

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATION  
DEPARTMENT OF POSTS, INDIA  
O/o. THE MANAGER, MAIL MOTOR SERVICE, Kanpur

No.:- Rectt/M-12/Staff Car Driver/2023/6/Advertisement-3

dated .12.2023  
05.01.2024

**Sub:- Notification for recruitment of Driver (Ordinary Grade) in Uttar Pradesh Circle in the Department of Posts.**

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1. Applications are invited from Indian Nationals in the Proforma (Annexure-1) for Direct Recruitment of Driver (Ordinary Grade) (General Central Service, Group C, Non Gazetted, Non-Ministerial), from Open Market, in Uttar Pradesh Circle.

**2. Scale of Pay :-**

Post	Scale of Pay
Driver (Ordinary Grade)	Rs 19900 - Rs 63200 in Level-2 as per Pay Matrix specified in Part A of schedule of CCS (Revised Pay) Rules 2016 plus admissible allowances [Rs 5200-20200 (Pay Band-1)+ Grade Pay Rs 1900 under Pre-revised scale)

**3. Vacancies: -** The Category-wise break up of vacancies is as follows.

Name of the Region/ Division to which posts belongs	Number of Vacancies	Break up							Name of the Unit to whom the application address to
		UR	SC	ST	OBC	EWS	Total	ESM	
(01)	(02)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Agra Dn.	7	2	2	0	2	1	7	-	O/o. the Manager (Gr.A), Mail Motor Service, Kanpur GPO Compound, Kanpur-208001 Uttar Pradesh
Aligarh Dn.	3	2	1	0	0	0	3	-	
Bulandshahar Dn.	1	1	0	0	0	0	1	-	
Etah Dn.	1	1	0	0	0	0	1	-	
Etawah Dn.	1	1	0	0	0	0	1	-	
Jhansi Dn.	1	1	0	0	0	0	1	-	
Mainpuri Dn.	1	1	0	0	0	0	1	-	
Mathura Dn	3	2	0	0	1	0	3	-	
RO Agra	1	1	0	0	0	0	1	-	
Mirzapur Dn.	1	1	0	0	0	0	1	-	
Pratapgarh Dn.	1	1	0	0	0	0	1	-	
Prayagraj Dn	1	1	0	0	0	0	1	-	
Sultanpur Dn	1	1	0	0	0	0	1	-	
Bareilly Dn.	1	1	0	0	0	0	1	-	
Bijnor Dn.	1	1	0	0	0	0	1	-	
Budaun Dn.	1	1	0	0	0	0	1	-	
Baghpat Dn.	1	1	0	0	0	0	1	-	
Hardoi Dn.	1	1	0	0	0	0	1	-	
Kheri Dn.	1	1	0	0	0	0	1	-	
Meerut Dn.	4	3	0	0	0	0	4	-	
Moradabad Dn.	1	1	0	0	0	0	1	-	
Muzaffarnagar	1	1	0	0	1	0	1	-	

*(Signature)*

Saharanpur	3	2	0	0	1	0	3	-
Azamgarh Dn.	1	1	0	0	0	0	1	-
Bahraich Dn.	1	1	0	0	0	0	1	-
Basti Dn.	1	1	0	0	0	0	1	-
Gonda Dn.	1	1	0	0	0	0	1	-
RO Gorakhpur	1	1	0	0	0	0	1	-
Banda Dn.	1	1	0	0	0	0	1	-
Fatehgarh Dn.	1	1	0	0	0	0	1	-
MMS Kanpur	12	8	1	0	2	1	12	01
Ayodhya Dn.	1	1	0	0	0	0	1	-
Barabanki Dn	1	1	0	0	0	0	1	-
Lucknow Dn.	1	1	0	0	0	0	1	-
Raebareli Dn.	1	1	0	0	0	0	1	-
Sitapur Dn.	1	1	0	0	0	0	1	-
Ballia Dn	1	1	0	0	0	0	1	-
Ghazipur Dn	1	1	0	0	0	0	1	-
Jaunpur Dn	1	1	0	0	0	0	1	-
Varanasi (E) Dn	10	6	1	0	2	1	10	01
Ghaziabad Dn	2	2	0	0	0	0	2	-
Circle Office	1	1	0	0	0	0	1	-
	78*	61	5	0	9	3	78	2

(i) Vacancy reserved for Ex-Servicemen (ESM) will be filled up from any category and then be adjusted horizontally against respective categories viz UR/EWS/SC/ST/OBC as the case may be depending upon the category to which the selected candidate belong to, that means the vacancy earmarked for Ex Servicemen is included within the total vacancies.

