

ABBREVIATION - - - - -

NOTE

I. POST RESERVED FOR PWDS:

Sl.No.	Name of post	Category of PWD		
		VH	HH	OH
)			

Legends - - - - -

II. THE SELECTION PROCESS FOR RECRUITMENT FOR THE POSTS MENTIONED AT A WILL BE AS FOLLOWS:

Post Code	Selection Process

III. THE TENTATIVE SCHEDULE OF EVENTS IS AS FOLLOWS:

Event	Tentative Dates/Month

Candidates are advised to regularly keep in touch with the CWC website www.cewacor.nic.in for details and updates.

B. ELIGIBILITY CRITERIA

Merely

applying for Online test/ appearing for and being shortlisted in the Online test and/or in the subsequent Interview/ document verification/ skill test and/ subsequent processes does not imply that a candidate is empanelled for appointment in CWC. Final merit list for appointment will be prepared based on number of vacancies and marks secured in Online Test and Interview (wherever applicable) subject to qualifying skill test / document verification process; as the case may be.

I. NATIONALITY / CITIZENSHIP:

II. EDUCATIONAL QUALIFICATIONS (As on 13.10.2016, Candidates must be in possession of their Mark sheets/ Certificates confirming eligibility as on last day of application):

		Department with three years' experience in maintaining and auditing of	

WORKING KNOWLEDGE OF COMPUTER FOR ALL THE POSTS WILL BE AN ADDED ADVANTAGE

NOTE:

All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. of India/approved by Govt. Regulatory Bodies and the candidate must be in possession of mark sheet/ certificate as applicable for the post as on last date of the application. The minimum eligibility w.r.t. qualification shall be ascertained from the date of issuance of final marks sheet / certificate; as applicable for the post. Candidate appearing in final year/ final semester are not eligible to apply.

2.

3.

Name of qualification, specialisation and Division / Class (wherever applicable) shall be clearly indicated on the marks sheet / certificate;

No equivalent qualifications like PG Diploma in any discipline shall be considered wherever qualifications prescribed are as Master of Business Administration, Post Graduate Degree etc.

III. RELAXATION IN MAXIMUM AGE LIMIT

Sl. No.	Category	Age Relaxation
**		**
Note		

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In all cases of age relaxation, maximum age limit taking into benefit of cumulative age relaxation shall not exceed 55 years as on last date of receipt of application i.e. 13.10.2016.

The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. III (3) to III (7)

Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview/ Document Verification/ Skill test and at any subsequent stage of the recruitment process as required by CWC.

reservation. They should indicate their category as “General (Unreserved)” while fillin

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IV. DEFINITION OF EX-SERVICEMEN

NOTE 1 Servicemen who have already secured employment in civil side under Central Government in Group ‘C’ & ‘D’ posts on regular basis after availing of the benefits of reservation given to Ex

NOTE 2: The period of “Call up Service” of an Ex

NOTE 3

NOTE 4

V. Definition of Persons With Disabilities

Interview/document verification/ skill test/ at any stage of the process if considered for selection to the particular post. Persons With Disabilities will have to work in Field Units/ Regional Offices/ Corporate Office as identified by the CWC.

Visually Handicapped (VH)

Deaf & Hearing Handicapped (HH)

Orthopedically Handicapped (OH)

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(i) Guidelines for Persons With Disabilities using a Scribe

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- **The same scribe cannot be used by more than one candidate. In addition the scribe arranged by the candidate should not be a candidate for current online recruitment for any post in CWC. If violation of the above is detected at any stage of the process, candidature for online examination of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.**

- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii) Guidelines for candidates with locomotor disability and cerebral palsy

(iii) Guidelines for Visually Impaired candidates

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These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

C. ONLINE EXAMINATION

I. The structure of the Online examination will be as follows:

1. Management Trainee (General), Management Trainee (Technical), Assistant Engineer (Civil) & Accountant (Post Code: 1, 2, 3, & 4)

2. Superintendent (General) (Post Code: 5)

3. Junior Superintendent and Stenographer (Post Code: 6 & 8)

4. Junior Technical Assistant (Post Code: 7)

II. Syllabus for Professional Knowledge test (wherever applicable) with weightage out of 50 Questions for Professional Knowledge Test (This is only a Broad/Indicative syllabus and it may slightly change in the examination):

