20.12 For any legal dispute, the jurisdiction will be Central Administrative Tribunal (CAT), Mumbai only.

21. In the event of any dispute about interpretation or any mistake, the English version will be treated as final.

## **22. ABBREVIATIONS USED**

**CBT-** Computer Based Test    **SC-**Scheduled Caste    **ST-** Scheduled Tribe  
**OBC-**Other Backward Classes    **UR-**Unreserved    **DOA-** Date of Appointment

A copy of the Notification and Annexures are also placed on the official website of RRC/CR [www.rccr.com](http://www.rccr.com) **This website may also be referred in future by the candidates for all information/updates.**

**Chairman/RRC/CR**

List of Annexures:

1. Annexure-I Format of Caste Certificate for SC/ST candidates.
2. Annexure-II Format of Caste Certificate for OBC candidates.

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

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

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

The Constitution (Scheduled Castes/Scheduled Tribes) order , 1950  
 The Constitution (Scheduled Castes/ Scheduled Tribes) (Union Territories) order, 1951 [ as amended by the Schedule  
 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 Caste order, 1962  
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962@  
 The Constitution (Pondicherry) Scheduled Caste order, 1964@  
 The Constitution Scheduled Tribes (Uttar Pradesh) order, 1967@  
 The Constitution (Goa, Daman and Diu) Scheduled Caste order , 1968@  
 The Constitution (Goa, Daman and Diu) Scheduled Tribes order , 1968@  
 The Constitution (Nagaland) Scheduled Tribes order, 1970@  
 The Constitution (Sikkim) Scheduled Castes order, 1978@  
 The Constitution (Sikkim) Scheduled Tribes order, 1978@  
 The Constitution (Jammu & Kashmir) Scheduled Tribes order, 1989@  
 The Constitution (SC) orders (Amendment) Act, 1990@  
 The Constitution (ST) orders (Amendment) Act, 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/\*  
 ..... Father/Mother of Shri /Smt./Kum\* .....  
 of village /town\* ..... 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 ..... dated  
 .....

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

Designation .....  
 (With seal of office)

Place .....

Date .....

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

(@) Please quote specific presidential Order

(%) Delete the Paragraph which is not applicable.

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

\*\* List of authorities empowered to issue Caste/Tribe certificates:

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy  
 Commissioner/Dy. Collector/I<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant  
 Commissioner/Taluka Magistrate/Executive Magistrate.
- ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

Note: ST candidates belonging to Tamilnadu state should submit caste certificate ONLY FROM THE REVENUE  
 DIVISIONAL OFFICER.

**Annexure 'II'**

**The format of the certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India.**

This is to certify that Shri/Smt/Kum\* ..... Son/Daughter\* of Shri/Smt ..... of village /town\* ..... District in ..... State belongs to the ..... community which is recognized as backward class under ..... : (indicates Sub-caste)

- 1) Resolution No.12011/68/93-BCC(C) dated 10<sup>th</sup> September 1993, published in the Gazette of India – Extraordinary – part 1 Section 1, No.186 dated 13<sup>th</sup> September 1993.
- 2) Resolution No.12011/9/94-BCC dated 19<sup>th</sup> October 1994, published in the Gazette of India – Extraordinary – part 1 Section 1, No.163 dated 20<sup>th</sup> October 1994.
- 3) Resolution No.12011/7/95-BCC dated 24<sup>th</sup> May 1995, published in the Gazette of India – Extraordinary – part 1 Section 1, No.88 dated 25<sup>th</sup> May 1995.
- 4) Resolution No.12011/44/96-BCC dated 6<sup>th</sup> December 1996, published in the Gazette of India – Extraordinary – part 1 Section 1, No.210 dated 11<sup>th</sup> December 1996.
- 5) Resolution No.12011/68/93-BCC published in the Gazette of India – Extraordinary No.129 dated 8<sup>th</sup> July 1997.
- 6) Resolution No.12011/12/96-BCC published in the Gazette of India – Extraordinary No.164 dated 1<sup>st</sup> Sept. 1997.
- 7) Resolution No.12011/99/94-BCC published in the Gazette of India – Extraordinary No.236 dated 11<sup>th</sup> Dec 1997.
- 8) Resolution No.12011/13/97-BCC published in the Gazette of India – Extraordinary No.239 dated 3<sup>rd</sup> Dec.1997.
- 9) Resolution No.12011/12/96-BCC published in the Gazette of India – Extraordinary No.166 dated 3<sup>rd</sup> Aug.1998.
- 10) Resolution No.12011/68/93-BCC published in the Gazette of India – Extraordinary No.171 dated 6<sup>th</sup> Aug.1998.
- 11) Resolution No.12011/68/98-BCC published in the Gazette of India – Extraordinary No.241 dated 27<sup>th</sup> Oct.1999.
- 12) Resolution No.12011/88/98-BCC published in the Gazette of India – Extraordinary No.270 dated 6<sup>th</sup> Dec.1999.
- 13) Resolution No.12011/36/99-BCC published in the Gazette of India – Extraordinary No.71 dated 4<sup>th</sup> April 2000.

Shri/Smt/Kum\*..... and /or his/her \* family ordinarily reside(s) in the .....District of the ..... State. 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. 36033/3/2004/Estt.(RES.) dated 09.03.2004.

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

District Magistrate/  
Dy. Commissioner Etc.  
(With seal of office)

Place .....  
Date .....

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

a. The term "Ordinarily reside(s)" used will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

b. Where the certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Dy. Commissioner (Certificate issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient)

c. The OBC certificate from the authorities only will be accepted:-

- 1 District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/I<sup>st</sup> Class Stipendiary Magistrate/Extra Assistant Commissioner (not below the rank of I<sup>st</sup> Class Stipendiary Magistrate)/ \* Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate.
- 2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- 3 Revenue Officers not below the rank of Tehsildar.
- 4 Sub-Divisional Officers of the area where the candidate and/or his family normally resides.