(ii) The Ex-servicemen personnel must also submit their details in Annexure - V.

#### 4. Age Limit :-

Between 18 to 27 years, Relaxation will be provided as under in respect of vacancy reserve for them.

For OBC candidate	Relaxable upto 3 years
For SC/ST candidate	Relaxable upto 5 years
For Central Government Servant	Up to age of 40 years
For Ex-servicemen	Upto maximum 3 years {for SC/ST 08 years (3+5) and for OBC 06 Years (3+3) } after deducting military service rendered from the actual age

(i) The candidate availing reservation must submit their caste certificate in the prescribed format appended as Annexure II, III, & IV applicable to the Central Government.

(ii) The crucial date for determining the age-limit is closing date for receipt of application forms (i.e. ....) 16.02.2024

**5. Probation Period :-** The candidates selected will be on probation period of two years as per Rules.

*(Signature)*

## 6. Educational and other qualifications:

- (i) Possession of a valid driving license for light & heavy motor vehicles.
- (ii) Knowledge of Motor mechanism (The candidate should be able to remove minor defects in vehicle).
- (iii) Experience of driving in Light & Heavy motor vehicles at least for three years.
- (iv) Pass in 10<sup>th</sup> standard from a recognized Board or Institute.
- (v) Desirable qualification- Three years service as Home Guard or Civil Volunteers.

## 7. Pattern and Syllabus for Trade test/Driving Test for appointment for the post of Driver (Ordinary Grade) is as under:

- (i) Trade test will be conducted in two (2) stages:-

Stage-1	Test for knowledge of General Knowledge, Simple arithmetic, General intelligence & reasoning, Motor Mechanism and Traffic Rules, signals and regulation. (Theory – 80 Marks)
Stage-2	Test for knowledge of Motor Mechanism and Driving (Practical – 20 marks)

- (ii) Pattern of Examination : Theory Test  
Stage 1 of Examination

Sl No	Description	Paper I
1	Competitive or Qualifying	Competitive
2	Type of Question	Multiple choice Question
3	Maximum Marks	80
4	Duration	90 minutes
5	Language of Question Paper	English, Hindi
6	Language of Answer Paper	Not Applicable as Multiple Choice Questions
7	Minimum Qualifying Mark (Subject to reservation policy of Government)	(a) For SC/ST-33% in each Paper (b) For OBC and EWS-37% in each Paper (c) For Others-40% [Note: Relaxed standard shall be applicable only if reservation is available for a category in relevant mode of recruitment.]

### Stage 2 of Examination Description:- Practical Test

Sl No	Description	Paper I	Paper II
1	Competitive or Qualifying	Competitive	Competitive
2	Type of Question	Practical	Practical
3	Maximum Marks	10	10
4	Duration	20 minutes	20 minutes
5	Language of Question Paper	Not Applicable	Not Applicable
6	Language of Answer Paper	Not Applicable	Not Applicable
7	Minimum Qualifying Mark (Subject to reservation policy of Government)	(a) For SC/ST-33% in each Paper (b) For OBC and EWS-37% in each Paper (c) For Others-40% [Note: Relaxed standard shall be applicable only if reservation is available for a category in relevant mode of recruitment.]	

- (iii) Syllabus of Examination

### Stage 1

Test for knowledge of General Knowledge, Simple arithmetic, General intelligence & reasoning, Motor Mechanism and Traffic Rules, signals and regulation. (Theory – 80 Marks)		
Paper I (Maximum Marks 80)	Part I General Knowledge <ul style="list-style-type: none"> <li>• Current events</li> <li>• Sports played in India</li> <li>• History and Culture of India</li> <li>• Geography of India</li> <li>• Indian economy</li> <li>• General polity</li> <li>• Indian constitution</li> <li>• 'Who' is 'Who' of India</li> </ul>	20 Questions of 1 mark each
	Part II General intelligence & reasoning <ul style="list-style-type: none"> <li>• Analytical aptitude</li> <li>• Ability to observe and distinguish patterns</li> <li>• Analogies</li> </ul>	15 Questions of 1 mark each