Management Trainee (General) (Post Code: 1)

a) Human Resource Management & IR (20)

b) Marketing Management (15)

c) Supply Chain Management (15)

Syllabus for Management Trainee (Technical) (Post Code: 2)

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Syllabus for Assistant Engineer (Civil) (Post Code: 3)

a) Structural Engineering(15)

b) Geotechnical Engineering & Geomatics Engineering (15)

c) Water Resources Engineering(7)

d) Environmental Engineering(8)

e) Transportation Engineering(5)

Syllabus for Accountant (Post Code: 4)

a) Financial Accounting (15)

b) Cost Accounting (10)

Syllabus for Junior Technical Assistant (Post Code: 7)

Basic Agriculture(15)

Botany (10) –

Zoology (10) –

Chemistry &Physics (15) –

CWC reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the authorised CWC website www.cewacor.nic.in.

Please note that candidates will not be permitted to appear for the online examination without the following documents:

1. Valid Call Letter for the respective date and session of Examination
2. Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and
3. Photocopy of photo-identity proof (as mentioned in (2) above)

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.

d) Penalty for Wrong Answers

e) Examination Centres

V. CUTOFF SCORE

VI. Process for Arriving at Scores

D. INTERVIEW/ DOCUMENT VERIFICATION/ SKILL TEST (To be conducted at Delhi)

I. For the post code 1, 2, 3, 4 and 5

The total marks allotted for Interview are 100. The minimum qualifying marks in Interview will be 50% for Unreserved Candidates (40% for OBC and 30% for SC/ST/OBC/PWD/Ex-Servicemen candidates).The weightage (ratio) of online examination (exam) and Interview will be 85:15

A candidate should qualify both in the Online test and Interview and be sufficiently high in the merit to be shortlisted for subsequent appointment process

II. For the post code 6 & 7

Those candidates who comes sufficiently high in merit and whose documents have been verified successfully and their eligibility for the posts has been established will be shortlisted for appointment

III. For the Post Code 8

Those candidates who qualify skill test and come sufficiently high in merit and whose documents have been verified successfully and their eligibility for the posts has been established will be shortlisted for appointment,

While appearing for the Interview/ Document Verification/ Skill Test, the candidate should produce valid prescribed documents given below. In the absence of documents, candidature of the candidates shall be cancelled. CWC shall take no responsibility to receive/ connect any certificate/remittance/ document sent separately.

IV. List of Documents to be produced at the time of Interview /Document Verification/ Skill test(as applicable)

The following documents in original together with a self-attested photocopy candidate's

Non
submission of requisite documents by the candidate at the time of Interview/ Document Verification/ Skill test will debar his/her candidature from further participation in the recruitment process.

_____ Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

Financial Institutions) are required to produce a "_____ " from their employer at the time of

Note: - Candidates will not be allowed to appear for the Interview/ Document Verification/ Skill test if he/ she fails to produce the relevant eligibility documents as mentioned above.

No documents shall be directly sent to CWC by candidates before or after the Interview/ Document Verification/ Skill test.

The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH DISABILITIES is as under (as notified by GOI from time to time):

E. OFFER OF APPOINTMENT

On qualifying the online test and Interview, selected candidates will be appointed as “Management Trainees” (for **on a fixed consolidated pay**

“Assistant Engineer (Civil) (Post Code No. 03)”, “Accountants” (Post Code No. 04), and “Superintendent” (Post Code

Senior Asst. Manager

This is an All India cadre and provisionally allotted candidates (subject to fulfilling all required criteria) may be posted anywhere in India/ outside India as per discretion of CWC.

F. IDENTITY VERIFICATION

i) DOCUMENTS TO BE PRODUCED

with a photocopy of the candidate’s photo identity (**bearing exactly the same name as it appears on the call letter** sport/ Driving Licence/ Voter’s Card/ Bank Passbook with photograph/ Photo Officer/ People’s Representative along with a photograph / Identity Card

submitted to the invigilator for verification. The candidate’s identity will be verified with respect to his/her

If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview/ Document Verification/ Skill test.

Ration Card will not be accepted as valid ID proof for this project.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview/document verification/skill test Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview/document verification/skill test. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

ii) BIOMETRIC DATA – Capturing and Verification

G. HOW TO APPLY

Candidates can apply online only from 20.09.2016 to 13.10.2016 and no other mode of application will be accepted.