	<ul style="list-style-type: none"> <li>• Similarities and Differences</li> <li>• Space visualization</li> <li>• Spatial orientation</li> <li>• Visual memory</li> </ul>	
	Part III Simple Arithmetic <ul style="list-style-type: none"> <li>• Problems relating to number systems</li> <li>• Computation of whole numbers</li> <li>• Decimal and fractions</li> <li>• Relationship between numbers</li> <li>• Fundamental arithmetical operations</li> <li>• Percentages</li> <li>• Ration and proportion</li> <li>• Averages</li> <li>• Interest</li> <li>• Profit and loss Discount</li> <li>• Time and distance</li> <li>• Ratio and time</li> <li>• Time and work</li> </ul>	15 Questions of 1 mark each
	Part IV Road sense, vehicle maintenance, traffic rules/signals and environmental pollution:- <ul style="list-style-type: none"> <li>• Road sense (traffic rules/signals, road marking etc)</li> <li>• Various sections of Motor Vehicles Act. 1939 amended from time to time</li> <li>• Knowledge of vehicle parts</li> <li>• Licensing of drivers of motor vehicles</li> <li>• Registration of motor vehicles</li> <li>• Insurance of vehicles</li> <li>• Offence, penalties and procedure</li> <li>• Knowledge related to toolkit</li> <li>• Security and maintenance of vehicle</li> <li>• Accidental claims</li> <li>• GPS related knowledge</li> <li>• Mechanical vehicles vis-a-vis electrical vehicles</li> </ul>	30 Questions of 1 mark each

Stage II

Test for knowledge of Motor Mechanism and Driving (Practical – 20 marks)	
Paper I (Maximum Marks 10) (Maximum Time 20 Minutes)	<ul style="list-style-type: none"> <li>• Identification of defects</li> <li>• Carry out minor repairs</li> <li>• Changing of wheels</li> <li>• inflation of wheels correctly</li> </ul>
Paper II (Maximum Marks 10) (Maximum Time 20 Minutes)	<ul style="list-style-type: none"> <li>• Synchro Speed &amp; Gear</li> <li>• Synchro Clutch &amp; Accelerator</li> <li>• Control of Vehicle and Steering</li> <li>• Reversing</li> </ul>

**CRITERIA FOR SELECTION:-**

1. Candidates qualifying in Stage I shall be eligible to appear for test in Stage II.
2. Only such candidates who qualify in each paper of Stage II shall be considered for preparation of the final merit list.
3. Final merit list of the qualified candidates shall be prepared on the basis of total marks secured by the candidates in both the stages of examination.
4. After arranging the candidates in order of merit as per above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.
5. In the event of any vacancy notified for recruitment remains unfilled only due to non- joining of selected candidate, the next candidate in the merit list shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal/declining offer of appointment and no wait list or approved panel shall be maintained.

**Note: The date and venue of the tests will be intimated separately to the eligible candidates. No intimation will be sent in respect of other applicants who are not eligible.**

**Candidate also note and attention that the result will be displayed on notice board at O/o. Mail Motor Service, Kanpur for Stage 1, Stage 2.**



- 8. Disqualification:** No person-
- (a) who, has entered into or contracted a marriage with a person having a spouse living or
  - (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.
- 9. Disclaimer:**
- (i) The Department of Posts reserves the right to cancel this recruitment process without assigning any reason.
  - (ii) The vacancies notified are subject to change without assigning any reason and Department reserves the right to cancel the recruitment
  - (iii) Vacancies may vary which will depends on the outcome of recruitment through deputation/absorption of Department of Posts employees and recruitment through Deputation/Absorption from other Ministries of Central Government and deputation or re-deployment of Armed Forces Personnel . The Competent Authority reserves the right to increase or decrease the vacancies or cancel the notification at any stage without any information.
- 10. Nature of work:**
- Driver will have to drive heavy & light commercial vehicles for transportation of mail,cash etc. of Department of Posts as well as passenger vehicles like Car/Inspection Vehicle/Jeep etc. The drivers are transferrable to any place in Uttar Pradesh Circle which comprises the entire state of Uttar Pradesh.
- 11. Special instructions to the candidates:**
- (i) The candidate should fill up all the fields of the application forms enclosed Annexure-I.
  - (ii) No column should be left blank.
  - (iii) One envelope should contain one application only.
  - (iv) The application complete in all respect should be sent through REGISTERED POST/SPEED POST only. Those sent through other means, private couriers, unregistered post and given by hand etc shall not be accepted.
  - (v) Along with enclosures and Indian Postal Order for Rs. 100/- in favour of Manager Mail MotorService, Kanpur payable at Kanpur HO should be enclosed as application fee. Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribes (ST) and Ex-Serviceman eligible for reservation are exempted from payment of fee.
  - (vi) Applications received after due date will not be entertained under any circumstances Incomplete, unsigned applications or applications without the required Annexures will be rejected summarily and no correspondence in the matter will be made with the applicant.
  - (vii) Application received without proof of date of birth will be rejected straightway.
  - (viii) No allowances and expenses will be paid for attending the test and the candidates will have to bear the cost.
  - (ix) Self-attested copies of all documents, viz (i)date of birth Proof, (ii) educational qualifications,(iii)Driving Experience Certificate (iv) Driving license (v) Caste certificate, if any,etc should invariably accompany the signed application form (vi) The driving licence should be valid one on the date of application.
  - (x) The documents/marks lists/ certificates submitted at a later date will not be entertained. ORIGINAL CERTIFICATES should not be submitted. The selected candidates should produce relevant original certificates only at the time when it is called for.
  - (xi) Community Certificate for SC/ST/OBC/EWS in the prescribed form issued from the competent authority is to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same will not be accepted.
  - (xii) The candidates on appointment shall be liable for posting at any place in UttarPradesh circle.