Pre-Requisites for Applying Online

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Online Payment

H. APPLICATION FEE / INTIMATION CHARGES

Category of candidates	Application Fee	Intimation Charges	Total
			Rs. 500/-
	NIL		Rs. 100/-

Note:

Procedure for applying online

Candidates are first required to go to the CWC’s website _____
, _____ and then click on the option “_____” to open the On
Candidates will have click on “CLICK HERE FOR NEW REGISTRATION” to register their application by entering their basic

Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the “SAVE AND NEXT” facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

I. Mode of Payment

“FINAL SUBMIT” button at the end of the On Line Application format. Before pressing the “FINAL SUBMIT” button, candidates

not again
an e-receipt
to take a printout of the e-receipt

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Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. CWC will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

be sent to the candidate’s email ID/ Mobile Number specified in the online application form as a system generated
If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

An online application which is incomplete in any respect such as without photograph and signature, inhuman / inappropriate photograph and / or signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the CWC website on account of heavy load on internet/website jam.

CWC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the CWC.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

J. GENERAL INSTRUCTIONS

A Candidate's admission to the examination/ shortlisting for Interview/ Do

Candidates can apply for one or more post as per their educational qualification and fulfilment of eligibility required for the posts. In such a case, the candidate has to apply and submit application fee separately for each post. However, based on the number of candidates applying for different posts under various permutations and combinations, the online test for the various posts can be held together / separately on a single or multiple days across various sessions. Not more than one application should be submitted by any candidate for a particular post. In case of multiple Applications for a particular post, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) for a particular post will stand forfeited.

The scribe arranged by the candidate should not be a candidate for any of the posts mentioned in this advertisement. If violation of the above is detected at any stage of the process, candidature for Online Examination of both the candidate and the scribe will be cancelled.

Multiple attendance/ appearances in examination for same post and/ Interview/ Document Verification/ Skill test will be summarily rejected/ candidature will be cancelled. Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.

Any request for change of address, details mentioned in the online application form will not be entertained.

Intimations will be sent by email and/ SMS only to the email ID and mobile number registered in the online application form for Online examination.

K. FOLLOWING ITEMS ARE NOT ALLOWED INSIDE THE EXAMINATION CENTRE: -

- a) Any stationary item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
- b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- c) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
- d) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
- e) Any watch/Wrist Watch, Camera, etc.
- f) Any metallic item
- g) Any eatable item opened or packed, water bottle etc.
- h) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. CWC or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

L. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

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Important:

CWC would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by CWC in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, CWC reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

M. CALL LETTERS

An eligible candidate should download his/her call letter from the CWC's website www.cewacor.nic.in by entering his/

Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the online application form for online test. CWC will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of CWC. Candidates are hence advised to regularly keep in touch with the authorised CWC website www.cewacor.nic.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process. Any request for change of centre, venue, date and time for examination and Interview shall not be entertained.

N. ANNOUNCEMENTS:

Corrigendum to this advertisement, if any, shall be published only on the CWC website www.cewacor.nic.in

Disclaimer: - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. Clarifications / decisions given / to be given by the Competent Authority at CWC, regarding process for recruitment shall be final and binding.

New Delhi

Dated: 20th Sep 2016

Recruitment Cell, CWC

EXAMINATION CENTRES

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LIST OF FORMS

FORM – I	FORMAT OF SC / ST CASTE CERTIFICATE
FORM – II	FORMAT OF OBC CASTE CERTIFICATE
FORM – III	FORMAT OF DECLARATION TO BE PRODUCED BY OBC CANDIDATES
FORM – IV	DISABILITY CERTIFICATE (IN CASES OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS OF LIMBS AND IN CASES OF BLINDNESS)
FORM – V	DISABILITY CERTIFICATE (IN CASE OF MULTIPLE DISABILITIES)
FORM – VI	DISABILITY CERTIFICATE (IN CASES OTHER THAN THOSE MENTIONED IN FORM IV AND V)
FORM - VII	FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL FROM ARMY / NAVY / AIR FORCE
FORM – VIII	FORM OF CERTIFICATE FOR SERVING PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR
FORM – IX	UNDERTAKING TO BE GIVEN BY SERVING ARMED FORCE PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR
FORM - X	FORM OF CERTIFICATE APPLICABLE FOR SERVING ARMED FORCE PERSONNEL WHO HAVE ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ON EXTENDED ASSIGNMENT
FORM – XI	FORM OF UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari* _____ Father /Mother* of Sri / Smt / 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 _____ [Name of the authority] vide their order No. _____ dated _____.