- (xii) Further, self-attested latest colored passport size photograph, shall also be pasted on the application form in the space provided for the purpose. Additional Photo to be pinned to the application form.
- (xiii) The Department reserves the right either to revise the number of vacancies or to cancel the recruitment, if so warranted.
- (xiv) No correspondence in person, e-mail, telephone etc will be made.
- (xv) Failure to comply with instructions / conditions prescribed in the notification. The application will be rejected and no intimation will be served. No communication in this regard will be entertained.

**12 List of Mandatory Documents to be attached with the Application Form:**

- (i) Self attested copy of Proof of date of Birth.
- (ii) Self attested copy of a valid driving license for light & heavy motor vehicles.
- (iii) Self attested copy of Certificate of Driving Experience, if any.
- (iv) Self attested copy of Mark sheet & Certificate of 10<sup>th</sup> standard.
- (v) Self attested copy of cast certificate, if applicable.
- (vi) Self attested copy of Experience certificate as Home Guard or Civil Volunteers, if applicable.
- (vii) Self attested colored passport size photograph, shall also be pasted on the application form in the space provided for the purpose and additional photograph to be pinned to the application form.
- (viii) Original Indian Postal Order of Rs. 100/- in favor of Manager, Mail Motor Service, Kanpur as application fees, if applicable.

**13 HOW TO APPLY:** The eligible candidates may submit their applications only in the prescribed format in Annexure-I, affixing their recent passport size photograph, duly filled in along with enclosures and Indian Postal Order for Rs. 100/- in favour of Manager Mail Motor Service, Kanpur payable at Kanpur HO should be enclosed as application fee in an envelope super scribed as "**APPLICATION FOR DIRECT RECRUITMENT TO THE POST OF DRIVER IN UP CIRCLE**" addressed to,

**MANAGER (GR.A),  
Mail Motor Service Kanpur,  
GPO Compound, Kanpur-208001,  
Uttar Pradesh.**

so as to reach on or before the last date i.e. 16.02.2024.....by 17:00 hours by REGISTERED POST/SPEED POST ONLY. Application sent through private courier, unregistered post ordinary mail other means and by hand will not be accepted.

The application form can also be downloaded from the India Post website.



Manager (Gr.A),  
Mail Motor Service  
Kanpur

Enclosures / Annexures.

- 1) Application form (Annexure I)
- 2) Format of EWS/SC/ST/OBC Certificate (Annexure II to IV)
- 3) Additional form for Ex-servicemen (Annexure V)

**ANNEXURE-I**

(Registered/Speed Post only)

**Application For Direct Recruitment of the post of Driver (Ordinary) in Department of Post**

**Application form for  
Recruitment of Driver  
(Ordinary Grade)in  
Uttar Pradesh Circle**

Affix self-attested  
recent passport  
size photograph

Also pin up one  
spare photograph

1. Name of Candidate **(IN BLOCK LETTER)**:

.....

2. Aadhar No. : .....

3. Father's/Spouse full name : .....

4. Present Postal Address : .....

.....

5. Contact / Mobile No.(Mandatory) : .....

6.Community (UR/EWS/SC/ST/OBC) : .....

7. Whether Caste certificate attached to avail reservation: - .....(Yes/No)

8. Date of Birth (As per Matriculation certificate) :- .....

9. Age as on 16 / 02 / 2024 ..... :- .....

the closing date for receipt of application

10. Length of Service rendered by Ex Servicemen:- .....

11. Nationality:- .....

12. Gender:- .....

13.e-mail id, if any :- .....

Educational Qualification (Copies of detailed marks certificate should be attached)

14.