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

Signature _____

Designation _____

Place:

[With seal of Office]

Date :

State/Union Territory

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

This is to certify that Sri / Smt. / Kumari _____ son/daughter of _____ of village/Town _____ District/Division _____ in the State/ Union Territory _____ belongs to the _____ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. * Shri/Smt./Kumari _____ and/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 **.

Dated:

District Magistrate
Deputy Commissioner etc.

Seal

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

** - As amended from time to time.

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

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

Form of declaration to be submitted by the OBC candidates (in addition to the Community Certificate)

I Son / daughter of Shri resident of village / town
/city district State hereby declare that I belong to the
..... Community which is recogn

Estt (SCT) dated 08/09/1993. It is also declared that I don't be

Signature of the Candidate

Full Name

Address.....

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
 (Prescribed proforma subject to amendment from time to time)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
 Attested
 Photograph
 (Showing face
 only) of the
 person with
 disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri
 _____ Date of Birth (DD / MM / YY) ____ ____ ____
 Age _____ years, male/female Registration No. _____ permanent resident of House
 No. _____ Ward/Village/Street _____ Post Office
 _____ District _____ State _____, whose photograph is affixed
 above, and am satisfied that:

(A) he/she is a case of :

- locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(C) He/She has _____% (in figure) _____ percent (in words) permanent physical
 impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

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

Disability Certificate
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date:

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri
_____ Date of Birth (DD / MM / YY) ____ ____
Age ____ years, male/female _____ Registration No. _____ permanent resident of
House No. _____ Ward/Village/Street _____ Post
Office _____ District _____ State _____, whose photograph is
affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disabilities. 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 :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(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 :

not necessary,

Or

(i) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - 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 documents 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 Chairperson

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

Disability Certificate

(In cases other than those mentioned in Form IV and V)

(Prescribed proforma subject to amendment from time to time)

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

Recent PP size
Attested
Photograph
(Showing face only)
of the person with
disability

Certificate No. :

Date:

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) ____ ____ ____

Age _____ years, male/female _____ Registration No. _____ permanent resident

of House No. _____ Ward/Village/Street _____

Post Office _____ District _____ State _____, whose photograph is

affixed above, and am satisfied that he/she is a Case of _____ disability. His/her extent of

percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against

the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above 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 _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes £ -

e.g. Left / Right / both ears

The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the
CMO/Medical Superintendent/Head of
Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal)}

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

Form of Certificate applicable for Released/Retired Personnel

(Prescribed proforma subject to amendment from time to time)

It is certified that No. _____ Rank _____ Name _____
 whose date of birth is _____ has rendered service from _____ to _____ in
 Army/Navy/Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

- (i) by way of dismissal, or
- (ii) by way of discharge on account of misconduct or inefficiency, or
- (iii) on his own request, but without earning his pension, or
- (iv) he has not been transferred to the reserve pending such release.

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place: _____ Signature, Name and Designation of the
 Competent Authority **

Date: _____

SEAL

% Delete the paragraph which is not applicable.

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

Form of Certificate for Serving Personnel
(Applicable for serving personnel who are due to be released within one year)
(Prescribed proforma subject to amendment from time to time)

1. It is certified that No. _____ Rank _____ Name _____ is serving in the Army/Navy/Air Force from _____.

2. He is due for release/retirement on completion of his specific period of assignment on or before _____.

3. No disciplinary case is pending against him

Place:

Signature, Name and Designation of the
Competent Authority **

Date:

SEAL

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

**Undertaking to be given by serving Armed Force personnel who are due
to be released within one year
(Prescribed proforma subject to amendment from time to time)**

- (1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.
- (2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

Place:

Date:

Signature and Name of Candidate

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment (Prescribed proforma subject to amendment from time to time)

1. It is certified that No _____ Rank _____ Name _____ whose date of birth is _____ is serving in the Army/Navy/Air Force from _____

2. He has already completed his initial assignment of five years on _____ and is on extended assignment till _____

3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place :

Signature, Name and Designation of the
Competent Authority **

Date :

SEAL

**** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy : Directorate of Personnel, Naval Hqrs., New Delhi; Air Force : Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN

Place:

Date:

(Signature of the Candidate)