Sl No	Examination passed	Year of passing	Marks obtained	Total Marks	% age of Marks	Name of the Board/ University
1	Matriculation / 10 <sup>th</sup>					
2	Any Other					

15 Driving license No.: .....

Particulars of Issuing Authority .....

Date of issue of Light Motor Vehicle (LMV) license .....  
and its validity

Date of issue of Heavy Motor Vehicle (HMV) license .....  
and its Validity

**NOTE : License copy enclosed should match the details and their renewals, if details are not available on license, then enclose self-attested copy of Driving license extract showing all details of license endorsement.**

16 Driving Experience (Light Motor Vehicle) Period  
from.....to.....

Name of institution/Firms etc.

Driving Experience (Heavy Motor Vehicle) Period  
from.....to.....

Name of institution/Firms etc.

17. Any other relevant information:.....

**18. Details of application fee-**

- (i) Serial Number of Indian Postal Order :
- (ii) Name of issuing Post Office and date of issue :
- (iii) Amount of fee paid :

19. List of documents attached (All the documents mentioned below should be self attested by himself)

- i)
- ii)
- iii)
- iv)
- v)
- vi)
- vii)

**Declaration**

I ..... hereby declare that all the information / statements made in this application are true and correct to the best of my knowledge and belief. Nothing has been concealed there from. I understand that in the event of suppression of material facts, misinformation, concealment of any information or found false or incorrect or ineligible at a later stage, I am liable to be punished, my appointment will terminate and my claim for recruitment will stand forfeited. I also understand that in the event of any failure to complete pre-appointment formalities/ training for whatsoever reasons, my selection is liable to be cancelled. I also understand that in the event of contravention of extant Rules, my application will be rejected summarily by the Department. I undertake that have not submitted any other application for this post

Date  
Place

[Signature of candidate]

**(Mandatory for candidates claiming benefits under EWS/SC/ST/OBC category)**

**Declaration:**

I ..... understand that my selection is liable to be cancelled, if it is found later on that I have availed benefits relating to EWS/SC/ST/OBC community for which I am not entitled.

Date  
Place

(Signature of candidate)





Government of India  
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. \_\_\_\_\_

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

VALID FOR THE YEAR \_\_\_\_\_

1. This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph in attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her "family"\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:
- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above;
  - III. Residential plot of 100 sq. yards and above in notified municipalities;
  - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. Shri./Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste which is not recognized as a schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport  
Size attested  
photograph of the  
applicant

\* **Note 1:** Income covered all sources i.e. salary, agricultural, business, profession, etc.

\*\* **Note2:** The term "Family" for this purpose include the person, who seeks benefit for reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below age of 18 years.

\*\*\* **Note3:** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



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

This is to certify that Shri\*/Shrimati/Kumari \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ Village/Town \_\_\_\_\_ /District/Division\* \_\_\_\_\_ of the \_\_\_\_\_ State/Union Territory belongs to the \_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Tribe under :

\*The Constitution Scheduled Castes Order, 1950.

\*The Constitution Scheduled Tribes Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

\*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;

[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation 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 and Kashmir)\* Scheduled Castes Orders, 1956.

\*The Constitution (Andaman and 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 (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) Ordinance Act, 1991.

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

\*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

\*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

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

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati\* \_\_\_\_\_ father/mother\* \_\_\_\_\_ of Shri/Shrimati/Kumari \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ in /District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimati/Kumari\* and /or\* his/her\* family ordinarily reside(s) in Village/Town\* \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(with seal of Office)

State/Union Territory \_\_\_\_\_

\* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1 st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.

6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

**FORMAT OF 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/Division\* \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community that is recognized as a backward class under Government of India\*\*, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_

\*\*\*  
Shri/Smt./Kum. \_\_\_\_\_ and/or \_\_\_\_\_ his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does NOT belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM No.36036/2/2013-Estt (Res) dtd. 30/05/2014, and again modified vide Om No. 36033/1/2013-Estt(Res)dtd.13/09/2017.

District Magistrate /  
Deputy Commissioner /  
Any other Competent Authority

Dated:

Seal

\* Please delete the word(s) which are not applicable.

\*\* As listed in the Annexure (for FORM-OBC-NCL)

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

NOTE:

(a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

- (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar' and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT RECRUITMENT

Form of certificate application for Released/ Retired Personnel

1. 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.
    - (v) On account of physical disability attributable to military service.
    - (vi) On invalidment after putting in at least five years of military service.
  
3. He is covered under the definition of Ex-Servicemen (Re-Employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place.....

Date.....

Signature, Name and Designation of the  
Competent authority  
SEAL

